



## **REQUEST FOR BID**

### **BID NO. 18-2199**

## **Joint Purchase of Pest Control Services**

Bid Opening: Thursday, March 8, 2018 at 2:00 p.m.  
Webbs Norman Center  
401 S. Main Street  
Rockford, IL 61101

### **PARK COMMISSIONERS**

Ian K. Linnabary ..... President  
Jack L. Armstrong ..... Vice President  
Julianne C. Elliott ..... Secretary  
Scott Olson..... Commissioner  
Tyler Smith ..... Commissioner

Jay Sandine...Executive Director  
February, 2018

401 SOUTH MAIN STREET - ROCKFORD, ILLINOIS 61101 - TELEPHONE (815) 987-8800 - FAX (815) 987-8877

Serving the Communities of Cherry Valley, Loves Park, New Milford and Rockford

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The Rockford Park District, City of Rockford, Winnebago County and Rockford Public Library invites qualified firms to provide Professional Pest Control Service.

JOINT PURCHASING - This bid will be open to joint purchasing participation for other local taxing bodies.

The awarded vendor/vendors shall honor and extend all terms, conditions, and pricing to participating agencies.

Any authorized agency that may participate in this contract shall be responsible for issuing purchase orders direct to the vendor, processing invoices, and making payment due to the vendor. Each order must refer to this bid number.

This contract is a one year term contract and may be renewed for not more than four additional one-year terms, at the option of the participating agencies. Criteria for renewal will be based on satisfactory products and/or service, delivery and billing procedures, as well as fairness in renegotiated pricing, up or down, with regard to prevailing market conditions, as determined by the participating agencies, and availability of funds as determined by the participating agencies.

The participating entities honor prevailing wages to be paid as stipulated by Ordinance 2017-O-13. If applicable, the awarded Vendor, including subcontract, is required to comply with all provisions of the Illinois Prevailing Wage Act, including the payment of wages and fringe benefits as required by law, and the submission of certified payroll transcripts.

Please submit the bid on the enclosed Bid Offer Forms and return in a "Sealed Bid" envelope showing the bid number, date and time of opening in the lower left-hand corner of the return envelope. Failure to include the bid offer form properly completed and signed will result in the submission being rejected.

Participating entities welcomes the opportunity to assist guests with disabilities to enjoy ALL the facilities, programs, and services.

Any questions regarding this bid should be directed to Jacki Minnihan, Purchasing Manager, at (815) 969-4094.

## **GENERAL CONDITIONS FOR ALL BIDS**

These instructions, terms and conditions are standard for all requests for bids issued by Rockford Park District and all participating agencies. The Park District may delete, supersede or modify any of these standard instructions for a particular bid by indicating such change in the bid instructions, in the special conditions of the bid or in the specifications/statement of work. Any and all special conditions that may vary from these general conditions shall prevail over these general conditions. All segments of the general conditions may not apply to all bids/proposals. The general conditions are terms and conditions that the Rockford Park District expects its vendors/vendors to meet. By bidding, the respondent agrees to be bound by these requirements unless otherwise noted in the bid.

### **1. PRICING SELECTION**

The Rockford Park District reserves the right to reject any or all prices or bids submitted. Bids will be awarded on a lump sum or on an individual basis.

### **2. PURCHASE ORDERS**

The Rockford Park District reserves the right to increase or decrease quantities shown on bid. It also reserves the right to cancel purchase orders if delivery is not complete within one hundred and twenty days (120) days after issuance or if delivery date indicated on bid is not met by company.

### **3. AWARD SELECTION AND CRITERIA**

Bids will be awarded to the lowest responsible bidder complying with the conditions and specifications presented herein. Bids that are submitted taking exceptions to the specifications or with exclusions, qualifications or caveats shall be deemed non-compliant to the specifications and will be subject to rejection. Lowest responsible bidder is defined in Rockford Park District Ordinance 2013-O-03, approved April 5, 2013, as follows:

Responsible Bidder for: Ordinance 2013-O-03 projects meets as of the job specifications, the following applicable criteria and submits evidence of such compliance for both general vendors and any or all subcontractor.

- A. All applicable laws prerequisite to doing business in Illinois.
- B. Evidence of compliance with
  - i. Federal Employer Tax Identification Number or Social Security Number (for individuals).

- ii. ii. Provision of Section 2000(e) of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Executive Order 11375 (known as the Equal Opportunity Employer provisions).
  - iii. Documents evidencing current registration with the Illinois Department of Revenue (i.e. UI account number);
  - iv. Disclosure of any federal, state or local tax liens or tax delinquencies against the vendor or any officers of the vendor in the last five (5) years.
- C. Certificates of insurance indicating the following coverages: general liability, workers' compensation, completed operations, automobile, hazardous occupation, product liability, and professional liability.
- D. Compliance with all provisions of the Illinois Prevailing Wage Act, including wages, submission of certified payroll records, medical and hospitalization insurance and retirement for those trades covered in the act.
- E. Participation in apprenticeship and training programs applicable to the work to be performed on the projects which are approved by and registered with the United States Department of Labor's Office of Apprenticeship and Training.
- F. Documents evidencing any professional or trade license required by law or local ordinance for any trade or specialty area in which the vendor is seeking a contract award. Additionally, the contract must disclose any suspension or revocation of such license held by the company, or of any director, officer or manager of the company.
- G. A statement that individuals who will perform work on the public works project on behalf of the vendor are properly classified as either (i) an employee or (ii) an independent vendor under all applicable state and federal laws and local ordinances.
- H. Compliance with all provisions of the Illinois Substance Abuse Prevention on Public Works Projects Act; which compliance and evidence of same, shall be required on all Rockford Park District public works projects regardless of dollar amount of such project(s).
- I. Participation in vendor's safety and health activities and programs including: (i) a written safety policy statement signed by a company representative; and (ii) a completed Vendor Safety & Health Questionnaire.
- J. Maintains a written safety manual that applies to, or will be modified to fit, the project at issue.

- K. Ensures all subcontractors hired by the responsible bidder to perform duties on Rockford Park District public works projects are in compliance with all requirements of the responsible bidder ordinance for: a) all construction contracts in excess of \$10,000, and; b) for all contracts (regardless of the dollar amount) for electrical work, and/or for fire protection work, and/or for HVAC work and/or for plumbing work, (as defined by the Rockford Park District, in its discretion).
- L. The Rockford Park District honors prevailing wages to be paid as stipulated by Ordinance 2017-O-13. For awards \$25,000.00 or greater, the awarded Vendor, including subcontractors, is required to comply with all provisions of the Illinois Prevailing Wage Act, including the payment of wages and fringe benefits as required by law, and the submission of certified payroll transcripts.
- M. All invoices for Prevailing Wage work must be submitted with CERTIFIED PAYROLL RECORDS. The Rockford Park District will not pay any invoice for prevailing wage work that does not have appropriate certified payroll records attached.

The lowest responsible bidder is determined not only by price, but also by quality of product and service, past experience with same products, services offered, warranties, long-range costs, delivery, and similar such items, as judged by the Rockford Park District. All rights are reserved by the Board of Commissioners to determine whether the selection, in its judgment, meets the needs or purposes intended. Lowest responsible bid will be determined by the Board of Commissioners, in its sole discretion as that combination of base bid, alternates, and /or deducts that the Board determines to be in the best interest of the Rockford Park District. Such decisions shall be final and not subject to recourse.

Following award selection, all bidders will be notified through Demandstar.com as to the name of the successful bidder, together with price and conditions. Purchase orders will be placed by the participating entities with the successful bidder/bidders.

No bids may be withdrawn after the official opening. All bids submitted must be valid for a minimum of one hundred twenty (120) days after the date set for the bid opening. Bids are submitted to the Board for approval at a regular Rockford Park District Board meeting.

A signed, fully executed Bid Offer Form must be included in the respondent's submission for the bid to be considered responsive. Omissions or altered versions of the Bid Offer Form may result in the bid being rejected. Bidder's signature on the Bid Offer Form will be construed as acceptance of and willingness to comply with all applicable local, state and federal laws.

#### **4. SEALED BID**

It shall be the responsibility of the bidder to insure that the "sealed bid" envelope is properly identified. Return the response in a sealed envelope showing the vendor name, bid number, and date and time of opening in the lower left-hand corner (for convenience a label is enclosed). Bids submitted via UPS, FedEx, or special courier is encouraged to place the sealed bid label on the outside of the package. If the carrier does not allow for labels to be added, Vendor must indicate in the Reference Line that the package is a bid. Vendors are encouraged to make it well known that the content of the package is a bid. Rockford Park District U.S. Mail is delivered in the late afternoon each weekday. Vendors submitting a bid by U.S. Mail are encouraged to take this into consideration when coordinating the bid delivery to ensure the submission has arrived at the specified bid opening date and time.

Bid submissions may be hand delivered to the Bid Opening. Allow time for the bid to be received, as well as time and date stamped prior to the bid opening time.

## **5. ERRORS AND OMISSIONS**

Should a mistake be discovered upon the reading of the bids at the public opening, it shall be reserved by the Rockford Park District to determine if the mistake was by the District or the bidder. It is further provided that the Rockford Park District, after this determination, shall make the decision as to acceptability or rejection. This decision shall be final and not subject to recourse. No advantages shall be taken by either party of manifest clerical errors or omissions in the specifications. All bidders are requested to notify the Rockford Park District immediately of any errors or omissions that may be encountered.

## **6. LATE SUBMISSIONS**

Bids will not be accepted after the scheduled date and time of opening, unless it is evidenced and determined that the bid was actually in the Rockford Park District's possession prior to the scheduled opening date and time, and inadvertently misplaced while in the Rockford Park District's possession. In many instances it is impossible to determine whom the bid is from unless it is opened, and in that case, the bid will be opened, address secured and returned immediately.

## **7. TOTAL PRICING**

The Rockford Park District is not subject to Federal Excise Tax or Illinois Retailers Occupational Tax. Quote all prices F.O.B., Rockford, Illinois. F.O.B. Rockford, Illinois, is defined as meaning the price submitted on the bid sheet is the total price to the Rockford Park District, including all freight and delivery charges. Under no circumstances may prepaid charges be added to the invoice.

## **8. TAXATION**

86 Illinois Administrative Code, Ch. 1, Sec. 130.2075 provides that the sale of materials to construction vendors for incorporation into public improvements which are required to be transferred to a unit of local government upon completion, are exempt from the Retailers Occupation Tax and Use Tax. This relates both to vendors who do work specifically under contracts for public entities and for developers who are required by subdivision or other ordinances to dedicate the improvements, such as street, water, sewer, sidewalks or drainage to the governmental body after completion. The vendor is to keep records for the active registration number issued by the Department of Revenue to the governmental unit.

## **9. DELIVERY / COMPLETION DATE**

Bidders shall indicate in appropriate space on Bid Offer Form, delivery or completion date of items(s) or service(s). Delivery or completion shall be made by the date specified within the specifications, and/or by the date as agreed upon between vendor and owner. (Weather permitting.) When applicable, vendor has thirty days to complete the mutually agreed upon punch list items. The vendor shall pay any additional consultant fees that may be required to complete the project after the thirty-day period.

## **10. SUBSTITUTIONS**

If and wherever, in the specifications, a brand name or catalog number is mentioned, it is only for the purpose of establishing a grade or quality required. Since the Rockford Park District does not wish to rule out other competition, the phrase "or approved equal" is added. The Rockford Park District will be the sole judge as to equality.

The Rockford Park District shall be the sole and final judge as to whether any substitute is of equivalent or better quality. The Rockford Park District's decision is final and will not be subject to recourse by any person, firm, or corporation.

## **11. EQUIPMENT REMOVAL**

If and whenever removal of any existing material or equipment from the job site is required, the vendor or vendor shall contact the Rockford Park District to determine ownership of said material. If the Rockford Park District desires to keep, District staff will remove; if not, it will be the vendor's/vendor's responsibility for removal, as covered in specifications.

## **12. COMPLIANCE WITH LAWS AND ROCKFORD PARK DISTRICT POLICIES; DRUG/ALCOHOL FREE WORK ENVIRONMENT**

All services, work and materials must comply with all federal and state laws, county ordinances, rules and regulations that in any manner affect the production and sale of the product or service contained herein. In the event federal or state funds are being used to fund this contract additional certifications, attached as addenda, will be



required. Lack of knowledge on the part of the vendor will in no way be cause for release of this obligation. If the Rockford Park District becomes aware of violation of any laws on the part of the vendor, it reserves the right to reject any bid, cancel any contract and pursue any other legal remedies deemed necessary.

Additionally, the Rockford Park District is committed to fostering a safe and secure environment. To do this, the Rockford Park District strives towards a proactive effort to make the environment free from the effects of alcohol and drugs. While the intent is not to intrude into the private lives of the contracted vendors, the Rockford Park District does expect vendors to report for duty and to remain in a condition suitable to perform the duties required to the highest level of efficiency.

Vendor is responsible for maintaining a Drug/Alcohol Free Work Environment and a safe and secure work environment for vendor's business, Rockford Park District, and customer/patron interests.

Additionally the Rockford Park District requires compliance with all applicable provisions of the Illinois Substance Abuse Prevention on Public Works Projects Act, regardless of dollar amount of project.

Vendor shall submit the company's Drug/Alcohol Free Workplace Policy upon award along with the current Certificate of Insurance, Performance Bond and signed contracts.

Additionally, all vendors will also be required to annually certify, in writing, that:

- A. Per state statute (720 ILCS 5/11-9.4-1) It is unlawful for any contractors for the Rockford Park District to allow its employees who have been convicted of being a sexual predator or a child sex offender to knowingly be present in any public park building or on real property comprising any public park when any person under the age of 18 is present. No employee, subcontractor, or other personnel (hereafter, "contractor personnel") being used by contractor/vendor to perform this contract or who is otherwise being placed on Rockford Park District property in connection with the services and/or materials to be provided under this contract has committed any of the crimes identified in of the Rockford Park District's "Criminal History Check, Arrest, and Conviction Policy,"
- B. The contractor/vendor maintains a workplace drug and alcohol policy that applies to all contractor personnel used by contractor/vendor to perform this contract or who is otherwise being placed on Rockford Park District property in connection with the services and/or materials to be provided under this contract. As part of this policy, the contractor requires that whenever there is reasonable suspicion (based upon observed behavior on the job, credible information of possession or use, etc.) to suspect that contractor personnel may be under the influence of drugs and/or alcohol, the contractor personnel shall be immediately removed from Rockford Park District property, may be subjected to substance abuse testing in keeping with the contractor's/vendor's policy and shall not be assigned

to the Rockford Park District under this contract absent assurances that the contractor personnel is no longer under the influence of drugs and/or alcohol.

### **13. REVISED CLEAN AIR ORDINANCE OVERVIEW**

As it is stated, the *CLEAN AIR ORDINANCE* prohibits smoking *entirely* at Park District facilities, parks, museums, and any Park District property with the exception of public golf courses where adult smoking is permitted beyond 50 feet of enclosed/partially-enclosed spaces on golf course playing fields, in the company of consenting adults and absent assembly by the general public. Smoking will also be prohibited at select youth-specific golf areas such as Alpine Hills Golf Center and the Learning Links at Ingersoll Golf Course. The ordinance specifies the exclusion of any "lighted or vaporized substance in any manner or form," including cigars, cigarettes, pipes, and e-cigarettes.

### **14. FAIR EMPLOYMENT**

Bidder's signature on the Bid Offer Form will be construed as acceptance of and willingness to comply with all provisions of the acts of the General Assembly of the State of Illinois relating to wages of laborers, preference to citizens of the United States and residents of the State of Illinois, and discrimination and intimidation of employees. Provisions of said acts are herein incorporated by reference and become a part of this proposal and specifications.

### **15. NON-DISCRIMINATION**

In connection with the performance of work under this contract, the vendor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment of compensation, and selection for training, including apprenticeship. Except with respect to sexual orientation, the vendor further agrees to take affirmative action to ensure Equal Employment Opportunities. The vendor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the Non-Discrimination Clause.

### **16. WARRANTY / GUARANTEE**

On all "equipment" bid awards, vendor must provide the Rockford Park District with two (2) copies of the warranty/guarantee information.

### **17. NON-BARRED BIDDING**

The Bidder is not barred from bidding on this Contract as a result of a conviction for the violation of state laws prohibiting bid rigging or bid rotating.

The Bidder, by signing the Bid Offer Form, acknowledges, understands and abides by all of the above "General Conditions of All Bids".

## **INSURANCE REQUIREMENTS FOR CONTRACTORS**

### **Joint Purchase of Pest Control Services**

BIDDERS' ATTENTION IS DIRECTED TO THE INSURANCE REQUIREMENTS ATTACHED. IT IS HIGHLY RECOMMENDED THAT BIDDERS CONFER WITH THEIR RESPECTIVE INSURANCE CARRIERS OR BROKERS TO DETERMINE IN ADVANCE OF BID SUBMISSION THE AVAILABILITY OF INSURANCE CERTIFICATES AND ENDORSEMENTS AS PRESCRIBED AND PROVIDED HEREIN. IF AN APPARENT LOW BIDDER FAILS TO COMPLY STRICTLY WITH THE INSURANCE REQUIREMENTS, THAT BIDDER MAY BE DISQUALIFIED FROM AWARD OF THE CONTRACT.

Contractor shall procure and maintain for the duration of the contract and for as long as the attached requirements say after completion of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

A Certificate of Insurance, with "Additional Insured Endorsement 2010" attached, is required by the Rockford Park District. You must require your insurance company to list the Rockford Park District as "Additional Insured". In the "Description of Operations/Locations/Vehicles/Special Items" section of the Certificate it must state: "Rockford Park District is additional insured per Additional Insured Endorsement 2010 for services rendered on Rockford Park District properties".

## **INSURANCE REQUIREMENTS**

### **ROUTINE CONSTRUCTION, MAINTENANCE AND REPAIR PROJECTS**

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

#### **A. Commercial General and Umbrella Liability Insurance**

Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

Owner shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 10 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to Owner.

There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from pollution, explosion, collapse, or underground property damage.

#### **B. Continuing Completed Operations Liability Insurance**

Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each occurrence for at least three years following substantial completion of the work.

Continuing CGL insurance shall be written on ISO occurrence form CG 00 01 10 93, or substitute form providing equivalent coverage, and shall, at minimum, cover liability arising from products-completed operations and liability assumed under an insured contract.

Continuing CGL insurance shall have a products-completed operations aggregate of at least two times its each occurrence limit.

Continuing commercial umbrella coverage, if any, shall include liability coverage for damage to the insured's completed work equivalent to that provided under ISO form CG 00 01.

#### **C. Business Auto and Umbrella Liability Insurance**

Contractor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos. Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability

coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

**D. Workers Compensation Insurance**

Contractor shall maintain workers compensation as required by statute and employers liability insurance. The Rockford Park District requires Illinois workers compensation statutory limits.

If Owner has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 10 under the Commercial General and Umbrella Liability Insurance required in this Contract, the Contractor waives all rights against Owner and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Contractor's work.

**E. General Insurance Provisions**

**1. Evidence of Insurance**

Prior to beginning work, Contractor shall furnish Owner with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days written notice to Owner prior to the cancellation or material change of any insurance referred to therein. Written notice to Owner shall be by certified mail, return receipt requested.

Failure of Owner to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Owner to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

Owner shall have the right, but not the obligation, of prohibiting Contractor or any subcontractor from entering the project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Owner.

Failure to maintain the required insurance will result in termination of this Contract at Owner's option.

With respect to insurance maintained after final payment in compliance with a requirement above, an additional certificate(s) evidencing such coverage shall be promptly provided to Owner whenever requested.

Contractor shall provide certified copies of all insurance policies required above within 10 days of Owner's written request for said copies.

## **2. Acceptability of Insurers**

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Owner has the right to reject insurance written by an insurer it deems unacceptable.

## **3. Cross-Liability Coverage**

If Contractor's liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

## **4. Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to the Owner. At the option of the Owner, the Contractor may be asked to eliminate such deductibles or self-insured retentions as respects the Owner, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

## **5. Subcontractors**

Contractor shall cause each subcontractor employed by Contractor to purchase and maintain insurance of the type specified above. When requested by the Owner, Contractor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

## **F. Indemnification**

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

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS (FORM B)**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
**SCHEDULE**

**Name of Person or Organization:**

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of your ongoing operations performed for that insured.

The General Aggregate Limit under LIMITS OF INSURANCE (SECTION III) applies separately to each of your projects away from premises owned by or rented to you.



## **SPECIFICATIONS**

### **Pest Control Services**

1. SCOPE OF SERVICE: The Rockford Park District, City of Rockford, Winnebago County and the Rockford Public Library, as part of an intergovernmental joint purchasing group are searching for a vendor to provide Professional Pest Control Service (including labor and materials) for the purpose of controlling rodents, roaches, ants, spiders, centipedes, silverfish, earwigs, beetles, and other insects/pests in Park District, City, County and Library buildings. “Integrated Pest Management Program” shall be utilized that combines preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides with preference for products that are the least harmful to human health and the environment. It is prudent to employ pest control strategies that are the least hazardous to human health and the environment.
2. Pricing Structure – Pricing to be provided on a per facility, per application basis for the purpose of controlling rodents, roaches, ants, spiders, centipedes, silverfish, earwigs, beetles and other insects and pests.
3. FEDERAL, STATE AND LOCAL REGULATIONS - The successful Contractor must ensure full compliance with all applicable federal, state, county, and local codes, laws and regulations, including Illinois Department of Public Health, Winnebago County Health Department, OSHA, EPA, etc.
  - a. Personnel – All personnel involved in the performance of this contract shall be licensed, certified, approved, thoroughly trained in safe and effective use, and bonded in accordance with all governmental and regulatory agencies and requirements, including but not limited to the Federal Insecticide, Fungicide and Rodenticide Act and the Illinois Pesticide Act. 415 ILCS 60.
  - b. Pesticides – All pesticides used in the performance of this contract will be approved for use by all Federal and State regulations, health authorities, and other governmental and regulatory agencies.

Pesticide use will be in accordance to product labeling, all applicable governing regulations, and good pest control practices as specified by industry standards (i.e. Illinois Pest Control Association).

The successful Contractor shall provide to the facility contact person SDS sheets for chemicals used at that facility, upon request.

INTEGRATED PEST MANAGEMENT PROGRAM shall include the following:

- c. Identify pests and their natural enemies;
  - d. Establish an ongoing monitoring and recordkeeping system for regular sampling and assessment of pest and natural enemy populations;
  - e. Determine the pest population that can be tolerated based on aesthetic, economic, and health concerns, and setting action thresholds where pest populations or environmental conditions warrant remedial action;
  - f. Prevention of pest problems through improved sanitation, management of waste, addition of physical barriers, and the modification of habitats that attract or harbor pests;
  - g. Reliance to the greatest extent possible on nontoxic, biological, cultural or mechanical pest management methods, or on the use of natural control agents;
  - h. When necessary, the use of chemical pesticides, with preference for products that are the least harmful to human health and the environment; and
  - i. Recordkeeping and reporting of pest populations, surveillance techniques, and remedial actions taken.
4. METHOD OF SERVICE:
- a. Crawling Insects will be controlled by spot treatment, and crack and crevice application of E.P.A. approved residual and non-residual insecticides as deemed appropriate by the qualified pest control technician.
  - b. Rodents will be controlled with chemical or physical methods depending on the area and according to product label restrictions. All rodenticide baits will be placed in enclosed feeding stations. All rodent control placements will be provided with a label for recording date of service and poison contained. Mapping grids will be provided to the facility contact person showing placement of all rodent control equipment. Rodent control equipment will be inspected, cleaned, rewound/baited, dated and initialed during each service. Rodent Activity will be reported on the monthly service report.
  - c. Environmentally Safe and Sensitive Practices – In following the Rockford Park District's Environmental policy, pesticide application will be kept to a minimum and the awarded Contractor will utilize sound environmental

practices for all services performed and materials used in the performance of the contract, to minimize any negative environmental impact.

- d. Treatment Areas – Common areas to be treated will include the following: kitchens, dining areas, pantries, lounges, vending, entry/doorways, crawl spaces, basements, storage, waiting areas, utility, mechanical and electrical rooms, lobbies and restrooms. Offices and other areas upon request.
- e. Extra Service Requests - Should a pest problem covered by this contract develop between regularly scheduled service visits, service will be provided by the end of the next business day at no additional cost to any of the participating entities.

Additional services not covered by the scope of this contract will be quoted on a cost per application basis.

- f. Emergency Service Requests – Emergency service requests will be completed the same day the call is received from any of the participating entities, on either a regular basis (8:00 a.m. to 5:00 p.m. Monday – Friday) or overtime basis as quoted.
  - g. Additional Service Locations – The participating entities reserve the right to add additional service locations or remove locations as needed. If the participating entities add a new service location, the monthly service fee will be quoted at that time.
5. SERVICE SCHEDULE: The successful Contractor shall arrange in advance, with the entities designated Contact Person, the times and dates the service will be performed. Times and dates will be agreeable to both parties. The service technician will visit facilities on a once-a-month basis, unless otherwise deemed necessary.
6. SERVICE REPORTS: After each service visit to a building, the Contractor will submit to the facility contact person, or his designee, the completed inspection report. It is the responsibility of the Contractor to ensure that this authorized representative signs the form certifying what service was performed.

The inspection report will also report any conditions at the facility that may adversely affect the success of the pest control program, along with recommendations for their correction.

One copy of the form is to be left with the participating entities designated representative at each facility and one copy must be retained by the Contractor. At the end of each month, the Contractor is to submit an invoice for the month itemizing all service provided, by facility, and attach all supporting service forms.

## Rockford Park District Locations

The facilities listed below require monthly service from March through October.

|                                   |                        |
|-----------------------------------|------------------------|
| Aldeen Golf Club .....            | 1902 Reid Farm Road    |
| Ingersoll Golf Course .....       | 101 Daisyfield Road    |
| Sandy Hollow Golf Course .....    | 2500 Sandy Hollow Road |
| Sinnissippi Golf Course .....     | 2003 Arlington Avenue  |
| CRR Building and Food Truck ..... | 4501 Sunsinger Way     |
| Talcott Concessions .....         | 900 Arthur Avenue      |

The facilities listed below require monthly service April through August.

|  |                            |
|--|----------------------------|
| Alpine Pool .....                          | 4310 Newburg Road          |
| Harkins Pool .....                         | 910 Acorn Street           |
| Magic Waters Waterpark .....               | 7820 Cherryvale North Blvd |
| Sand Park Pool.....                        | 1041 E. Riverside Blvd     |
| Standfield Beach Concession Building ..... | 1420 S. Pierpont           |

The facilities listed below require year round service.

|  |                             |
|--|-----------------------------|
| Atwood Outdoor Education Center .....  | 2685 New Milford School Rd. |
| Carlson Ice Arena.....                 | 4150 N. Perryville Road     |
| Downtown Administration Building ..... | 401 S. Main Street**        |
| Elliot Golf Course.....                | 888 S. Lyford Road          |
| Jr. Ice Hogs Off Ice Facility.....     | 324 N. Madison Street       |
| Linda K. White Center .....            | 623 N. Alpine Road          |
| Mercy Health Sportscore One .....      | 4751 Hiawatha Drive         |
| Mercy Health Sportscore Two .....      | 8800 E. Riverside Blvd      |
| Nicholas Conservatory and Gardens..... | 1354 N. Second Street*      |
| Riverview Ice House.....               | 324 N. Madison Street       |
| Sea Scout Building .....               | 1400 N. Second Street**     |
| Sinnissippi Maintenance Shop.....      | 1801 Arlington Avenue**     |
| Talcott Page Maintenance Shop.....     | 1045 School Street**        |
| UW Health Sports Factory .....         | 305 S. Madison Street       |

\*Note, the Nicholas Conservatory and Gardens requires semi-monthly service for interior and exterior rodents. Insect inspection performed and conducive conditions noted. No pesticide application without approval. This is a LEED facility, which has beneficial insects on site.

\*\*Note, These facilities lunch areas for staff. All other facilities have food concessions.

## City of Rockford Locations

| <u>Name</u>                  | <u>Address</u>             |
|------------------------------|----------------------------|
| B Deck (common areas).....   | 211 Elm St                 |
| City Hall.....               | 425 E. State St.           |
| City Yards.....              | 523 S. Central Ave.        |
| Geo3Newtowne.....            | 557 S. New Towne Dr.       |
| Geo2Turner.....              | 1406 Broadway              |
| Geo1Avon .....               | 1045 W. State St           |
| Human Services.....          | 612 N. Church              |
| Murphy Evidence Storage..... | 500 S. Independence        |
| RMAP.....                    | 325 N. Main                |
| Shumway/RAAC .....           | 713 E. State St.           |
| Water Division Main .....    | 1111 Cedar St.             |
| Wellness Center.....         | 120 N. 3 <sup>rd</sup> St. |

## Fire Department Properties

|                          |                            |
|--------------------------|----------------------------|
| Fire Station #1 .....    | 528 Woodlawn Ave.          |
| Fire Station #2 .....    | 1004 7 <sup>th</sup> St.   |
| Fire Station #3 .....    | 802 Marchesano Dr.         |
| Fire Station #4 .....    | 2959 Shaw Woods Dr.        |
| Fire Station #5 .....    | 501 Trainer Rd.            |
| Fire Station #6 .....    | 3329 W. State St.          |
| Fire Station #7 .....    | 2323 Sawyer Rd.            |
| Fire Station #8 .....    | 505 Sherman St.            |
| Fire Station #9 .....    | 2416 Halstead St.          |
| Fire Station #10 .....   | 3407 Rural St.             |
| Fire Station #11 .....   | 2117 Calgary Ct.           |
| Fire HQ/911 Center ..... | 204 S. 1 <sup>st</sup> St. |
| Fire Repair Shop .....   | 4979 Falcon Rd.            |
| Fire Storage Site .....  | 110 N. Pierpont            |

## Human Services

|  |               |
|--|---------------|
| Human services school.....   | 902 Acorn St. |
| Human services school .....  | 653 Ranger St |
| <ul style="list-style-type: none"> <li>• If possible we would like to have pest control done on Fridays after 4:00 Pm (We currently have the schedule of 1<sup>st</sup> Friday of the month at Fairgrounds 902 Acorn, and 2<sup>nd</sup> Friday of the month at Orton Keyes 653 Ranger)</li> </ul> |               |

## LICENSING STANDARDS FOR DAY CARE CENTERS

**September 22, 2014 – P.T. 2014.17**

Illinois Department of Children and Family Services

Rules 407 – (88)

n) Pesticide Application

1) Chemicals for insect and rodent control shall be applied in minimum amounts

and shall not be used when children are present in the facility. Toys and other items mouthed or handled by the children must be removed from the area before pesticides are applied. Children must not return to the treated area within 2 hours after a pesticide application or as specified on the pesticide label, whichever time is greater. Over-the-counter products may be used only according to package instructions. Commercial chemicals, if used, shall be applied by a licensed pest control operator and shall meet all standards of the Department of Public Health (Structural Pest Control Code, 77 Ill. Adm. Code 830). A record of any pesticides used shall be maintained at the facility.

2) Before a child is enrolled, the day care center shall provide a summary of its pest management plan and uses of pesticides to the child's parents or guardians. The center shall notify all parents or guardians before a pesticide application, or maintain a registry of parents or guardians who wish to receive written notification of when the facility will receive a pesticide application and send a written notification to them. Notification of the intended date of the application of the pesticide, which may be in the form of newsletters, bulletins, calendars, or other written communication methods presently used by the center, must be given at least 2, but not more than 30, days before the pesticide application. When economically feasible, the center must adopt an Integrated Pest Management (IPM) program as defined in Section 3.25 of the Structural Pest Control Act [225 ILCS 235/3.25], involving the cooperation between day care staff and pest control personnel or other specialists to use a variety of non-chemical methods as well as pesticides, when needed, to reduce pest infestations to acceptable levels and to minimize children's exposure to pesticides.

3) Prior notice of pesticide application is not required if the application is due to an immediate threat to health or property, in which case the pesticide must be immediately applied. Children shall not be present during the application and shall not return to the treated area within 2 hours after a pesticide application or as specified on the pesticide label, whichever time is greater. If such a situation arises, the appropriate day care center personnel must sign a statement describing the circumstances that gave rise to the health threat and ensure that written notice is provided to parents or guardians as soon as practicable.

4) *Pesticides subject to notification requirements shall not include antimicrobial agents, such as disinfectants, sanitizers, or deodorizers, or insecticide baits and rodenticide baits* (Section 10.3 of the Structural Pest Control Act).

### Rockford Public Library Locations

|                            |                           |                |
|----------------------------|---------------------------|----------------|
| Hart Interim Library.....  | 214 N Church St.....      | 36,000 sq. ft. |
| Nordlof Center .....       | 118 N Main St. ....       | 30,000 sq. ft. |
| Rock River Branch .....    | 3128 11th St. ....        | 10,500 sq. ft. |
| Rockton Centre Branch .... | 3112 N Rockton Ave. ....  | 8,000 sq. ft.  |
| Montague Branch .....      | 1238 S Winnebago St. .... | 10,000 sq. ft. |
| East Branch .....          | 6685 East State St. ....  | 23,000 sq. ft. |

## **PEST CONTROL SPECIFICATIONS Winnebago County**

This proposal is for the furnishing of Pest Control/Elimination Services for various County buildings. The buildings must be serviced at least once per month. In some areas, service will be twice a month or weekly.

There are “lunchroom” type locations that may contain vending machines in various locations within each building located in the County. These areas tend to attract more pests; therefore, special consideration needs to be taken in these areas.

In the locations listed, there are four (4) “jail” settings. These applications must have applications monthly. Some of these locations contain kitchen and food storage areas. Due to this fact, the times allowed for pest control will be Monday through Friday, 9:00am – 10:00am or 1:30pm – 2:30pm, or after 7:00pm.

For River Bluff Nursing Home, the monthly application will include the food service areas, food storage, restrooms, activity rooms, laundry rooms and resident rooms as needed. A yearly rate to spray around the outside of the building must also be bid. The square footage of River Bluff Nursing Home is approximately 11,000 square feet.

### Scheduled Service

Service to the buildings can be done during normal business hours. The kitchen areas must not be serviced while food is being prepared.

Since “spot service” chases pests from one area to another, it is required that all buildings within close proximity be serviced at the same time.

Service to also include flushing of drains in jail kitchen and pest control for gnats twice per year.

Pest control contractor shall work closely with the Building Maintenance Department in all buildings and shall coordinate all activity through them. The schedule for the service will be at such times as to cause the least amount of inconvenience to each department.

### Meetings

An evaluation meeting will be held every four (4) months to discuss problems as well as success and to evaluate possible changes in the schedule. If it is determined that the service provided is not what was called for in these specifications, the County of Winnebago may cancel service immediately without penalty.

### Insurance

The successful bidder will be required to furnish proof of insurance for general liability, worker’s compensation, applicable state statute requirements and automobile insurance.

### Computer Rooms

Due to the sensitive electronics, the use of bait and sticky traps should be used to provide control. These should be placed under the flooring and in the drop ceilings at intervals and adjacent to the perimeter walls. Red stickers on floor and ceiling grid will mark positions of traps, etc.



Vending Machines

It will be the responsibility of the pest control contractor to coordinate direct with the vending company for treatment of vending machines as required.

Bed Bugs

The Adult Probation facility requires monthly dog inspections for bed bugs. One floor per month to be inspected plus any offices where a client with bed bugs has been. Heat treat any offices/areas that are infested. Provide cost per heat treatment. Dog inspections at River Bluff Nursing Home are to be done on an as needed basis. Heat treat any offices/areas that are infested. Provide cost per heat treatment.

Records

It is the responsibility of the pest control contractor to provide the County of Winnebago with a logbook. The contractor will log the time, date, location, type of service, and name of service member, along with hours worked each time services are performed. Detailed locations must be provided.

All invoices must be submitted by the first day of each month and billed separately for each facility.

Pesticides

Only pesticides that will not cause harm are to be used in any County building. All government guidelines in regards to pesticides and its uses must be performed or used. In the event the need arises that would require any re-entry restrictions or warnings, it will be the successful bidder's responsibility to post all signs with all required information and to inform the Purchasing Department why there are restrictions or warnings.

**Winnebago County Facility Locations**

|   |                         |
|---|-------------------------|
| Administration Building .....             | 404 Elm Street          |
| Adult Probation .....                     | 526 526 W. State Street |
| Courthouse .....                          | 400 W. State Street     |
| Excelsior .....                           | 720 Chestnut Street     |
| Juvenile Detention .....                  | 5350 Northrock Drive    |
| Juvenile Justice Center .....             | 211 S. Court Street     |
| Maintenance Garage .....                  | 420 W. State Street     |
| Memorial Hall .....                       | 215 N. Main Street      |
| Old Courthouse .....                      | 403 Elm Street          |
| Public Safety Building .....              | 420 W. State Street     |
| River Bluff Nursing Home .....            | 4401 N. Main Street     |
| Winnebago County 911 .....                | 4511 N. Main Street     |
| Winnebago County 555 .....                | 555 N. Court Street     |
| Winnebago County Animal Services .....    | 4517 N. Main Street     |
| Winnebago County Criminal Justice .....   | 650 W. State Street     |
| Winnebago County Health Department .....  | 401 Division Street     |
| Winnebago County Highway Department ..... | 424 Springfield Avenue  |

**BID OFFER FORM**  
**Rockford Park District**

|   |             |
|---|-------------|
| Aldeen Golf Club .....                  | \$ _____/Mo |
| Ingersoll Golf Course.....              | \$ _____/Mo |
| Sandy Hollow Golf Course .....          | \$ _____/Mo |
| Sinnissippi Golf Course.....            | \$ _____/Mo |
| CRR Building and Food Truck.....        | \$ _____/Mo |
| Talcott Concessions.....                | \$ _____/Mo |
| Alpine Pool .....                       | \$ _____/Mo |
| Harkins Pool.....                       | \$ _____/Mo |
| Magic Waters Waterpark.....             | \$ _____/Mo |
| Sand Park Pool .....                    | \$ _____/Mo |
| Standfield Beach Concession Beach ..... | \$ _____/Mo |
| Atwood Outdoor Education Center.....    | \$ _____/Mo |
| Carlson Ice Arena.....                  | \$ _____/Mo |
| Downtown Administration Building .....  | \$ _____/Mo |
| Elliot Golf Course .....                | \$ _____/Mo |
| Jr. Ice Hogs Off Ice Facility .....     | \$ _____/Mo |
| Linda K. White Center .....             | \$ _____/Mo |
| Mercy Health Sportscore One .....       | \$ _____/Mo |
| Mercy Health Sportscore Two .....       | \$ _____/Mo |
| Nicholas Conservatory and Gardens.....  | \$ _____/Mo |
| Riverview Ice House.....                | \$ _____/Mo |
| Sea Scout Building.....                 | \$ _____/Mo |
| Sinnissippi Maintenance Shop .....      | \$ _____/Mo |
| Talcott Page Maintenance Shop .....     | \$ _____/Mo |
| UW Health Sports Factory.....           | \$ _____/Mo |

**BID OFFER FORM**  
**City of Rockford Properties**

|  |             |
|--|-------------|
| B Deck.....                              | \$_____ /Mo |
| City Hall.....                           | \$_____ /Mo |
| City Yards.....                          | \$_____ /Mo |
| Geo3Newtowne.....                        | \$_____ /Mo |
| Geo2Turner.....                          | \$_____ /Mo |
| Geo1Avon.....                            | \$_____ /Mo |
| Human Services.....                      | \$_____ /Mo |
| Murphy Evidence Storage.....             | \$_____ /Mo |
| RMAP.....                                | \$_____ /Mo |
| Shumway/RAAC.....                        | \$_____ /Mo |
| Water Division Main.....                 | \$_____ /Mo |
| Wellness Center.....                     | \$_____ /Mo |
| Fire Station #1.....                     | \$_____ /Mo |
| Fire Station #2.....                     | \$_____ /Mo |
| Fire Station #3.....                     | \$_____ /Mo |
| Fire Station #4.....                     | \$_____ /Mo |
| Fire Station #5.....                     | \$_____ /Mo |
| Fire Station #6.....                     | \$_____ /Mo |
| Fire Station #7.....                     | \$_____ /Mo |
| Fire Station #8.....                     | \$_____ /Mo |
| Fire Station #9.....                     | \$_____ /Mo |
| Fire Station #10.....                    | \$_____ /Mo |
| Fire Station #11.....                    | \$_____ /Mo |
| Fire HQ/911 Center.....                  | \$_____ /Mo |
| Fire Repair Shop.....                    | \$_____ /Mo |
| Fire Storage Site.....                   | \$_____ /Mo |
| Human Services School/Avon Street.....   | \$_____ /Mo |
| Human Services School/Ranger Street..... | \$_____ /Mo |

**BID OFFER FORM**  
**Rockford Public Library**

|                            |             |
|----------------------------|-------------|
| Hart Interim Library.....  | \$_____ /Mo |
| Nordlof Center.....        | \$_____ /Mo |
| Rock River Branch.....     | \$_____ /Mo |
| Rockton Centre Branch..... | \$_____ /Mo |
| Montague Branch.....       | \$_____ /Mo |
| East Branch.....           | \$_____ /Mo |

**BID OFFER FORM  
Winnebago County**

|   |             |
|---|-------------|
| Administration Building.....              | \$_____ /Mo |
| Adult Probation.....                      | \$_____ /Mo |
| Courthouse.....                           | \$_____ /Mo |
| Excelsior.....                            | \$_____ /Mo |
| Juvenile Detention.....                   | \$_____ /Mo |
| Juvenile Justice Center .....             | \$_____ /Mo |
| Maintenance Garage.....                   | \$_____ /Mo |
| Memorial Hall .....                       | \$_____ /Mo |
| Old Courthouse .....                      | \$_____ /Mo |
| Public Safety Building.....               | \$_____ /Mo |
| River Bluff Nursing Home.....             | \$_____ /Mo |
| Winnebago County 911.....                 | \$_____ /Mo |
| Winnebago County 555.....                 | \$_____ /Mo |
| Winnebago County Animal Services .....    | \$_____ /Mo |
| Winnebago County Criminal Justice.....    | \$_____ /Mo |
| Winnebago County Health Department.....   | \$_____ /Mo |
| Winnebago County Highway Department ..... | \$_____ /Mo |
| Heat Treatment, per application .....     | \$_____     |

\_\_\_\_\_  
Vendor's Name

**SIGNATURE AND REFERENCE FORM**

**Joint Purchase of Pest Control Services**

To the Rockford Park District:

The undersigned declares the respondent has carefully examined the General Conditions, Specifications from each municipality, and Bid Offer Form from each municipality for Pest Control Services and hereby agrees to provide the required services in accordance with this bid and all attachments, exhibits, etc.

Addendum(s) Receipt: Acknowledge the receipt of Addendum \_\_\_\_ to \_\_\_\_ inclusive.

**REFERENCES:**

Contractor to provide three references of similar type work that would qualify your firm for this project.

| Company Name / Address | Contact Person and Phone No. |
|------------------------|------------------------------|
| 1. _____               | _____                        |
| 2. _____               | _____                        |
| 3. _____               | _____                        |

The undersigned has checked the specifications, and the attached figures and understands that he shall be responsible for any errors or omissions in effecting coverage based on these specifications as submitted on each Bid Offer Form.

It is understood and agreed that the Rockford Park District reserves the right to accept or reject any or all bids and to waive informality in any bid received.

The undersigned declares that this bid is made without any connection with any person making another bid for the same contract, that the bid is in all respects fair and without collusion or fraud, that no member of the Board of Rockford Park District or other officer of said Park District, or any person in the employ of said Park District is directly or indirectly interested in this bid, or in any portion of the profits thereof.

---

Name of Company or Firm Providing Bid

---

Address

---

City

State

Zip+4

---

(Name Typed)

Title

---

Phone Number

Fax Number

---

Cell Phone Number

E-mail Address

Bid Offer Form is not valid unless signed by company officer:

---

**Signature of Company Officer (*Signature Required*)**

**Date**

**Label for Sealed Bid Envelope**

Cut out and tape label below to the lower left hand corner of the return sealed Bid envelope.

Return To:  
401 South Main Street  
Rockford, IL 61101

|  |
|--|
| <p><b>Bid No. 18-2199</b></p> <p><b>Do Not Open Until</b><br/><b>Thursday, March 08, 2018</b><br/><b>@ 2:00 p.m.</b></p> <p><b>Submitted By:</b> _____<br/>Vendor Name</p> |
|--|