



# Winnebago County, Illinois - Purchasing Department

404 Elm Street Room 202

Rockford, Illinois 61101

Phone: (815) 319-4380

General Email: [Purchasing@WinColl.us](mailto:Purchasing@WinColl.us)

<http://www.WinColl.us/>

INVITATION FOR BID	18B-2139	BID ISSUE DATE	4/6/18
BID DESCRIPTION	WCHD LEAD HAZARD REMOVAL CONTRACTOR SERVICES RE-BID		
BID OPENING DATE	4/27/18	BID OPENING TIME	10:30 A.M.
SUBMIT ONE (1) ORIGINAL, PLUS ONE (1) COPY		BOND REQUIRED	NONE

## TO ALL PROSPECTIVE BIDDERS:

The Winnebago County Health Department is currently accepting bids for lead hazard removal contractor services from qualified bidders for its HUD Lead Hazard Control Grant, known as the Creating Lead Safe Rockford program.

You are hereby invited to submit your bid for the services as required by the Winnebago County Health Department to be furnished and delivered. The original bid, and the required number of copies, must be received in a sealed envelope that has your name and address in the UPPER left corner and the attached Return label filled in and attached on the LOWER left corner.

All bids are subject to staff analysis. Winnebago County reserves the right to accept or reject any and all bids received and waive any and all technicalities. Bids must be delivered to:

**WINNEBAGO COUNTY PURCHASING DEPARTMENT 404 ELM STREET, ROOM 202, ROCKFORD, IL 61101**

BID RESPONSES MUST BE RECEIVED AND TIME STAMPED NO LATER THAN THE PUBLIC BID OPENING DATE AND TIME SPECIFIED ABOVE. BIDS WILL BE OPENED AND READ ALOUD AT THAT TIME IN THE PURCHASING DEPARTMENT. LATE BIDS WILL NOT BE CONSIDERED.

A **NON-MANDATORY Pre-Bid Conference** with the Winnebago County Health Department prior to submitting a bid is scheduled for **April 13<sup>th</sup>, 2018 at 2:00 P.M.**, at the Winnebago County Health Department 555 N. Court Street, Room 115, Rockford, IL 61110. No further on-site inspection will be held at any other time.

Any communication regarding this invitation between the date of issue and date of award is required to go through the Director of Purchasing. **FACSIMILE AND/OR E-MAIL TRANSMITTED BIDS WILL NOT BE ACCEPTED.**

Sincerely,

Ann Johns  
Director of Purchasing

COUNTY OF WINNEBAGO, ILLINOIS

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<b>NAME OF BIDDER</b>	
<b>CONTACT PERSON</b>	
<b>TELEPHONE</b>	
<b>EMAIL</b>	

COUNTY OF WINNEBAGO, ILLINOIS

**CALL FOR BIDS**

<b>PROJECT NAME</b>	WCHD LEAD HAZARD REMOVAL CONTRACTOR SERVICES
<b>USER DEPARTMENT</b>	WINNEBAGO COUNTY HEALTH DEPARTMENT

<b>EVENT</b>	<b>LOCATION</b>	<b>DATE</b>	<b>TIME (CST)</b>
<b>LEGAL ADVERTISEMENT</b>	ROCKFORD REGISTER STAR WEBSITE: <a href="http://wincoil.us/">HTTP://WINCOIL.US/</a>	<b>4/6/18</b>	<b>N/A</b>
<b>NON-MANDATORY PRE-BID CONFERENCE</b>	WCHD- 555 N. COURT ST. RM.115	<b>4/13/18</b>	<b>2:00 P.M.</b>
<b>DEADLINE FOR INQUIRIES, EXCEPTIONS AND QUESTIONS</b>	MUST BE SUBMITTED IN WRITING TO: <a href="mailto:AJOHNS@WINCOIL.US">AJOHNS@WINCOIL.US</a>	<b>4/17/18</b>	<b>Noon</b>
<b>RESPONSE TO QUESTIONS OR INQUIRIES AND ISSUE OF ANY ADDENDUM</b>	VIA E-MAIL	<b>4/20/18</b>	<b>2:00 P.M.</b>
<b>BID DUE AND PUBLIC OPENING</b>	PURCHASING DEPARTMENT 404 ELM STREET- ROOM 202	<b>4/27/18</b>	<b>10:30 A.M.</b>

**ALL BIDS MUST BE ENCLOSED IN SEALED ENVELOPES MARKED:**

**WCHD LEAD HAZARD REMOVAL CONTRACTOR SERVICES**

Information is available from the Purchasing Department, Winnebago County Administration Building, 404 Elm Street, Room 202, Rockford, Illinois 61101. Telephone: (815) 319-4380, Email: [AJohns@WinCoil.us](mailto:AJohns@WinCoil.us).

The documents constituting component parts of the Bid Form are the following:

- I CALL FOR BIDS**
- II REQUIREMENTS FOR BIDDING AND INSTRUCTIONS TO BIDDERS**
- III GENERAL CONDITIONS**
- IV SPECIAL CONDITIONS**
- V BID RATE FORM (PAGES 14-20)**
- VI BID FORM (PAGES 22-23)**
- VII WCHD CONTRACTOR AGREEMENT (PAGES 23-24)**
- VIII REQUIRED BID DOCUMENT CHECKLIST**
- IX CONTRACTOR APPLICATION FORM (PAGES 26-28)**
- X NON-COLLUSION AFFIDAVIT (PAGE 29)**
- XI BUSINESS REFERENCES FORM (PAGE 30)**
- XII BIDDER'S SUBCONTRACTORS FORM (PAGE 31)**
- XIII RETURN BID LABEL**

**REQUIREMENTS FOR BIDDING AND INSTRUCTIONS TO BIDDERS**

**SUBMISSION OF BIDS**

The Bidder, by its officers, agents or representatives (hereafter referred to as the Bidder), shall be responsible for delivery of bids to the Purchasing Department before the date and hour set for the opening of bids. *Late bids will not be considered and will be returned unopened.*

All bids must be received in a sealed envelope that has your name and address in the UPPER left corner and the attached Return label filled in and attached on the LOWER left corner.

Bids mailed "EXPRESS MAIL" must have bid number and due date on the outside of the EXPRESS MAIL envelope. You must allow sufficient time for processing through the County's internal mailroom system.

**PREPARATION OF BID**

The Bidder must submit a bid on the forms furnished by the Winnebago County Purchasing Department. All blank spaces on the bid form must be filled in. Use "N/A" or "None" where applicable.

Where unit prices are to be bid, and/or where bids are to be made on more than one item, the Bidder shall extend the unit price(s) bid in the places provided on the pricing pages for the approximate quantities, shall compute the total amount of the bid and shall indicate same on the bid pricing page. The Bidder must bid in accordance with the unit(s) of measure called for unless deviation procedure is followed. All extensions and total sums are subject to verification by the County and the correct extensions and sums will be used in the comparison of bids. If a discrepancy exists between the unit prices and totals, the unit prices shall prevail. If a discrepancy exists between the total base bid and the true sum of the individual bid items, the true sum shall prevail.

Where unit prices are requested, the quantities stated are approximate only but will be used to determine bid award. The quantities for all items on which bids are to be received on a unit price basis, will not be used in establishing final payment due the Contractor. Bids will be compared based on number of units stated in the Bid Pricing Section. Contract payment for unit price items will be based on the actual number of units delivered.

Authorized signature must be the individual owner of a proprietorship, a general partner of a partnership, or signed in the name of a corporation by an officer whose title shall be stated. Bids shall be sealed in an envelope and marked as required in the instructions. The bid is contained in these documents and must remain attached hereto when submitted.

**ENTIRE AGREEMENT**

These Standard Terms and Conditions of the Bid shall apply to any contract or order awarded as a result of this Request except where special requirements are stated elsewhere in the Request; in such cases the special requirements shall apply. Further, the written contract and/or order with referenced parts and attachments shall constitute the entire agreement and no other terms and conditions in any document, acceptance, or acknowledgement shall be effective or binding unless expressly agreed to in writing by the contracting authority.

**DEVIATIONS, EXCEPTIONS OR ALTERNATES**

Deviations, exceptions or alternates from terms, conditions, or specifications shall be described fully, on Bidder's letterhead, signed, and attached to the Request for Bid. In the absence of such statement, the bid shall be accepted as in strict compliance with all terms, conditions, and specifications and the Bidder

## COUNTY OF WINNEBAGO, ILLINOIS

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shall be held liable. Bidders are cautioned to avoid making deviations and exceptions to the specifications, which may result in rejection of their bid. If deviations, exceptions or alternates are submitted, it is the Winnebago County Director of Purchasing's sole and final decision whether specifications have been met and will be considered for award.

### **ELECTRONIC TRANSMITTALS**

Facsimile and/or e-mail transmitted bids will not be accepted by Winnebago County. In addition, Winnebago County will not transmit facsimile specifications to the Bidder.

**END OF REQUIREMENTS FOR BIDDING AND INSTRUCTIONS TO BIDDERS**

**GENERAL CONDITIONS**

**ADDENDUM AND SUPPLEMENT TO THE BID**

If it becomes necessary or advisable to revise any part of this Bid or if additional data is necessary to enable the exact interpretation of provisions of this Bid, revisions will be provided in the form of an Addendum. If revisions are made after any mandatory Pre-Bid conference, the revisions will be provided only to those Contractors who will have attended the Pre-Bid conference.

In the event that any addenda to this Bid are issued, a public posting a minimum of 7 days will be adhered to, and could result in a revised date for the opening of this bid.

Addendum information is available at the County's website <http://WinColl.us/> We strongly suggest that you check for any addenda a minimum forty-eight hours (48) in advance of the bid deadline.

**APPLICABLE CODES AND ORDINANCES**

Bidder hereby certifies that all services and/or materials used or performed conform to all articles and sections of all current applicable National Building Codes, IDOT, Federal, State, HUD, and other relevant codes. Workmanship and materials shall conform to all local applicable codes and ordinances.

**CANCELLATION**

The County of Winnebago reserves the right to cancel any contract in whole or in part without penalty due to failure of the contractor to comply with terms, conditions and specifications of this contract.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**

The Bidder certifies, by submission of this bid or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this bid that it will include this clause without modification in all lower tier transactions, solicitations, bids, contracts, and subcontracts. Where the bidder/contractor or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation.

Additionally, for all new contractors and vendors to be paid, the Purchasing Department will review the Federal and State Excluded Parties List System prior to requesting the vendor be created in our accounting system.

**CHANGES**

Winnebago County reserves the right to make any desired change in the specifications after the same shall have been put under contract; but the change so made, with the price to be added or deducted from the contract price, therefore, shall be agreed upon in advance between County and the successful Bidder.

The Purchasing Department shall issue to the successful Bidder a written change order to the original contract; such change orders shall be binding upon both parties thereto and shall in no way invalidate or make void the terms of the original contract not modified by such change.

**COMPLIANCE WITH LAWS**

All services, work and materials that in any manner affect the production, sale, or payment for the product or service contained herein must comply with all Federal, State, County and Municipal laws, statutes, regulations, codes, ordinances and executive orders in effect now or later and whether or not they appear in this document, including those specifically referenced herein. The successful bidder must be authorized to do business in the State of Illinois, and must be able to produce a Certificate of Good Standing with the State of Illinois upon request.

Bidder/Contractor must obtain all licenses, certificates and other authorizations required in connection with the performance of its obligations hereunder, and Bidder/Contractor must require any and all subcontractors to do so. Failure to do so is an event of disqualification and/or default and may result in the denial of this bid and/or termination of this Agreement.

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 County 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.

**COST OF BID**

Expenses incurred in the preparation of bids in response to this bid is the bidder's sole responsibility.

**DISPUTES**

In case of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the Director of Purchasing, or authorized representative shall be final and binding to all parties.

**FREEDOM OF INFORMATION**

Any responses and supporting documents submitted in response to a bid will be subject to disclosure under the Illinois Freedom of Information Act. The County will assume that all information provided in a bid is open to inspection or copying by the public unless clearly marked with the appropriate exception that applies under the Freedom of Information Act. Additionally, if providing documents that you believe fall under an exception to the Freedom of Information Act, please submit both an un-redacted copy along with a redacted copy which has all portions redacted that you deem to fall under a Freedom of Information Act exception.

**INDEMNITY**

The Bidder shall, at all times, fully indemnify, hold harmless, and defend Winnebago County and their officers, agents, and employees from and against any and all claims and demands, actions, causes of action, and cost and fees of any character whatsoever made by anyone whomsoever on account of or in any way growing out of the performance of this contract by the Bidder and its employees, or because of any act or omission, neglect or misconduct of the Bidder, its employees and agents or its subcontractors including, but not limited to, any claims that may be made by the employees themselves for injuries to their person or property or otherwise, and any claims that may be made by the employees themselves or by the Illinois Department of Labor for the Bidder's violation of the Illinois Prevailing Wage Act (820 ILCS 130/1 et seq.). Such indemnity shall not be limited by reason of the enumeration of any insurance coverage or bond herein provided. Nothing contained herein shall be construed as prohibiting Winnebago County and their officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, actions or suits brought against them. The Bidder shall likewise be liable for the cost, fees and expenses incurred in Winnebago County's or the Bidder's defense of any such claims, actions, or suits. The

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Bidder shall be responsible for any damages incurred as a result of its errors, omissions or negligent acts and for any losses or costs to repair or remedy construction as a result of its errors, omissions or negligent acts.

### **NON-BARRED BIDDING**

The Bidder certifies, by submission of this bid, that it 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.

### **NON-COLLUSION**

The Bidder, by its officers, agents or representatives present at the time of filing this bid, say that neither they nor any of them, have in any way directly or indirectly, entered into any arrangement or agreement with any other bidders, or with any public officer of the County of Winnebago, Illinois, whereby, the Bidder has not paid or is to pay to such Bidder or public officer any sum of money, anything of value or has not directly or indirectly entered into any arrangement or agreement with any other bidder or bidders. Whereby, no inducement of any form or character other than that which appears upon the face of the bid will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the said bid or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds on the Contract sought by this bid.

### **NON-DISCRIMINATION**

In connection with the performance of work under this contract, the Contractor 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 Contractor further agrees to take affirmative action to ensure Equal Employment Opportunities. The Contractor 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.

### **PROMPT PAYMENT ACT**

The bid should provide that all payments are subject to the Local Governmental Prompt Payment Act.

### **PREVAILING WAGE**

All HUD work is EXEMPT from Davis-Bacon Act and State of Illinois Prevailing Wage Act.

### **PROTEST**

Firms wishing to protest bids or awards shall notify the Director of Purchasing in writing within 5 business days after the invitation to bid opening. The notification should include the bid number, the name of the firm protesting and the reason why the firm is protesting the bid. The Director of Purchasing will respond to the protest within 5 business days.

### **RESERVATION OF RIGHTS**

The County of Winnebago reserves the right to reject any or all bids failing to meet the County's specifications or requirements and to waive technicalities. If in the County of Winnebago's opinion, the lowest bid is not the most responsible bid, considering value received for monies expended, the right is reserved to make awards as determined solely by the judgment of the County of Winnebago. In determining the lowest responsible Bidder, the County shall take into consideration the qualities of the articles supplied, their conformity with the



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specifications, and their suitability to the requirements of the County and the delivery terms. Intangible factors, such as the Bidder's reputation and past performance, will also be weighed.

Winnebago County reserves the right to award to more than one vendor, as it deems in the best interest to do so.

The Bidder's failure to meet the mandatory requirements of the Bid will result in the disqualification of the bid from further consideration.

The County further reserves the right to reject all bids and obtain goods or services through intergovernmental or cooperative agreements, or to issue a new and revised Bid.

Submission of a bid confers no rights on the Contractor to a selection or to a subsequent contract. All decisions on compliance, evaluation, terms and conditions shall be made solely at the County's discretion and shall be made in the best interest of the County.

### **SAFETY DATA SHEETS (SDS) and OSHA SAFETY PLAN**

When applicable, Contractors shall furnish Safety Data Sheets for their products, in compliance with the Illinois Toxic Substance Disclosure to Employee Act and the "Right-to-Know" law, 820 ILCS 220/0.01 and 820 ILCG225/0.1. Safety Data Sheets, upon award of Contract, shall be submitted to the Purchasing Department. When working on County premises, the contractor must provide their OSHA approved Safety Plan in advance.

### **SUBCONTRACTORS**

If applicable all subcontractors shall be identified on the form contained herein. Winnebago County reserves the right to reject any or all subcontractors.

### **SUBSTANCE ABUSE PREVENTION**

The Substance Abuse Prevention on Public Works Act, Public Act 95-0635, prohibits the use of drugs and alcohol, as defined in the Act, by employees of the contractor and by employees of all approved subcontractors while performing work on a public works project. The contractor/subcontractor hereby certifies that it has a superseding collective bargaining agreement or makes the public filing of its written substance abuse prevention program for the prevention of substance abuse among its employees who are not covered by a collective bargaining agreement dealing with the subject as mandated by the Act.

Bidders and their subcontractors (if applicable) certifies that the entity has signed collective bargaining agreements that are in effect for all of its employees, and that deal with the subject matter of Public Act 95-0635, or certifies that the contracting entity has in place for all of its employees not covered by a collective bargaining agreement a written substance abuse prevention program that deals with subject of the Act, and will attach the substance abuse prevention program that meets or exceeds the requirements of Public Act 95-0635.

### **TAXES NOT APPLICABLE**

The County of Winnebago as a Governmental Unit pays neither Federal Excise Tax nor Illinois Retailers Occupational Tax, and therefore, those taxes should be excluded from bid. Our Tax Exempt Number is: E9992-3963-07

### **TERMINATION, CANCELLATION AND DAMAGES**

The County may terminate based on the Contractor's breach or default. Unless the breach or default creates an emergency, as determined in the County's sole discretion, the Contractor shall be given notice and a five (5) day opportunity to cure before the termination becomes effective.

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If the County terminates this Contract because of the Contractor's breach or default, the County shall have the right to purchase items or services elsewhere and to charge the Contractor with any additional cost incurred, including but not limited to the cost of cover, incidental and consequential damages and the cost of re-bidding. The County may offset these additional costs against any sums otherwise due to the Contractor under this bid or any unrelated contract.

If the Winnebago County fails to appropriate funds to enable continued payment of multi-year contracts the County may cancel, without termination charges provided Contractor received at least thirty (30) days prior written notice of termination.

Winnebago County may terminate any contract or agreement resulting from this Bid or RFP at any time for any reason by giving at least thirty (30) days' notice in writing to awarded Contractor. If the contract is terminated by the County as provided herein, the contractor will be paid a fair payment as negotiated with the County for the work completed as of the date of termination.

### **WITHDRAWAL OF BIDS**

Any bidder may withdraw their bid at any time prior to the time specified in the advertisement as the closing time for the receipt of bids by signing a request therefore. However, no bidder shall withdraw or cancel his bid for a period of sixty (60) days after said advertised closing time for the receipt of bids; the successful bidder shall not withdraw or cancel their bid after having been notified by the Director of Purchasing that said bid has been accepted by the County Board.

*The Bidder, by signing the Bid Form, acknowledges, understands and abides by all of the above "Requirements for Bidding and Instructions to Bidders".*

### **END OF GENERAL CONDITIONS**

**SPECIAL CONDITIONS**

**QUESTIONS & INQUIRES**

Any questions and/or inquires may be directed, no later than the date provided for on page 2 to Ann Johns, Director of Purchasing, 404 Elm Street, Room 202, Rockford, Illinois 61101, by Telephone: (815) 319-4380 or Email: [AJohns@WinColl.us](mailto:AJohns@WinColl.us)

**BONDING**

Not required for this project.

**CONTRACT TERM**

The time period for these services will be contingent upon grant funding, and will extend through, at a minimum October 2019

The contract may be subject up to three (3) years or the end of the HUD Lead Hazard Control Grant provided there is no change in the terms, conditions, specifications, and prices and provided that such renewals are mutually agreed to by both parties, based in part on satisfactory completion of the initial contract.

**PRICE ESCALATION**

Not Allowed.

**BID AWARD CRITERIA**

This bid will be awarded to the lowest responsive, responsible bidder(s) meeting specifications.

**PERMITS, FEES, AND NOTICES**

The Awarded Contractor shall secure and pay for all Building Permits and Governmental Fees, licenses, and inspections (except for lead-based paint inspections and clearances) necessary for the proper execution and completion of the work, which are legally required, file all notices, comply with all laws, rules, regulations and lawful orders bearing on the performance of the work.

**QUANTITIES**

Winnebago County reserves the right to increase or decrease the quantities shown herein at any time during the life of the contract to correspond to the actual needs of the County.

**COPELAND "ANTI-KICK BACK" ACT**

The Vendor/Contractor shall comply with the Copeland "Anti-Kick Back" Act (18 USC 874) as supplemented in the Department of Labor Regulations (29 CFR Part 3). This Act provides that each contractor or subcontractor shall be prohibited from inducing, by any means, any person employed in the construction, completion or repair of public work to give up any part of the compensation to which he is otherwise entitled.

**INSURANCE REQUIREMENTS**

Upon notice of acceptance of bid, the successful bidder shall, within fourteen (14) calendar days of said notice, furnish to the Director of Purchasing a Certificate of Insurance and provide policy endorsements evidencing specific coverage of the types of insurance in the amounts specified below. Such coverage shall be placed with a responsible company acceptable to the County licensed to do business in the State of Illinois. **All required insurance shall be maintained by the contractor in full force and effect during the life**

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of the contract, and until such time as all work has been approved and accepted by the County. The Contractor is responsible for all insurance deductibles and Self-Insured Retentions.

TYPE OF INSURANCE		MINIMUM ACCEPTABLE LIMITS OF LIABILITY
<b>1</b>	<b>Workers Compensation</b>	Statutory
<b>2</b>	<b>Employers Liability</b> A. Each Accident B. Each Employee-disease C. Policy Aggregate-disease	\$1,000,000 \$1,000,000 \$1,000,000
<b>3</b>	<b>Commercial General Liability</b> A. Per Occurrence B. General Aggregate 1. General Aggregate- Per project 2. General Aggregate - Products/ Completed Operations	\$2,000,000 \$2,000,000 \$2,000,000
<b>4</b>	<b>Business Auto Liability</b>	\$1,000,000

At all times during the term of the contract, the Contractor and its independent contractors shall maintain, at their sole expense, insurance coverage for the Contractor, its employees, officers and independent contractors, as follows:

- A) It is the responsibility of Contractor to provide copy of the BID to their carrier.
- B) It may also be required that the Contractor's insurer and coverage be approved by County prior to execution of the Contract.
- C) No work shall be started until receipt of Certificate of Insurance.

The County of Winnebago shall be named as additionally insured on all certificates of insurance. Insurance certificates shall also reference project name and BID NUMBER. Certificates should be sent to:

Winnebago County  
Purchasing Department  
404 Elm Street, Room 202  
Rockford, IL 61101  
[AJohns@WinCoil.us](mailto:AJohns@WinCoil.us)

The insurance carrier of the insured is required to notify the Winnebago County of termination of any or all of these coverages, prior to the completion of any contract, at least thirty (30) days prior to expiration.

**CHANGES IN INSURANCE COVERAGE:**

The Contractor will immediately notify the county if any insurance has been cancelled, materially changed, or renewal has been refused and the Contractor shall immediately suspend all work in progress and take the necessary steps to purchase, maintain and provide the required insurance coverage(s) and limits. If suspension of work should occur due to insurance requirements, upon verification by the County of the required insurance the County will notify Contractor when they can proceed with the work. Failure to provide

and maintain the required insurance coverage(s) and limits could result in immediate cancellation of the contract and the Contractor shall accept and bear all costs that may result due to the Contractors failure to provide and maintain the required insurance.

**WORKING FOR THE COUNTY**

If required, by the Winnebago County Health Department, the Bidder shall, within ten (10) days of contractor execution, supply the completed Criminal History and Background information forms (sample attached) for all their employees and subcontractor employees who may be working at the jobsite. Any employee or subcontractor that does not meet security requirements will neither be allowed on premises nor access to any software or hardware via remote location.

Bidder will be required to perform all work in keeping with County security procedures while on the facilities' grounds and shall be responsible for all personnel (including subcontractors) employed by their firm to ensure that Facilities' dress codes and overall policies are followed.

**END OF SPECIAL CONDITIONS**



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wet scrape, prime, caulk, and paint (or clear sealer if stained) all interior components. Wrap all exposed exterior components with aluminum coil stock, back caulk all metal and seams. Clean glass. PRICE PER UNIT

**WINDOW – Replace – Vinyl Double Hung  
(Tempered, Frosted Privacy Glass)**

\$\_\_\_\_\_ labor \$\_\_\_\_\_ material

Remove and dispose of existing sashes, storm window, parting stop, and interior stop (if painted). Field measure and install a PVC, 1 over 1, double hung, double glazed, Energy Star qualified window and screen **with tempered, frosted privacy glass in both sashes**. Install new interior stops if originals discarded or painted. Prep wood, wet scrape, prime, caulk, and paint (or clear sealer if stained) all interior components. Wrap all exposed exterior components with aluminum coil stock, back caulk all metal and seams. Clean glass. PRICE PER UNIT

**WINDOW – Replace – Aluminum Storm**

\$\_\_\_\_\_ labor \$\_\_\_\_\_ material

Remove and dispose of existing window and components. Field measure and install a single hung, 1-over-1, double glazed, aluminum storm window including new stops and all other necessary components. PRICE PER UNIT

**WINDOW – Replace – Glass Block (<65 UI)**

\$\_\_\_\_\_ labor \$\_\_\_\_\_ material

Remove and dispose of existing window unit and trim. Field measure and install new wood for replacement window. Install 3" glass block window unit with openable vent through window (or dryer vent, if present). Caulk, prime, and paint new wood with a premium acrylic latex. PRICE PER UNIT

**WINDOW – Replace – Glass Block (65-100 UI)**

\$\_\_\_\_\_ labor \$\_\_\_\_\_ material

Remove and dispose of existing window unit and trim. Field measure and install new wood for replacement window. Install 3" glass block window unit with openable vent through window (or dryer vent, if present). Caulk, prime, and paint new wood with a premium acrylic latex. PRICE PER UNIT

**WINDOW – Remove, Patch Envelope**

\$\_\_\_\_\_ labor \$\_\_\_\_\_ material

Remove and dispose of existing window components. Stud opening with 2"x4", insulate to R-13, and install an interior and exterior finish matching the adjacent surface as closely as possible. Prime and finish new materials. PRICE PER UNIT

**WINDOW – Repair - Historic**

\$\_\_\_\_\_ labor \$\_\_\_\_\_ material

Retain and repair original window. Fix top sash in place with wood screws. Discard original middle and inner stops. Remove lower sash and wet plane or chemically strip friction areas on the interior and exterior sides of sash. Wet scrape, clean, and repaint all components of window system while it is disassembled, including both sashes, trim, and casing. Reglaze, replace broken glass, and repair weight system if necessary. Install jamb liner equipped with integral weather stripping and adhere a thin sheet of aluminum to fully cover window trough from jamb to jamb, ensuring all seams are back-caulked and sealed with **no penetrations**. Re-install freshly painted lower sash and install new stops if discarded. PRICE PER UNIT

**Window – Enclose Trough**

\$\_\_\_\_\_ labor \$\_\_\_\_\_ material

Adhere a thin sheet of aluminum to fully cover window trough, ensuring all seams are back-caulked and sealed with no penetrations. PRICE PER UNIT

**DOORS**

**DOOR – Stabilize & Paint – Door Slab** \$\_\_\_\_\_ labor \$\_\_\_\_\_ material

Plane door edges and adjust hasp and strike plate to eliminate door/jamb friction and contact points. Stabilize door slab by wet scraping and HEPA vacuuming. Clean and degloss with a lead-specific detergent. Rinse, prime, and top coat with a premium acrylic latex paint (or stain and seal) to match existing. PRICE PER UNIT

**DOOR – Stabilize & Paint – Jamb and Trim/Casing** \$\_\_\_\_\_ labor \$\_\_\_\_\_ material

Plane door edges and adjust hasp and strike plate to eliminate door/jamb friction and contact points. Stabilize door jamb and interior and exterior trim/casing by wet scraping and HEPA vacuuming. Clean and degloss with a lead-specific detergent. Rinse, prime, and top coat with a premium acrylic latex paint. PRICE PER UNIT

**DOOR – Stabilize & Paint – Threshold** \$\_\_\_\_\_ labor \$\_\_\_\_\_ material

Stabilize door threshold by wet scraping and HEPA vacuuming. Clean and degloss with a lead-specific detergent. Rinse, prime, and top coat with a premium acrylic latex paint. PRICE PER UNIT

**DOOR – Adjust, Stabilize & Paint Door System** \$\_\_\_\_\_ labor \$\_\_\_\_\_ material

Plane door edges and adjust hasp and strike plate to **eliminate** door/jamb friction and contact points. Wet scrape jamb and slab. Replace door stops. Clean and degloss with a lead-specific detergent. Rinse, prime, and top coat with a premium acrylic latex paint (or stain and seal) to match existing. PRICE PER UNIT

**DOOR – Replace – Door Stops** \$\_\_\_\_\_ labor \$\_\_\_\_\_ material

Remove and dispose of door stops. Replace with new wood stops. Wet scrape, prime, and top coat with a premium acrylic latex paint **including the door jamb**. PRICE PER UNIT

**DOOR – Replace - Door Slab** \$\_\_\_\_\_ labor \$\_\_\_\_\_ material

Remove and dispose of door slab, hinges, and stops. Stabilize jamb by wet scraping and HEPA vacuuming. Install new slab, stops, and appropriate hardware. Prime and top coat all new and existing wood with a premium acrylic latex paint. PRICE PER UNIT

**DOOR – Replace – Interior Wood Pre-hung** \$\_\_\_\_\_ labor \$\_\_\_\_\_ material

Remove and dispose of door, frame, and casing. Install a pre-hung door and appropriate hardware. Re-trim opening to match adjacent. Prep, prime, and top coat to match existing. PRICE PER UNIT

**DOOR – Replace – Exterior Metal Pre-hung** \$\_\_\_\_\_ labor \$\_\_\_\_\_ material

Remove and dispose of door, frame, and casing. Install a pre-hung, metal door including magnetic weather stripping, interlocking threshold, wide angle peep site, dead bolt and entrance lock sets. Retrim opening and casing and paint to match existing. PRICE PER UNIT

**DOOR – Replace – Exterior Storm Door** \$\_\_\_\_\_ labor \$\_\_\_\_\_ material

Remove and dispose of storm door. Install a new pre-hung storm door with openable window, screen, and magnetic weather stripping. Wet scrape, prime, and topcoat all adjacent wood components with a premium acrylic latex paint. PRICE PER UNIT

**DOOR – Remove, Patch Envelope** \$\_\_\_\_\_ labor \$\_\_\_\_\_ material

finish new materials. PRICE PER UNIT





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**WALLS & TRIM – Enclose – Vinyl Siding** \$\_\_\_\_\_ labor \$\_\_\_\_\_ material

Apply a Tyvek vapor barrier to enclose the lead-containing paint. Protect Tyvek with vinyl siding and aluminum or vinyl wrapped trim installed according to manufacturer’s specifications. Owner’s choice of color and embossing. PRICE PER SQUARE FOOT

**WALLS & TRIM – Enclose – Drywall Enclosure** \$\_\_\_\_\_ labor \$\_\_\_\_\_ material

Wet scrape all loose paint, wallpaper, and/or plaster. Mark “Lead Paint” at 24” intervals. Hang, tape, and 3-coat finish with minimum 3/8” drywall. Remove/reinstall existing electrical and other components as necessary and seal all penetrations with siliconized acrylic. PRICE PER SQUARE FOOT

**WALLS & TRIM – Repair and Paint** \$\_\_\_\_\_ labor \$\_\_\_\_\_ material

Mist area with water and remove damaged plaster. Repair holes or cracks with new compound. Skim coat to ensure smooth surface for painting. Prime and top coat with a premium acrylic latex paint to match existing. PRICE PER SQUARE FOOT

**WALLS & TRIM – Install Fascia** \$\_\_\_\_\_ labor \$\_\_\_\_\_ material

Install 1” x 6” pine fascia. Use corrosion resistant nails of sufficient length to adequately penetrate solid portions of rafters. Caulk all seams. Paint to match existing exterior woodwork. PRICE PER LINEAR FOOT

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**FLOORS**

**FLOORS – Stabilize & Paint – Interior Floor** \$\_\_\_\_\_ labor \$\_\_\_\_\_ material

Mist defective paint with water. Lightly scrape all loose paint. Feather edges with a sponge sanding block saturated with deglossing agent. Rinse and HEPA vacuum all visible chips. Allow surface to dry. Prime and top coat with a premium latex paint. PRICE PER SQUARE FOOT

**FLOORS – Stabilize & Paint – Exterior Floor** \$\_\_\_\_\_ labor \$\_\_\_\_\_ material

Mist defective paint with water. Lightly scrape all loose paint. Feather edges with a sponge sanding block saturated with deglossing agent. Rinse and HEPA vacuum all visible chips. Allow surface to dry. Prime and top coat with a premium exterior latex paint. PRICE PER SQUARE FOOT

**FLOORS – Install linoleum sheet flooring – Interior Floor** \$\_\_\_\_\_ labor \$\_\_\_\_\_ material

Level subfloor and/or holes in subfloor as needed with appropriate compound. Mark “Lead” at 4’ intervals. Install linoleum sheet with necessary adhesive per manufacturer’s instructions. Trim floor edges with vinyl cove base or quarter round as needed. Install appropriate transition strips. Owner is responsible to move all furniture out of room to allow for installation of flooring. PRICE PER SQUARE FOOT

**FLOORS – Install laminate flooring – Interior floor** \$\_\_\_\_\_ labor \$\_\_\_\_\_ material

Level subfloor and/or fills holes with appropriate compound as needed. Install laminate flooring per manufacturer’s instructions. Provide minimum of 3/8 inch gap around perimeter of installed flooring to allow for expansion. Remove existing shoe molding if necessary and install new shoe molding. Install all necessary transition strips. Owner is responsible to move all furniture out of room to allow for installation of flooring. PRICE PER SQUARE FOOT

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**FLOORS – Polyurethane sealing of floor – Interior floor**                    \$\_\_\_\_\_ labor    \$\_\_\_\_\_ material

Clean floor thoroughly and sand lightly with floor sander with integrated HEPA vacuum attachment and containment system. Seal floor with one coat of clear satin polyurethane. Follow manufactures instructions and allow appropriate dry time prior to walking on finished floor or moving furniture back on sealed floor.  
PRICE PER SQUARE FOOT

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**STAIRS**

**STAIRS – Enclose – Rubber with Metal Nose**    \$\_\_\_\_\_ labor    \$\_\_\_\_\_ material

Mark “Lead Paint” at 24” intervals. Install rubber stair treads, **the full length of the tread**, with integral metal nosing with the manufacturers adhesive. Wet scrape, HEPA vacuum, prime, and paint any exposed portion of treads, risers, and stringers with premium acrylic latex paint. PRICE PER RISER

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**PORCHES**

**PORCH – Enclose – Plywood Floor Enclosure**    \$\_\_\_\_\_ labor    \$\_\_\_\_\_ material

Stabilize deck by wet scraping. Mark “Lead Paint” at 4’ intervals. Apply 1/2” BCX plywood with screws or screw shank nails and adhesive to deck. Back caulk all seams. Trim edges with shoe molding. Prime and top coat with acrylic latex, oil-based sealer, or polyurethane stain to protect wood. Install metal nose on top porch stair.  
PRICE PER SQUARE FOOT

**PORCH – Enclose – Plywood Ceiling Enclosure**    \$\_\_\_\_\_ labor    \$\_\_\_\_\_ material

Stabilize ceiling by wet scraping. Mark “Lead Paint” 4’ on center. Apply 3/8” BCX plywood with screws or screw shank nails and adhesive to ceiling. Back caulk all seams. Trim edges with 1/4 round. Prime and top coat with acrylic latex, oil-based sealer, or polyurethane stain. PRICE PER SQUARE FOOT

**PORCH – Replace – Rail & Balusters**    \$\_\_\_\_\_ labor    \$\_\_\_\_\_ material

Remove and dispose of lead containing rail system. Construct railing system with 2”x4” top and bottom rails and minimum 1 1/2” balusters spaced no more than 4” apart. Rail height at least 36”. Prime and top coat with acrylic latex, oil based sealer, or polyurethane stain. PRICE PER LINEAR FOOT

**PORCH – Replace – Column/Post**    \$\_\_\_\_\_ labor    \$\_\_\_\_\_ material

Remove and dispose of lead containing column/post. Wet scrape newly exposed areas and caulk/repair as necessary. Install a preservative-treated replacement load-bearing column with matching capital and base.  
PRICE PER UNIT

**PORCH – Stabilize & Paint – Column/Post**    \$\_\_\_\_\_ labor    \$\_\_\_\_\_ material

Mist defective paint with water. Lightly scrape all loose paint. Feather edges with a sponge sanding block saturated with deglossing agent. Rinse and HEPA vacuum all visible chips. Allow surface to dry. Prime and top coat with a premium exterior latex paint. PRICE PER UNIT

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**PORCH – Replace – Porch/Exterior Stairs** \$\_\_\_\_\_ labor \$\_\_\_\_\_ material

Remove and dispose of lead containing stairs. Install new, pressure-treated stringers, treads, and risers following local building codes. Install a 36" tall pressure-treated wood railing system. Seal with oil-based stain. Color to match existing if necessary. Ensure stairs meet all applicable local building codes. PRICE PER RISER

**PORCH – Lattice & Framing** \$\_\_\_\_\_ labor \$\_\_\_\_\_ material

Remove and dispose of any existing lattice or baluster systems below porch floor level. Install new lattice and balusters supported by treated plywood posts. Install posts at each end and spaced no more than 6 ft apart. PRICE PER SQUARE FOOT

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**CLEANING**

**CLEAN – HEPA/Wet Clean/HEPA** \$\_\_\_\_\_ labor \$\_\_\_\_\_ material

After completion of all mitigation, removal of containment, and repositioning of all furniture, HEPA vacuum all visible surfaces including furniture, walls, floors and ceilings. Wet wipe all surfaces with a lead specific detergent or equivalent and rinse. After surface is dry, HEPA vacuum all visible surfaces except ceiling. Clean unit to pass lead dust clearance testing (<10 µg/ft<sup>2</sup> on floors, <100 µg/ft<sup>2</sup> on all other horizontal surfaces). PRICE PER FLOOR

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**OTHER**

**OTHER – Mulch** \$\_\_\_\_\_ labor \$\_\_\_\_\_ material

Remove all visible paint chips. Install landscape fabric with landscape staples after mowing lawn as low as practical. Overfill area with at least 4" of shredded hardwood mulch, from building to 3 feet out. Build border to contain mulch. PRICE PER SQUARE FOOT

**OTHER – Stucco Repair** \$\_\_\_\_\_ labor \$\_\_\_\_\_ material

Remove loose stucco and wire, attach new wire to patch area and apply scratch, brown and color coats. Feather patch into the surrounding surface. Match existing color as closely as possible. Caulk all joints at trim, unrepaired cracks, and holes. PRICE PER SQUARE FOOT

**OTHER – Replace Gutters** \$\_\_\_\_\_ labor \$\_\_\_\_\_ material

Remove, wrap in poly and dispose of properly existing gutters and other debris. Furnish and install new .032 aluminum seamless gutters, baked on white enamel finish, "K" style, attached every 3 ft. Include 3 ft. extension at all downspouts. PRICE PER LINEAR FOOT

**OTHER – Concrete Pad** \$\_\_\_\_\_ labor \$\_\_\_\_\_ material

Remove all visible paint chips. Form, pour, screen, and broom finish a concrete pad over a 4" stone base. PRICE PER SQUARE FOOT

**END OF BID RATE FORM**

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**BID FORM**

**BID # 18B-2132**

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

<b>Full Name of Vendor</b>			
<b>Contact Person</b>			
<b>Business Address</b>			
<b>City, State, Zip Code</b>			
<b>Telephone</b>		<b>FEIN No.</b>	
<b>Email</b>			

**Company Information**

Woman Business Enterprise (WBE)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Small Business Enterprise (SBE)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Minority Business Enterprise (MBE)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Veteran Owned Business (VOB)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

**IF YES, CHECK THE FOLLOWING BOXES THAT APPLY:**

BLACK/AFRICAN AMERICAN	<input type="checkbox"/>	HISPANIC	<input type="checkbox"/>
NATIVE AMERICAN OR ALASKA NATIVE	<input type="checkbox"/>	ASIAN AMERICAN	<input type="checkbox"/>

**TO:** Winnebago County Purchasing Department

The undersigned, being duly sworn, certifies that he is:

<input type="checkbox"/> THE OWNER/SOLE PROPRIETOR	<input type="checkbox"/> A MEMBER OF THE PARTNERSHIP	<input type="checkbox"/> AN OFFICER OF THE CORPORATION	<input type="checkbox"/> MEMBER OF THE JOINT VENTURE
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Further, as Contractor, declares that the only person or parties interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm or corporation; that he has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Director of Purchasing, 404 Elm Street, Rockford, Illinois 61103 and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits, including Addenda

No(s): \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ issued thereto;

Further, the Contractor proposes and agrees, if this bid is accepted, to provide all necessary machinery, tools, apparatus and other means of construction, including transportation services necessary to furnish all the

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materials and equipment specified or referred to in the contract documents in the manner and time therein prescribed.

Further, the undersigned certifies and warrants that he/she is duly authorized to execute this certification/affidavit on behalf of the Bidder and in accordance with the Partnership Agreement or By-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Bidder and is true and accurate. Further, the undersigned certifies that the Bidder is not barred from bidding on this contract because of a violation of either 720 Illinois Compiled Statutes 5/33 E-3 or 5/33E-4, bid rigging or bid-rotating.

The Affiant deposes and says that he/she has examined and carefully prepared this bid and has checked the same in detail before submitting this bid, and that the statements contained herein are true and correct.

Further, the Bidder certifies that he has provided equipment, supplies or services comparable to the items specified in this contract to the parties listed in the reference section below and authorizes the County to verify references of business and credit at its option. Finally, the Bidder, if awarded the contract, agrees to do all other things required by the contract documents, and that he will take in full payment therefore the sums set forth in the bidding schedule.

Signature of Bidder authorizes the County of Winnebago to verify business references.

**SIGNATURE** \_\_\_\_\_

Name and Title of Signer \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

**END OF BID FORM**



**WCHD CONTRACTOR AGREEMENT**

The undersigned hereby submits this bid to the Winnebago County Health Department’s (WCHD) Creating Lead Safe Rockford (CLSR) program to perform residential lead-based paint hazard reduction activities. The undersigned acknowledges that this agreement is made pursuant to a program offered by WCHD and that the methods for reduction and/or abatement of the lead-based paint hazards will be determined by WCHD. The undersigned further agrees to perform the control and/or abatement of lead-based paint hazards in awarded properties and allow WCHD the right of overseeing and approving work performance and the project close-out of all contracted activities.

The undersigned acknowledges receipt of the CLSR Contractor Handbook and agrees to all policies and procedures therein. The CLSR Contractor Handbook has been or will be made available at the Non-Mandatory Bid Meeting on **April 13 at 2:00 P.M.** or by contacting Lesley Meyer, CLSR Program Coordinator, at (815)720-4129.

The undersigned agrees that the lead hazard control work must be conducted in compliance with HUD’s Lead Safe Housing Rule, the HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing (HUD Guidelines), and all applicable Federal, State, and Local regulations. These include, but are not limited to the EPA’s standards (40 CFR 745) and the State of Illinois regulations (IL Admin. Code Title 77, Chapter 1, Subchapter p, Part 845). The undersigned agrees that during the performance of a CLSR project, he/she and all of his/her employees will **not** engage in the following prohibited practices when conducting Lead Hazard Control work:

1. Open flame burning or torching;
2. Machine sanding or grinding without a high-efficiency particulate air (HEPA) exhaust control;
3. Uncontained hydro blasting or high-pressure washing
4. Sandblasting or other abrasive blasting without HEPA exhaust control;
5. Use of heat guns operating above 1,100 degrees Fahrenheit or those that char paint;
6. Use of chemical paint strippers containing methylene chloride or other volatile hazardous chemicals in a poorly ventilated space; and
7. Dry scraping or dry sanding, except scraping in conjunction with heat guns or around electrical outlets or when treating no more than two square feet in any one interior room or space, or totaling no more than 20 square feet on exterior surfaces.

The undersigned agrees that it must observe the procedures for worker protection established in the HUD Guidelines, as well as the requirements of the Occupation Health and Safety Administration (OSHA) (in particular, 29 CFR 1926.62, Lead Exposure in Construction), or the State and Local occupational safety and health regulations, whichever are most protective.

If accepted into the CLSR program and awarded a project, the undersigned agrees to further HUD’s strategy for Economic Opportunities for Low- and Very Low-Income Persons (Section 3). Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. § 1701u) applies directly to CLSR and all subsequent contracts expended for program requirements (see 24 CFR 135.3 (a)(2)(i)). The purpose of Section 3 is to ensure that

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new training, employment, or contracting opportunities created during this HUD-funded program will be directed to low- and very low-income persons residing in the target area and to the business concerns that employ these persons, to the greatest extent feasible. If the undersigned contractor plans to hire any new employees or award contracts to carry out the agreed upon lead hazard control activities, it must comply with the Section 3 requirements found at 24 CFR 135.32. The undersigned understands that the WCHD is the recipient of a HUD grant totaling more than \$100,000.00 and that any contractor, subcontractor, or sub-grantee receiving contracts under the grant must comply with the Section 3 requirements for any new hiring or sub-contracting opportunities provided under those contracts. The undersigned certifies that they are under no contractual or other impediment that would prevent them from complying with Section 3 regulations.

The undersigned understands that failure to comply with CLSR program requirements may result in recapture, by the County of Winnebago, all of the monies advanced in conducting the lead-based paint hazard control and/or abatement.

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Applicant Name (print)

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Date

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Applicant signature

**END OF WCHD CONTRACTOR AGREEMENT**



**REQUIRED BID DOCUMENT CHECKLIST**

Copies of the following FORMS are required to be submitted along with your Completed Bid:

1. Your company's Illinois Lead Abatement Contractor License and licenses for all Lead Abatement Workers and Lead Abatement Supervisors, or statement of intent to provide these licenses prior to being awarded lead work.
2. Certificate of General Liability Insurance (\$2,000,000 minimum coverage).
3. Your company's Drug-Free Workplace and Sexual Harassment policies.
4. NON-COLLUSION AFFIDAVIT of Prime Bidder/Subcontractor (Signed and Notarized).
5. Contractor Application for new bidders (contractors who have previously worked in a CLSR grant program do not need to complete)
6. Signed CONTRACTOR AGREEMENT.
7. Signed and Completed 18B-2139 BID FORM
8. Complete and Return BIDDER'S SUBCONTRACTOR FORM
9. Return BUSINESS REFERENCES FORM
10. Complete and Return BID RATE FORM

**END OF REQUIRED BID DOCUMENT CHECKLIST**

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**CREATING LEAD SAFE ROCKFORD  
CONTRACTOR APPLICATION FORM**

Please Print or Type. Contractors currently approved and in good standing with the CLSR program are not required to submit this application.

**COMPANY CONTACT INFORMATION**

Company Name		
Company Address (P.O. Box not acceptable)		
City	State	ZIP Code
Business Phone	Cell Phone	
Owner Name(s)		
Federal Tax ID		

**GENERAL BACKGROUND**

1. Previous name and/or address of Contractor
2. Current President or Chief Executive Officer  Years in position
3. Current number of permanent employees
4. Name and address of current affiliated companies (parent, subsidiary, divisions, etc.)

**CONTRACTOR APPLICATION (CONTINUED)**

5. List at least three projects, by size, type, duration, scope of work, and address that you have supervised in the last five years for the Contractor or for any other company.

**B. Suppliers**

<b>Supplier 1</b> Name			
Address			Contact
City	State	ZIP Code	Phone

<b>Supplier 2</b> Name			
Address			Contact
City	State	ZIP Code	Phone

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**CONTRACTOR APPLICATION (CONTINUED)**

**COMMENTS**

Please list any additional information that you believe would assist the Creating Lead Safe Rockford Program in evaluating the possibility of using the Contractor on this Project.

I certify, under penalty of law, that to the best of my knowledge, all statements made in this application and supporting documentation are true and accurate, correct and complete.

\_\_\_\_\_  
Applicant Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant signature

**END OF CONTRACTOR APPLICATION FORM**

COUNTY OF WINNEBAGO, ILLINOIS

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**NON-COLLUSION AFFIDAVIT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_ being duly sworn, says the he/she is  
\_\_\_\_\_ of \_\_\_\_\_  
(Sole owner, member of firm, corporate official) (Individual, firm or corporate name)

Which has by the enactment of this document affirmed that he/she, in preparation of the bid estimates, has not entered into any verbal and/or written agreement with any of the other bidders or their agents for the specific purpose of fixing bid estimates to benefit him/her-self or the firm he/she represents.

Certification: The Undersigned Bidder certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, or nay unit of government in the State of Illinois, nor has the Bidder made an admission of guilt of such conduct which is a matter of record, nor has an official agent, or employee of the Bidder committed bribery or attempted bribery on behalf of the Bidder and pursuant to the direction or authorization of a responsible official of the Bidder. The Undersigned Bidder further certifies that it 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.

Signature \_\_\_\_\_

Subscribed and sworn to me this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_

Notary public

My commission expires: \_\_\_\_\_

**END OF NON-COLLUSION AFFIDAVIT**

COUNTY OF WINNEBAGO, ILLINOIS

**BUSINESS REFERENCES FORM**

The Bidder must list references for the last three (3) completed projects, listing company name, address, contact person, telephone number and date of completion. If Bidder is a new business, provide references that will enable the County to determine if bidder is responsible.

<b>NAME</b>	
CONTACT PERSON	
ADDRESS	
CITY, STATE, ZIPCODE	
TELEPHONE	
EMAIL	

<b>NAME</b>	
CONTACT PERSON	
ADDRESS	
CITY, STATE, ZIPCODE	
TELEPHONE	
EMAIL	

<b>NAME</b>	
CONTACT PERSON	
ADDRESS	
CITY, STATE, ZIPCODE	
TELEPHONE	
EMAIL	

NUMBER OF YEARS IN BUSINESS	
CURRENT NUMBER OF PERSONNEL ON STAFF	

**END OF BUSINESS REFERENCES FORM**

COUNTY OF WINNEBAGO, ILLINOIS

**BIDDER'S SUBCONTRACTORS FORM**

<b>NAME OF BIDDER</b>	
<b>CONTACT PERSON</b>	

**SUBCONTRACTORS:**

Will you employ subcontractors? Yes  No

If "YES", identify with each firm's name, address, telephone number and work to be subcontracted (attach more sheets if necessary).

<b>SUBCONTRACTOR NAME</b>	
CONTACT PERSON	
ADDRESS	
CITY, STATE, ZIPCODE	
TELEPHONE	
EMAIL	
WORK TO BE PROVIDED	

The Contractor will not change or use subcontractors not identified in this bid without prior written approval from Winnebago County.

A request for a change in subcontractors shall be made in writing and will include a description of any savings that may be realized in the execution of this contract, and must be passed on to Winnebago County.

**END OF BIDDER'S SUBCONTRACTORS FORM**

RETURN BID LABEL

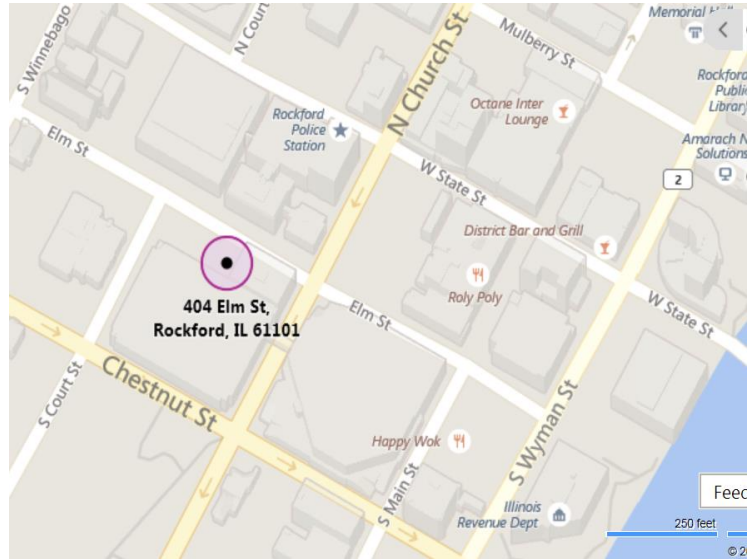


The County of Winnebago, Illinois will receive sealed Bids at:

**WINNEBAGO COUNTY  
PURCHASING DEPARTMENT  
404 ELM STREET, ROOM 202  
ROCKFORD, ILLINOIS 61101**

All Bids must be enclosed in sealed envelopes marked:

**“WCHD LEAD HAZARD REMOVAL CONTRACTOR  
SERVICES RE-BID”  
APRIL 27, 2018- 10:30 A.M.**



ALL SUBMITTALS SHOULD BE LABELED ACCORDINGLY – PLEASE USE BELOW FOR YOUR CONVENIENCE



<b>BID#</b> 18B -2139	<b>WINNEBAGO COUNTY PURCHASING DEPARTMENT 404 ELM STREET, ROOM 202 ROCKFORD, ILLINOIS 61101</b>
<b>PURCHASING DIRECTOR:</b> ANN JOHNS	
<b>BID NAME:</b> WCHD LEAD HAZARD REMOVAL CONTRACTOR SERVICES RE-BID	
<b>BID DUE DATE/TIME:</b> 4/27/2018- 10:30 A.M.	