

VILLAGE OF OAK PARK

PROJECT NO: 14-10 Sewer Cleaning and Inspection

DATE ISSUED: 4/2/2014

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I  
REQUEST FOR PROPOSAL

INSTRUCTIONS AND SPECIFICATIONS FOR:

**14-10 Sewer Cleaning and Inspection**

The Village of Oak Park will receive proposals at the Public works Building Office of the Village Engineer, Monday through Friday, 8:30 a.m. to 4:00 p.m., at 201 South Blvd, Oak Park, Illinois 60302. Proposals will be accepted through **Thursday, April, 17, 2014**, until 4:00 p.m. (local time). Proposals are anticipated to be presented to the Village of Oak Park Board for approval on May 5, 2014.

**PROPOSALS MUST BE ENCLOSED IN SEALED ENVELOPES**

The Board of Trustees reserves the right to accept or reject any and all proposals or to waive technicalities, or to accept any item of any proposal.

The documents constituting component parts of their contract, comprised of 28 pages, are the following:

- I REQUEST FOR PROPOSAL
- II PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
- III DETAILED SPECIFICATIONS
- IV PROPOSAL FORM
- V CONTRACTOR CERTIFICATIONS
- VI TAX COMPLIANCE AFFIDAVIT
- VII AFFIDAVIT OF COMPLIANCE
- VIII E.E.O. REPORT
- IX NO PROPOSAL EXPLANATION
- X TABLES AND LOCATION MAP

Do not detach any portion of their document. Upon formal award to the successful vendor, a Contract will be issued to complete their contract.

II  
**PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS**

**Taxes not Applicable:**

The Village of Oak Park as a municipality pays neither Federal Excise Tax nor Illinois Retailers Occupational Tax, and therefore these taxes should be excluded from quotations.

**Withdrawal of Proposals:**

The vendor shall not withdraw or cancel their proposal after having been notified by the department that said proposal has been accepted by the Village of Oak Park.

**Competency of Vendor:**

No proposal will be accepted from or contract awarded to any person, firm or corporation that appears to be in default, or in any debt of any contract. The vendor, if requested, must present evidence to the Village of Oak Park of ability and possession on necessary facilities and financial resources to comply with the terms of the attached specifications and proposals.

**Catalogs:**

Each vendor shall submit catalogs, descriptive literature, and detailed drawings, where applicable, to fully illustrate and describe the material and/or work they proposes to furnish.

**Conditions:**

Vendors are advised to become familiar with all conditions, instructions and specifications governing their proposal. Once the award has been made, failure to have read all the conditions, instructions and specifications of their contract shall not be cause to alter the original contract or to request additional compensation.

**Consideration of Proposals:**

The department shall represent and act for the Village in all matters pertaining to their proposal and contract in conjunction therewith. The Village reserves the right to reject any or all proposals and to disregard any informality on the proposals when in its opinion, the best interest of the Village will be served by such action. No proposal will be accepted from or contract awarded to any person, firm or corporation that is in arrears of is in default to the Village of Oak Park upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to said Village, or had failed to perform faithfully any previous contract with the Village.

The vendor, if requested, must present within forty-eight (48) hours evidence satisfactory to the Village of Oak Park of performance ability and possession of necessary facilities,

pecuniary resources and adequate insurance to comply with the terms of these specifications and contract documents.

**Subletting of Contract:**

No contract awarded by the Village of Oak Park shall be assigned or any part subcontracted without the written consent of the Village of Oak Park. In no case shall such consent relieve the contractor from their obligations or change the terms of the contract.

**Village Ordinances:**

The contractor shall strictly comply with all ordinances of the Village of Oak Park and laws of the State of Illinois.

**Inspection:**

The Village shall have a right to inspect, by its authorized representative, any material, components or workmanship as herein specified. Materials, components or workmanship that have rejected by the Village of Oak Park as not in accordance with the terms of the contract specifications shall be replaced by the contractor at no cost to the Village.

**Hold Harmless:**

Vendor agrees to indemnify, save harmless and defend the Village of Oak Park, its agents, servants and employees, and each of them against and hold it and them harmless for any and all claims, actions, causes of action, demands, rights, damages, costs, loss of service expenses, compensation, court costs and attorneys' fees which the undersigned now has/have or which may hereafter accrue, directly or indirectly, for or on account of any and all known and unknown, foreseen and unforeseen, bodily and personal injuries to any person, or any death at any time resulting for such injury, or any damage to any property and the consequences thereof, which may arise or which may be alleged to have arisen out of or in connection with the work covered by their contract.

**Termination of Contract:**

The Village reserves the right to terminate the whole or any part of their contract, upon written notice to the Vendor, in the event that sufficient funds to complete the contract are not appropriated by the Village of Oak Park.

The Village further reserves the right to terminate the whole or any part of their contract, upon written notice to the Vendor, in case of default by the Vendor. Default is defined as failure of the Vendor to perform any of the provisions of their contract or failure to make sufficient progress to endanger performance of their contract in accordance with its terms. In case of default and termination, the Village may procure, upon such terms and in such manner, as the Village of Oak Park may deem appropriate, supplies or services similar to those so terminated. The Vendor shall be liable for any excess costs for such similar supplies or services unless acceptable evidence is submitted to the Village of Oak Park that failure to perform the contract was due to causes beyond the control and without the fault or negligence of the Vendor.

**Insurance:**

The Contractor shall keep in force at all times during the performance of their contract insurance as required herein. Contractor shall not commence work under the contract until all the required insurance has been obtained and until the agency has been furnished with Certificates of Insurance stating that such policies will not be canceled, transferred or terminated prior to written notice to the agency. The Contractor shall not allow any subcontractors to commence work on any subcontract until insurance as required by contract has been obtained and certificates furnished. All insurance shall be in form and substance and issued by companies satisfactory to the agency and shall be of the following kinds and with at least the following limits of coverage:

1. Worker's Compensation Insurance with amounts of coverage sufficient to provide for all compensation levels and amounts as mandated by the State of Illinois Worker's Compensation Statutes. The insurer shall agree to waive all rights of subrogation against the Village, its officers, employees and volunteers.
2. The Village, its officers, officials, employees and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officers, officials, employees or volunteers.

Limits for the above coverage will be at \$1,000,000/\$1,000,000 for both bodily injury and property damage.

3. The Village, its officers, officials, employees, and volunteers are to be covered as insureds as respects Automobile Liability Insurance in amounts not less than \$1,000,000/\$1,000,000 and Property Damage Liability Insurance in amounts not less than \$200,000 if any teams of motor vehicles are engaged in operations within the terms of their contract on the site of the work to perform thereunder.

Such insurance shall cover the use of all such motor vehicles engaged in operating within the terms of their contract on the site of the work to be performed unless coverage is included in the insurance specifications in Paragraph 2 of their Section.

4. Contractors shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.
5. Any deductibles or self-insured retention must be declared to and approved by the Village. At the option of the Village, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as respects the Village, its officers, officials,

employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claims administration and defense expenses.

6. Insurance is to be placed with insurers with a Best's rating of no less than A: VII. Whenever possible, the Contractor should attempt to secure the above listed coverages on an "occurrence" basis, as opposed to a "claim-made" basis.
7. The Contractor shall include the Village as an additional named insured on both General and Auto Liability policies. All insurance premiums shall be paid without cost to the agency. Additionally, an endorsement stating the same will be provided to the Village.
8. The Contractor shall keep and hold the Village harmless from and against all costs, damages, claims, or expenses it may suffer, incur or sustain or become liable for, or on account of any injury to or death of its employees or to any other person, or damage to or injury to real estate or personal property causes by or arising out of the services to be performed.

### III

## DETAILED SPECIFICATIONS FOR SEWER CLEANING AND INSPECTION

### Description

This work shall consist of light cleaning sewer segments to be inspected, inspecting sewer segments by means of closed-circuit television (CCTV), and providing reports of CCTV inspections at locations shown on the contract drawings or as directed by the Engineer.

### General

The Contractor shall obtain a hydrant water meter from the Village of Oak Park for a \$1500 deposit. All water used by the Contractor shall be metered. The Contractor shall not be charged for water usage on this contract unless the Contractor fails to obtain or use the Oak Park hydrant water meter.

All CCTV inspections shall be performed in accordance with NASSCO's pipeline assessment certification program (PACP) standards.

The Village of Oak Park shall supply the Contractor with sewer atlases prior to televising operations. Sewer atlases will identify manhole numbers which shall be used for all televising inspections.

### Equipment

**Cleaning Equipment:** High-Velocity Jet Equipment shall be used on this project. All high-velocity sewer cleaning equipment shall be constructed for ease and safety of operation. The equipment shall have a selection of two or more high-velocity nozzles. The nozzles shall be capable of producing a scouring action from 15 to 45 degrees in all size lines designated to be cleaned. The equipment shall carry its own water tank.

**TV Camera:** The television camera used for the inspection shall be one specifically designed and constructed for such inspection. The camera shall be capable of radial view for inspection of the top, bottom, and sides of pipe and for looking up lateral connections. The camera shall be mounted on adjustable skids, or self propelled, to keep it in the center of the pipe. Lighting of the camera shall be supplied by a lamp on the camera, capable of being dimmed or brightened remotely from the control panel. The lighting system shall be

capable of lighting the entire periphery of the pipe. The camera shall be operative in 100% humidity conditions and shall have a minimum of 650 lines of resolution and tested at 400 psi. The view seen by the televising camera shall be transmitted to a monitor. The camera, television monitor, and other components of the video system shall be capable of producing a picture quality satisfactory to the Engineer; and if unsatisfactory, the equipment shall be removed and no payment will be made for an unsatisfactory inspection.

### Construction Requirements

#### Traffic Control and Protection:

Traffic control and protection for shall be included in the price for television inspection. The Contractor shall maintain through traffic during cleaning and inspection operations and shall furnish all necessary signs, markings, traffic control devices, and flagmen as may be required to maintain a safe work zone. The Contractor shall follow applicable IDOT and Manual of Uniform Traffic Control Devices for Streets and Highways standards, including, but not limited to, IDOT Standards 701301 and BLR18-5. The Contractor shall install "No Parking" signs 24-48 hours in advance of televising operations which require closing parking lanes to maintain through traffic. "No Parking" signs shall have dates and times of restrictions clearly written. The Village shall provide a pdf file of the No Parking sign to be used. The Contractor shall furnish and install "No Parking" signs. Signs shall be taped or tied to trees and streetlights. Stapling of signs to trees is prohibited. "No Parking" signs shall be taken down at the end of each work day for locations where sewer inspections have been completed.

#### Light Cleaning (Sewers 9"-30" Diameter):

Sewer segments (30-inches diameter and smaller) to be inspected shall be light cleaned prior to inspection with high velocity jetting equipment. Light cleaning of sewers shall consist of up to two passes through the sewer segment with jetting equipment. If cleaning of an entire section cannot be successfully performed from one manhole, the equipment shall be set up on the other manhole and cleaning again attempted. If, again, successful cleaning cannot be performed or the equipment fails to traverse the entire manhole section, it will be assumed that a major blockage exists and the light cleaning work shall be stopped and the Contractor shall televise the sewer segment to determine the blockage.

The Contractor shall notify the Engineer when sewers cannot be televised after light cleaning operations. The Contractor shall notify the Engineer when sewers greater than 30-inch diameter require cleaning to allow for television and/or sonar inspection. The Contractor shall perform heavy cleaning and root cutting upon approval from the Engineer. Heavy cleaning and root cutting shall be paid separately per hour.

All sludge, dirt, sand, rock, grease, and other solid or semisolid material resulting from the cleaning operation shall be removed at the downstream manhole of the section being

cleaned. Passing material from manhole section to manhole section, which could cause line stoppages, shall not be permitted. A vacuum truck shall be used to remove heavy accumulations of material.

All solid or semi-solid debris resulting from the cleaning operations shall be removed from the site and disposed of by the Contractor. All debris shall be removed from the site by the end of each workday. Debris disposal shall be paid separately per ton.

Acceptance of sewer line cleaning shall be made upon the successful completion of the television inspection and shall be to the satisfaction of the Engineer. If TV inspection shows the cleaning to be unsatisfactory, the Contractor shall be required to re-clean and re-inspect the sewer line until the cleaning is shown to be satisfactory.

#### Television Inspection:

The television camera shall be moved through the line in either direction at a uniform rate, stopping when necessary to insure proper documentation of the sewer's condition but in no case will the television camera be pulled at a speed greater than 30 feet per minute. Manual winches, power winches, TV cable, and powered rewinds (or other devices that do not obstruct the camera view or interfere with proper documentation of the sewer conditions) shall be used to move the camera through the sewer line. If, during the inspection operation the television camera will not pass through the entire sewer section, the Contractor shall re-setup his equipment in a manner so that the inspection can be performed from the opposite manhole. If, again, the camera fails to pass through the entire sewer section, the inspection shall be considered complete and no additional inspection work will be required. All costs for re-setup due to an obstruction in the sewer that will not allow the camera to pass shall be considered incidental.

Whenever non-remote powered and controlled winches are used to pull the television camera through the line, telephones, radios, or other suitable means of communication shall be setup between the two manholes of the section being inspected to insure good communications between the members of the crew.

The location meter, for accurately recording the location of the television camera with respect to the reference manhole, shall be a direct reading, above ground, friction clamp device or other suitable equipment. Marking on the cable, or the like, which would require interpolation for depth of manhole, will not be allowed. The meter shall be capable of reducing readings for reverse movement of the camera and shall be capable of being manually re-zeroed for each new setup.

The importance of accurate distance measurements is emphasized. Accuracy of the measurement meter shall be checked daily by use of a walking meter, roll-a-tape, or other suitable device. Footage measurements shall begin at the centerline of the upstream



manhole and end at the centerline of the downstream manhole. Footage shall be shown on the video data view and recorded at all times.

All manholes at which entry is made into sewers to be inspected are to be assigned a discrete number corresponding to the manhole number shown on the sewer atlases provided by the Engineer. Manholes may not be assigned more than one number regardless of the number of sewer lines inspected which enter that manhole. Manhole numbers shall be spray painted in pink on the corresponding manhole lid. The Contractor shall clearly mark all manhole numbers on the atlas for manholes encountered which are not shown on the atlas. The Contractor shall identify these manholes using the upstream manhole ID with a lettered suffix (eg\_A) for the new manhole ID. The Contractor shall provide the atlas to the Village of Oak Park upon completion of contract.

#### Sonar Inspection:

The Contractor shall provide digital sonar (Sound Navigation Ranging) inspection in conjunction with CCTV inspection when requested by the Engineer for semi-submerged pipes greater than 36-inches diameter. The Contractor shall notify the Engineer when sewer flow exceeds 33% of the pipe prior to television inspection. The Engineer will determine locations for sonar inspection based on high flow levels, suspected accumulated debris, or critical sewer segments.

Sonar equipment shall provide continuous sonar images recorded in real time mode. Sediment depths shall be measured at a minimum of 10-foot intervals and average sediment accumulation shall be determined by calculating the cross sectional area of the pipe obstructed by sediment and presented as a percentage of the total cross section area of the ideal pipe per interval. A cumulative sediment volume shall be calculated per sewer inspection segment (manhole to manhole).

The sonar inspection video reports shall be displayed in the same CCTV mpeg video inspection as either a picture-in-picture window within the mpeg video or superimposed on the CCTV video.

#### Documentation:

Television Inspection Logs: The logs shall be computer printed and acceptable to the Owner. Printed location records shall be kept by the contractor and will clearly show the location, in relation to adjacent manholes, of each infiltration point discovered by the television camera. An estimate of the flow rate of observed infiltration points shall be made and recorded. In addition, other points of significance such as locations of building sewer laterals, joints, unusual conditions, roots, storm sewer connections, collapsed sections, presence of scale and corrosion, and other discernible features will be recorded and one copy of such record shall be supplied to the Owner.

Television inspection logs shall include, but are not limited to, the following information:

- A. Date, time, city, street, basin, sewer section, reference manhole number, name of operator, inspector, and weather conditions.
- B. Pipe diameter, pipe material, section length, depth of pipe, length between joints, and corresponding videotape identification.
- C. Location of each point of leakage.
- D. Location of each service connection.
- E. Location of any damaged sections, nature of damage, and location with respect to pipe axis.
- F. Deflection in alignment of grade of pipe.

Recordings shall include the following information:

- A. Visual (on screen in corner):
  - 1. Report number.
  - 2. Date of television inspection.
  - 3. Sewer section and number.
  - 4. Current distance along reach (tape counter footage).
- B. Audio
  - 1. Date and time of television inspection, operator name, name of overlying or adjacent street, and manhole numbers.
  - 2. Verbal confirmation of sewer section and television direction in relation to direction of flow.
  - 3. Verbal description of pipe size, type, and pipe joint length.
  - 4. Verbal description and location of each service connection and pipe defect.
  - 5. Type of weather during inspection.

The Contractor shall follow PACP defect codes and grades for both structural and maintenance observations and defects.

The Contractor shall assign structural and maintenance (O&M) scores for all brick sewers inspected. Structural scores for brick sewers shall be based on PACP defect codes for brick with an emphasis on determining scores for truly continuous defects typical to brick sewers (PACP codes DB, MB, MM, DI, S, and D) using 3 foot pipe segments. A table of typical sewer continuous defects and severity is included as a guideline for determining structural scores. The Contractor shall identify the codes used for defects. An example of typical structural scores for brick sewers is below and shall be used as general guideline. The Contractor shall use operators with a minimum of 5 years of experience inspecting and grading brick sewers.

Television inspection data shall follow NASSCO's standard PACP database based on MS Access. Television inspection software shall be certified by PACP. The Contractor shall also supply an MS Excel spreadsheet with street name, manhole numbers, date, length,

structural and maintenance scores, and with hyperlinks to the individual sewer television segment videos and to the inspection reports in pdf format. The Contractor shall create a blank integer field for each sewer segment inspected in both the database and excel spreadsheet. The Engineer shall provide the Contractor with the field name prior to work starting. Television inspection videos shall be stored in the mpeg format. All inspection reports and videos shall be delivered on a portable hard drive or flash drive. Contractors which have previously supplied portable hard drives to the Village of Oak Park are required to combine the data from this contract with previously supplied inspection databases on existing or new portable hard drives depending on available storage space on hard drives. Hard drives with previous inspection data shall be obtained from the Village of Oak Park.

<b>Structural defects for brick sewers</b>	
<b>Defect Type</b>	<b>Code</b>
<b>Displaced Brick (DB)</b> — Light (single bricks displaced) — Moderate (less than 10% cluster of bricks displaced) — Severe (more than 10% displaced brick)	
<b>Missing Brick (MB)</b> — Light (single bricks missing) Moderate (less than 10% multiple bricks missing, but no invert bricks missing) — Severe (more than 10% bricks missing; missing invert bricks)	
<b>Mortar Missing (MM)</b> — Light (<1/2" mortar missing from up to 50% of joints) Moderate (< 1/2" mortar missing from 50-90% of joints; or 1/2" to 2" of mortar missing from up to 50% of joints ) — Severe (mortar missing from over 90% of joints; or >2" or mortar missing from up to 50% of joints)	
<b>Dropped Invert (DI)</b> — Light ( <2" of loss of level) — Moderate (2-4" of loss of level) — Severe ( >4" of loss of level)	
<b>Surface Damage (S)</b> — Light ( <1/4" of brick thickness spalled or worn out) — Moderate ( 1/4" to 3/8" of brick thickness lost) — Severe (>3/8" brick thickness lost)	
<b>Deformed (D)</b>	

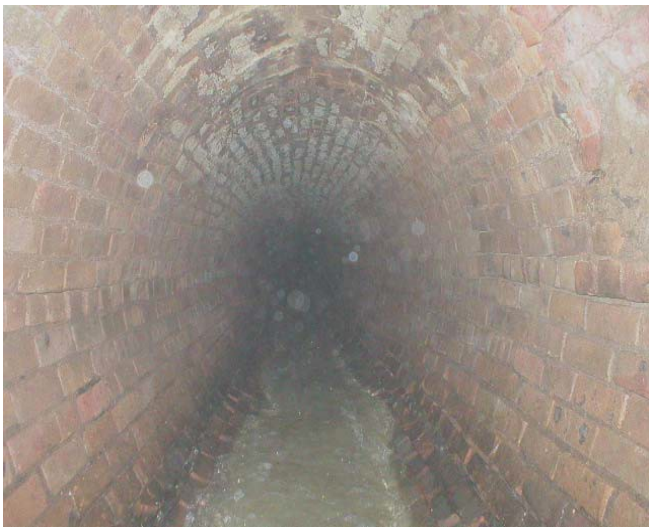


Figure 1. Example of Condition Grade 1 Brick Sewer - Acceptable Condition



Figure 2. Example of Condition Grade 2 Brick Sewer- Minimal Potential for Short-Term Collapse; Further Deterioration Probable



Figure 3. Example of Condition Grade 3 Brick Sewer Collapse Unlikely in Immediate Future; Further Deterioration Likely



Figure 4. Example of Condition Grade 4 Brick Sewer - Sewer- Collapse Likely in Foreseeable Future

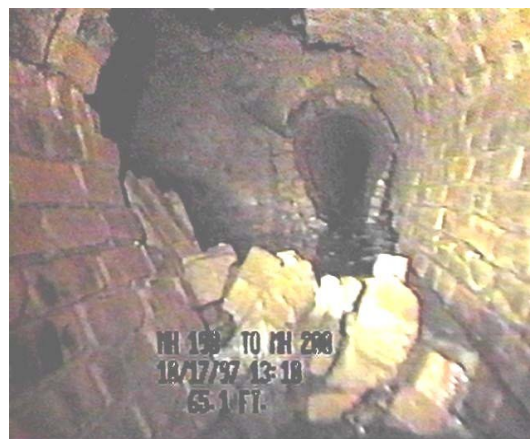


Figure 5. Example of Condition Grade 5 Brick Sewer- Collapsed or Collapse Imminent

### Progress Meetings

The Contractor shall submit weekly reports to the Engineer showing the quantity of work performed for each week including hours spent on heavy cleaning and root pruning to ensure the work does not exceed contract cost. If after reviewing progress reports the Engineer determines the work will either exceed or be substantial below contract cost, the Engineer shall prioritize remaining sewers to be inspected or add additional sewer locations to be inspected to the contract. Sewer locations to be added shall be agreed to by the Contractor to ensure the scope of the project is consistent with the proposal. The Village reserves the right to increase or decrease the quantity of any item or portion of the work, or to omit portions of the work, as may be deemed necessary.

### Method of Measurement

The work will be measured for payment in feet of sewer televised in the diameter range specified. The measurement shall not exceed length from center of manhole to center of manhole for an individual sewer segment unless the sewer segment is curvilinear.

Sewer segments selected for SONAR INSPECTION shall be measured for payment in feet for SONAR INSPECTION. Sewer segments selected for SONAR INSPECTION shall also be paid at the contract unit price per foot in the diameter range specified for SEWER TELEVISION INSPECTION, unless television inspection is not performed due to fully submerged conditions.

### Basis of Payment

The work shall be paid at the contract unit price per foot in the diameter range specified for SEWER TELEVISION INSPECTION. HEAVY CLEANING and ROOT CUTTING shall be paid at the contract unit price per hour for HEAVY CLEANING and ROOT CUTTING. DEBRIS DISPOSAL shall be paid at the contract unit price per ton for DEBRIS DISPOSAL. SONAR INSPECTION shall be paid at the contract unit price per foot.

## **Completion Date and Failure to Complete Work on Time**

Sewer cleaning and inspection and Sewer Chamber Inspections shall be completed and all reports delivered to the Engineer by **June 27, 2014**. Should the Contractor fail to complete and deliver the work before the above contract completion date, the Contractor shall be liable to pay the Village of Oak Park liquidated damages according to Section 108.09 of the Illinois Department of Transportation Standard Specifications for Road and Bridge Construction Adopted January 1, 2012. Extensions of contract time shall be according to Section 108.08 of the Illinois Department of Transportation Standard Specifications for Road and Bridge Construction Adopted January 1, 2012.

**IV  
PROPOSAL FORM**

The undersigned proposes to perform the work as specified in Section III, "Detailed Specifications for the Sewer Cleaning and Inspection," of this call for proposals.

Unit Prices shall be filled out for all items

ITEM NO.	PAY ITEM	QUANTITY	UNIT	UNIT PRICE -\$-	TOTAL PRICE -\$-
1	TELEVISIONING INSPECTION OF SEWERS 9"-24"	32,633	FEET		
2	TELEVISIONING INSPECTION OF SEWERS >27"	7,220	FEET		
3	SONAR INSPECTION OF SEWERS	0	FEET		
4	HEAVY CLEANING	65	HOUR		
5	ROOT CUTTING	10	HOUR		
6	DEBRIS DISPOSAL	75	TON		

**TOTAL =**

Proposal Signature: \_\_\_\_\_

State of \_\_\_\_\_)

County of \_\_\_\_\_)

\_\_\_\_\_,  
(Type Name of Signee)

being first duly sworn on oath deposes and says that the Vendor on the above Proposal is organized as indicated below and that all statements herein made on behalf of such Vendor and that their deponent is authorized to make them, and also deposes and says that deponent has examined and carefully prepared their proposal from the Contract.

IV  
**PROPOSAL FORM (cont.)**

Specifications and has checked the same in detail before submitting their Proposal; that the statements contained herein are true and correct.

Signature of Vendor authorizes the Village of Oak Park to verify references of business and credit at its option.

Signature of Vendor shall also be acknowledged before a Notary Public or other person authorized by law to execute such acknowledgments.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Organization Name

(Seal - If Corporation)

By: \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
2012.

\_\_\_\_\_  
Notary Public

In the State of \_\_\_\_\_.

My Commission Expires: \_\_\_\_\_.

IV  
**PROPOSAL FORM (cont.)**

(Complete Applicable Paragraph Below)

(a) Corporation

The Vendor is a corporation, which operates under the legal name of

\_\_\_\_\_ and is organized and existing

under the laws of the State of \_\_\_\_\_.

The full names of its Officers are:

President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

The corporation does have a corporate seal. (In the event that this proposal is executed by a person other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation that permits the person to execute the offer for the corporation.)

(b) Partnership

Name, Signature and Addresses of all Partners

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The partnership does business under the legal name of

\_\_\_\_\_, which name is registered with

the office of \_\_\_\_\_ in the county of

\_\_\_\_\_.



IV  
PROPOSAL FORM (cont.)

(c) Sole Proprietor

The Vendor is a Sole Proprietor whose full name is

\_\_\_\_\_ . If the Vendor is operating under

a trade name, said trade name is \_\_\_\_\_ ,

which name is registered with the office of \_\_\_\_\_

in the county of \_\_\_\_\_ .

Signed: \_\_\_\_\_

Sole Proprietor

V  
**CONTRACTOR'S CERTIFICATION**  
**(PROPOSAL)**

\_\_\_\_\_, as part of its proposal on a contract for  
(name of contractor)

\_\_\_\_\_ to the Village of Oak Park, hereby  
(general description of item(s) proposal on)

certifies that said contractor is not barred from proposing on the aforementioned contract as a result of a violation to either Section 33E-3 or 33E-4 of Article 33E of Chapter 38 of the Illinois Revised Statutes or Section 2-6-12 of the Oak Park Village Code relating to "Proposing Requirements".

By: \_\_\_\_\_  
(Authorized Agent of Contractor)

Subscribed and sworn to  
before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 2014.

\_\_\_\_\_  
Notary Public

**CONTRACTOR'S CERTIFICATION**

\_\_\_\_\_, as part of its proposal on a contract for  
(name of contractor)

\_\_\_\_\_ to the Village of Oak Park, hereby  
(general description of item(s) proposal on)

certifies that said contractor is in compliance with House Bill 3337 which creates a Drug Free Workplace Act for Illinois with an effective date of January 1, 1992.

By: \_\_\_\_\_  
(Authorized Agent of Contractor)

Subscribed and sworn to

before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 2014.

\_\_\_\_\_  
Notary Public

VI

TAX COMPLIANCE AFFIDAVIT

\_\_\_\_\_, being first duly sworn, deposes and

says: that he/she is \_\_\_\_\_ of  
(partner, officer, owner, etc.)

\_\_\_\_\_  
(contractor)

The individual or entity making the foregoing proposal or proposal certifies that he/she is not barred from contracting with the Village of Oak Park because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. The individual or entity making the proposal or proposal understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the contract and allows the municipality to recover all amounts paid to the individual or entity under the contract in civil action.

\_\_\_\_\_  
(Name of Vendor if the Vendor is an Individual)  
(Name of Partner if the Vendor is a Partnership)  
(Name of Officer if the Vendor is a Corporation)

The above statement must be subscribed and sworn to before a notary public.

Subscribed and sworn to this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Notary Public

VII

**FAIR EMPLOYMENT PRACTICES  
AFFIDAVIT OF COMPLIANCE**

NOTE: This affidavit must be executed and submitted with the signed proposal form. No proposals can be accepted by the Board of Trustees of the Village of Oak Park unless said affidavit is submitted concurrently with the proposal.

\_\_\_\_\_, being first duly sworn, deposes and says that  
(name of person making the Affidavit)

\_\_\_\_\_ of \_\_\_\_\_ and that he/she  
(Title or Office) (Name of Company)

has the authority to make the following affidavit; that he/she has the knowledge of the Village of Oak Park Ordinance relating to Fair Employment Practices and knows and understands the contents thereof; that he/she certifies hereby that \_\_\_\_\_  
(Name of

\_\_\_\_\_ is an "Equal Opportunity Employer" as defined by Section 2000  
company)

(E) of Chapter 21, Title 42 of the United States Code Annotated and Federal Executive Orders #11246 and #11375 which are incorporated herein by reference.

\_\_\_\_\_  
Subscribed and sworn to before

me this \_\_\_\_\_ day of

\_\_\_\_\_, 2014.

\_\_\_\_\_  
Notary Public

VIII

VILLAGE OF OAK PARK  
E.E.O. REPORT

Please fill out this form completely. Failure to respond truthfully to any questions on this form, or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this proposal. An incomplete form will disqualify your proposal. For assistance in completing this form, contact the Purchasing Department at 708-358-5471.

An EEO-1 Report may be submitted in lieu of their report

1. Vendor Name: \_\_\_\_\_

2. Check here if your firm is:

\_\_\_\_\_ MBE

\_\_\_\_\_ WBE

\_\_\_\_\_ Non-MBE/WBE

3. What is the size of the firm's current stable work force?

\_\_\_\_\_ Number of full-time employees

\_\_\_\_\_ Number of part-time employees

4. Similar information will be requested of all subcontractors working on this contract. Forms will be furnished to the low responsible vendor with the notice of contract award, and these forms must be completed and submitted to the Village before the execution of the contract by the Village.

## AFFIDAVIT OF M/WBE STATUS

I am \_\_\_\_\_ of \_\_\_\_\_, and have authority to execute this affidavit on behalf of this firm. I \_\_\_\_\_ do  
(Name of Affiant)

hereby certify that:

1. This firm is a (Check one Only )
  - Minority Business Enterprise (MBE) (A firm that is at least 51% owned, managed and controlled by a Minority.)
  - Women's Business Enterprise (WBE) (A firm that is at least 51% owned, managed and controlled by a Woman.)
  
2. **COPIES OF ALL MBE, WBE OR DBE CERTIFICATIONS HAVE BEEN ATTACHED.**
  
3. The following information will be provided upon written request, through the Prime Contractor or, if no Prime, directly to the Village of Oak Park.
  - a) Actual work performed on any project and the payment thereof; and,
  - b) Any proposal changes, in the status of the firm, which would render this affidavit null and void.
  - c) Further verification of the indicated status

Signature: \_\_\_\_\_

Date:

\_\_\_\_\_

Corporate Seal (where appropriate)

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, By \_\_\_\_\_ as President  
(or other authorized officer) of \_\_\_\_\_  
(Firm Name)

\_\_\_\_\_  
(Notary Public Signature)

Commission Expires: \_\_\_\_\_

Notary Seal

**VIII (Continued)  
VILLAGE OF OAK PARK  
EEO REPORT**

Vendor Name \_\_\_\_\_

Total Employees \_\_\_\_\_

Job Categories	Total Employees	Total Males	Total Females	Males				Females				Total Minorities
				Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	
Officials & Managers												
Professionals												
Technicians												
Sales Workers												
Office & Clerical												
Semi-Skilled												
Laborers												
Service Workers												
TOTAL												
Management Trainees												
Apprentices												

This completed and notarized report must accompany your bid. It should be attached to your Affidavit of Compliance. Failure to include it with your bid will be disqualify you from consideration.

**An EEO-1 Report may be submitted in lieu of this report.**

\_\_\_\_\_, being first duly sworn, deposes and says that he/she is the \_\_\_\_\_

(Name of Person Making Affidavit)

(Title or Officer)

of \_\_\_\_\_ and that the above EEO Report information is true and accurate and is submitted with the intent that it

be relied upon. Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_

( Signature )

\_\_\_\_\_

( Date )



IX

NO PROPOSAL EXPLANATION

If your firm does not wish to propose on the attached specifications, please return this proposal along with any comments you may have that prevented your firm from submitting a proposal.

Thank you.

Comments:

X  
TABLES

14-10 Sewer Cleaning & Inspection Location List			Prepared: 3/31/2014				
Location							
From	To		Length (ft)	Diameter (in)	Material	Recommended Inspection	Notes
Clinton Ave	Harvard	Roosevelt Rd	1302	12	VCP	Light clean and televise	
Harvard	Clinton	Kenilworth	360	24" x 36"	BRICK	Mineral Deposits, Hvy Cleaning	Mineral deposits prevented previous TV. High hydrogen sulfide levels
Oak Park Ave	Harvard	Roosevelt Rd	1310	32" x 48"	BRICK		
Oak Park Ave	Van Buren	Harrison	511	30	VCP	Light clean and televise	
Harrison St	MH east of Harvey	Lombard Ave	144	20	VCP	Light clean and televise	
Madison St	Oak Park Ave	21-M2265	271	15	VCP	Light clean and televise	
South Blvd	Ridgeland	Cuyler	347	9	VCP	Light clean and televise	
Ridgeland Ave	Lake St	South Blvd	432	52	BRICK		
Marion St	Chicago Ave	Erie St	862	30		Light clean and televise	
Marion St	Erie St	Ontario	463	24		Light clean and televise	
Marion St	Ontario	MH 13-M1370	309	36			
Marion St	MH 13-M1370	Lake St	406	24		Light clean and televise	
Oak Park Ave	Ontario	Lake St	588	15	VCP	Light clean and televise	
Lombard Ave	Erie St	Lake St to MWRD MH @ Lake St	1367	45	BRICK		see detail of Lake & Lombard intersection
Forest Ave	Augusta	Chicago Ave	1335	12		Light clean and televise	
Woodbine Ave	Augusta	Chicago Ave	1337	12	VCP	Light clean and televise	
Grove Ave	MH 02-M0079	MH 02-M0081	397	36	BRICK		1026 N Grove to Berkshire
Fair Oaks	Greenfield	Berkshire	670	12	VCP	Light clean and televise	
Fair Oaks	Berkshire	Division	484	15	VCP	Light clean and televise	in west parkway
Fair Oaks	Berkshire	Division	649	12	VCP	Light clean and televise	in centerline
Fair Oaks	Berkshire	Division	67	12	VCP	Light clean and televise	12" sewers between MHs on 12" & 15"
Austin Blvd	Harvard	Roosevelt Rd	1324	12	VCP	Light clean and televise	in west parkway
Austin Blvd	Alley South of Garfield	MH 36-M1257	151	12	VCP	Light clean and televise	in west parkway
Austin Blvd	Harrison	I-290	450	12	VCP	Light clean and televise	
Austin Blvd	Washington Blvd	Madison St	757	20	VCP	Light clean and televise	
Austin Blvd	South Blvd	Pleasant	542	20	VCP	Light clean and televise	
Austin Blvd	Augusta Blvd	Walton St	307	12	VCP	Light clean and televise	
Austin Blvd	Iowa St	Walton St	329	15	VCP	Light clean and televise	
Austin Blvd	Iowa St	Rice St	329	12	VCP	Light clean and televise	
Austin Blvd	Rice St	Chicago Ave	356	15	VCP	Light clean and televise	
Lake St	Grove Ave	Oak Park Ave	435	15	VCP	Light clean and televise	turns into three 12" pipes @ O.P. Ave
Lake St	Oak Park Ave	MH 15-M2389	1101	24	VCP	Light clean and televise	MH between Linden & East Ave
Lake St	MH 15-M2389	East Ave	182	12	VCP	Light clean and televise	
Lake St	East Ave	Scoville	414	12	VCP	Light clean and televise	North parkway
Lake St	East Ave	Scoville	415	12	VCP	Light clean and televise	South Parkway
Lake St	Scoville	Elmwood	402	12	VCP	Light clean and televise	North parkway
Lake St	Scoville	Elmwood	447	20	VCP	Light clean and televise	in street
Lake St	Elmwood	Ridgeland	403	12	VCP	Light clean and televise	North parkway
Lake St	Elmwood	Ridgeland	445	22	VCP	Light clean and televise	in street
Lake St	Ridgeland	Lombard Ave	1290	48	BRICK		from MWRD MH @ Lombard
Lake St	Harvey	Lombard Ave	433	12	VCP	Light clean and televise	
Chicago Ave	Harlem Ave	Marion St (west leg)	533	18	VCP	Light clean and televise	
Chicago Ave	Marion St (west leg)	Marion St (east leg)	112	27	RCP	Light clean and televise	
Chicago Ave	MH 07-M0624	MH 07-M0634	17	27	RCP		to MWRD MH connection
Chicago Ave	Marion St (east leg)	MH 07-M0619	112	15	VCP	Light clean and televise	
Chicago Ave	MH 07-M0619	Woodbine	895	18	VCP	Light clean and televise	
Chicago Ave	Woodbine	Grove	807	20	VCP	Light clean and televise	
Chicago Ave	Grove Ave	Euclid Ave	891	50	BRICK		

X  
TABLES

14-10 Sewer Cleaning & Inspection Location List				Prepared: 3/31/2014				
Location								
	From	To		Length (ft)	Diameter (in)	Material	Recommended Inspection	Notes
Chicago Ave	Euclid Ave	Linden Ave	on south side	429	18	VCP	Light clean and televise	
Chicago Ave	Linden Ave	East Ave	on south side	424	15	VCP	Light clean and televise	
Chicago Ave	Euclid Ave	East Ave	on north side	864	42	RCP		
Chicago Ave	East Ave	Ridgeland Ave	on north side	1323	30	RCP	Light clean and televise	See detail Ridgeland & Chicago Ave intersection
Chicago Ave	East Ave	Scoville Ave		345	12	VCP	Light clean and televise	
Chicago Ave	Scoville Ave	Elmwood Ave		467	15	VCP	Light clean and televise	
Chicago Ave	Elmwood Ave	Ridgeland Ave		434	18	VCP	Light clean and televise	
Chicago Ave	MH 10-M1594	MH 10-M2992	Ridgeland Intersection	97	21	VCP	Light clean and televise	Verify pipe diameter and record video while lowering camera into manholes
Chicago Ave	MH 10-M1595	MH 10-M2993	Ridgeland Intersection	82	12	VCP	Light clean and televise	Verify pipe diameter
Chicago Ave	MH 10-M2992	Lombard Ave	Sewer is the south deep sewer	1248	21	VCP	Light clean and televise	
Chicago Ave	Lombard Ave	Austin Blvd	Sewer is the south deep sewer	1292	18	VCP	Light clean and televise	
North Ave	Oak Park Ave	East Ave	sewer in south parkway	1346	15	VCP	Light clean and televise	
North Ave	East Ave	Ridgeland Ave	sewer in south parkway	1864	12	VCP	Light clean and televise	
North Ave	Ridgeland Ave	Hayes Ave	clean and inspect connection to Chicago main	1025	12	VCP	Light clean and televise	clean & inspect all the way to connection with City of Chicago sewer in centerline
North Ave	Hayes Ave	Austin Blvd	clean and inspect 3 connections to Chicago main	1123	12	VCP	Light clean and televise	clean & inspect all the way to connection with City of Chicago sewer in centerline

Subtotal Sewers 9"-30" for light cleaning and inspection      32,633 Feet

Subtotal Sewers >30" for inspection      7,220 Feet

# Village of Oak Park

## 14-10 Sewer Cleaning & Inspection Locations

