

**VILLAGE OF OAK PARK**

**PROJECT NO: 2026 MATERIAL TESTING**

**DATE ISSUED: 01/15/2026**

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**REQUEST FOR PROPOSAL**

**INSTRUCTIONS AND SPECIFICATIONS FOR:**  
**2026 MATERIAL TESTING**

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 CAN ALSO BE SENT ELECTRONICALLY TO EAVGOUSTAKIS@OAK-PARK.US.** Proposals will be accepted through Thursday, January 29, 2026, until 11:00 a.m. (local time).

**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 18 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.

## 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 or 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:**

Contractor shall at Contractor's expense secure and maintain in effect throughout the duration of this Contract, insurance of the following kinds and limits set forth in this Section. Contractor shall furnish "Certificates of Insurance" to the Village before beginning work on the Project

pursuant to this Contract. All insurance policies shall be written with insurance companies licensed to do business in the State of Illinois and having a rating of at least A according to the latest edition of the Best's Key Rating Guide; and shall include a provision preventing cancellation of the insurance policy unless thirty (30) days prior written notice is given to the Village. This provision shall also be stated on each Certificate of Insurance: "Should any of the above described policies be canceled before the expiration date, the issuing company shall mail thirty (30) days written notice to the certificate holder named to the left."

The limits of liability for the insurance required shall provide coverage for not less than the following amounts, or greater where required by law:

**(A) Commercial General Liability:**

- i. Coverage to include Broad Form Property Damage, Contractual and Personal Injury.
- ii. Limits:

General Aggregate	\$2,000,000.00
Each Occurrence	\$1,000,000.00
Personal Injury	\$1,000,000.00
- iii. Coverage for all claims arising out of the Contractor's operations or premises and anyone directly or indirectly employed by the Contractor.

**(B) Workers' Compensation:**

- i. Workers' compensation insurance shall be provided in accordance with the provisions of the laws of the State of Illinois, including occupational disease provisions, for all employees who perform the Work pursuant to this Contract, and if work is subcontracted pursuant to the provisions of this Contract, Contractor shall require each subcontractor similarly to provide workers' compensation insurance. In case employees engaged in hazardous work under this Contract are not protected under the Workers' Compensation Act, Contractor shall provide, and shall cause each subcontractor to provide, adequate and suitable insurance for the protection of employees not otherwise provided.

**(C) Comprehensive Automobile Liability:**

- i. Comprehensive Automobile Liability coverage shall include all owned, hired, non-owned vehicles, and/or trailers and other equipment required to be licensed, covering personal injury, bodily injury and property damage.
- ii. Limits:

Combined Single Limit	\$1,000,000.00
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**(D) Umbrella:**

- i. Limits:

Each Occurrence/Aggregate	\$5,000,000.00
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(E) The Village, its officers, officials, employees, agents and volunteers shall be named as additional insureds on all insurance policies set forth herein except Workers' Compensation. The Contractor shall be responsible for the payment of any deductibles for said insurance policies. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officers, officials, employees, agents, and volunteers.

(F) Contractor understands and agrees that any insurance protection required by this Contract or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the Village, its officers, officials, employees, agents and volunteers as herein provided.

## Regarding FOIA Requirements

By submitting a bid or otherwise responding in any way to this request for bids, the bidder acknowledges the following:

1. This public body is subject to the Freedom of Information Act, 5 ILCS 140/1, et seq. ("FOIA"), and any and all information submitted by the bidder to this public body is subject to disclosure to third parties in accordance with FOIA.
2. If the bidder intends for the public body to withhold the bidder's trade secrets, commercial information, or financial information from disclosure to a third party in response to a FOIA request, the bidder must include with its bid submittal a written notification specifically identifying such information, along with a statement that disclosure of such information will cause competitive harm to the bidder, as provided by FOIA Section 7(1)(g), 5 ILCS 140/7(1)(g). Any content not so marked by the bidder at the time of bid submittal will be presumed to be open to public inspection. The bidder may be required to substantiate the basis for its claims at a later time.
3. Notwithstanding timely notice received from a bidder in accordance with Section 7(1)(g), the public body reserves the right, in its sole discretion and subject only to applicable law, to withhold or release the subject information in response to a FOIA request.

### III

## DETAILED SPECIFICATIONS FOR 2026 MATERIAL TESTING

### **Description**

The Village of Oak Park is seeking on-call material testing services on locally funded projects throughout the year. Material testing is performed on a variety of projects to ensure that the construction materials being installed meet desired IDOT specifications.

### **General**

The Village is interested in companies that do the following: stone density testing, air/slump/cylinder testing for concrete pavement, and QC testing for asphalt binder and surface courses.

### **Proposal Requirements**

#### **Fees**

Include a fee breakdown of services, hourly rates and duration of work on company letterhead.

IV

**PROPOSAL FORM**

The undersigned proposes to perform the work as specified in Section III, "Detailed Specifications for 2026 Material Testing," of this call for proposals.

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.

**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 \_\_\_\_\_, 20\_\_\_\_.

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

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

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

**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 \_\_\_\_\_

**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  
\_\_\_\_\_, 20\_\_.

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

V

**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

\_\_\_\_\_, 20\_\_.

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

**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.

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(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 \_\_\_\_\_, 20\_\_.

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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 Company)  
is an "Equal Opportunity Employer" as defined by Section 2000 (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.

\_\_\_\_\_  
(Signature)

Subscribed and sworn to before

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

\_\_\_\_\_, 20\_\_\_.  
\_\_\_\_\_

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 Elaine Avgoustakis at 708-358-5726.

**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)

**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: