



Illinois Department of Transportation

Local Public Agency Material Proposal or Deliver & Install Proposal

|                       |       |          |
|-----------------------|-------|----------|
| PROPOSAL SUBMITTED BY |       |          |
| Contractor's Name     |       |          |
| Street                |       | P.O. Box |
| City                  | State | Zip Code |

STATE OF ILLINOIS

COUNTY OF DeKalb

(Name of City, Village, Town or Road District)

FOR THE IMPROVEMENT OF

STREET NAME OR ROUTE NO. \_\_\_\_\_

SECTION NO. 2014 Sign Materials

TYPES OF FUNDS Local

- MATERIAL PROPOSAL
- SPECIFICATIONS (required)
- DELIVER & INSTALL PROPOSAL
- PLANS (if applicable)

**For Municipal Projects**  
Submitted/Approved/Passed

Mayor  President of Board of Trustees  Municipal Official

\_\_\_\_\_

Date

**Department of Transportation**

Released for bid based on limited review

\_\_\_\_\_

Regional Engineer

\_\_\_\_\_

Date

**For County and Road District Projects**  
Submitted/Approved

\_\_\_\_\_

Highway Commissioner

\_\_\_\_\_

Date

Submitted/Approved

\_\_\_\_\_

County Engineer/Superintendent of Highways

\_\_\_\_\_

Date

Note: All proposal documents, including Proposal Guaranty Checks or Proposal Bid Bonds, should be stapled together to prevent loss when bids are processed.

RETURN WITH BID

NOTICE TO BIDDERS

County DeKalb
Local Public Agency DeKalb County
Section Number 2014 Sign Materials
Route

Sealed proposals for the furnishing or delivering & installing materials required in the construction/maintenance of the above Section will be received and at that time publicly opened and read at the office of the DeKalb County Engineer,

1826 Barber Greene Road, DeKalb, IL 60115 until 10:00 AM on March 6, 2014
Address Time Date

- 1. Plans and proposal forms will be available in the office of the DeKalb County Engineer 1826 Barber Greene Road, DeKalb, IL 60115
2. Prequalification. If checked, the 2 low bidders must file within 24 hours after the letting an "Affidavit of Availability" (Form BC 57), in duplicate, showing all uncompleted contracts awarded to them and all low bids pending award for Federal, State, County, Municipal and private work.
3. The Awarding Authority reserves the right to waive technicalities and to reject any or all proposals as provided in BLRS Special Provision for Bidding Requirements and Conditions for Material Proposals.
4. A proposal guaranty in the proper amount, as specified in BLRS Special Provision for Bidding Requirements and Conditions for Material Proposals, will be required. Bid Bonds will not be allowed as a proposal guaranty.
5. The successful bidder at the time of execution of the contract will not be required to deposit a contract bond for the full amount of the award. When a contract bond is not required, the proposal guaranty check will be held in lieu thereof. Failure on the part of the contractor to deliver the material within the time specified or to do the work specified herein will be considered just cause to forfeit his surety as provided in Article 108.10 of the Standard Specifications.
6. Proposals shall be submitted on forms furnished by the Awarding Authority and shall be enclosed in an envelope endorsed "Material Proposal, Section 2014 Sign Materials".

By Order of DeKalb County Board 02/14/2014 Nathan F. Schwartz, P.E.
(Awarding Authority) Date (County Engineer/Superintendent of Highways/Municipal Clerk)

Material Proposal or Deliver & Install Proposal

To DeKalb County Board
(Awarding Authority)

If this bid is accepted within 45 days from date of opening, the undersigned agrees to furnish or to deliver & install any or all of the materials, at the quoted unit prices, subject to the following:

- 1. It is understood and agreed that the "Standard Specifications for Road and Bridge Construction", adopted January 1, 2012, and the "Supplemental Specifications and Recurring Special Provisions", adopted January 1, 2014, prepared by the Department of Transportation, shall govern insofar as they may be applied and insofar as they do not conflict with the special provisions and supplemental specifications attached hereto.
2. It is understood that quantities listed are approximate only and that they may be increased or decreased as may be needed to properly complete the improvement within its present limits or extensions thereto, at the unit price stated and that bids will be compared on the basis of the total price bid for each group.
3. Delivery in total or partial shipments as ordered shall be made within the time specified in the special provisions or by the acceptance at the point and in the manner specified in the "Schedule of Prices". If delivery on the job site is specified, it shall mean any place or places on the road designated by the awarding authority or its authorized representative.
4. The contractor and/or local agency performing the actual material placement operations shall be responsible for providing work zone traffic control, unless otherwise specified in this proposal. Such devices shall meet the requirements of and be installed in accordance with applicable provisions of the "Illinois Manual on Uniform Traffic Control Devices" and any referenced Illinois Highway Standards.
5. Each pay item should have a unit price and a total price. If no total price is shown or if there is a discrepancy between the product of the unit price multiplied by the quantity, the unit price shall govern. If a unit price is omitted, the total price will be divided by the quantity in order to establish a unit price. A bid will be declared unacceptable if neither a unit price nor a total price is shown.

Discounts will be allowed for payment as follows: 0 % 0 calendar days: 0 % 0 calendar days.

Discounts will not be considered in determining the low bidder.

Bidder

By (Signature)

Address

Title



|          | Items   | Unit | Quantity | Unit Price | Total |
|----------|---|------|----------|------------|-------|
| W3-5     | Speed Zone Ahead (Blank) 36" x 36"            | Each | 10       |            |       |
| Detail A | White w/black border 24" x 30"                | Each | 20       |            |       |
| n/a      | Brown w/white border (Blank) 36" x 30"        | Each | 10       |            |       |
| n/a      | Brown w/white border (Blank) 36" x 36"        | Each | 4        |            |       |
| n/a      | Green w/white border (Blank) 24" x 10"        | Each | 10       |            |       |
| n/a      | Green double sided w/o border 24" x 10"       | Each | 10       |            |       |
| n/a      | Green w/white border (Blank) 48" x 30"        | Each | 4        |            |       |
| n/a      | White w/black border (Blank) 30" x 36"        | Each | 10       |            |       |
| Detail B | Orange w/black border 60" x 30"               | Each | 7        |            |       |
| n/a      | Orange w/black border 36" x 36"               | Each | 10       |            |       |
| R-1      | Stop 30" x 30"                                | Each | 9        |            |       |
| W1-7     | Double Arrow 48 x 48                          | Each | 3        |            |       |
| W3-1     | Stop Ahead 30 x 30                            | Each | 4        |            |       |
| W11-3    | Deer Crossing 30 x 30                         | Each | 4        |            |       |
| W11-4    | Cow Crossing 30 x 30                          | Each | 2        |            |       |
| W1-3R    | Right Reverse Turn Black on Yellow 30 x 30    | Each | 4        |            |       |
| W13-1P   | Advisory Speed Black on Yellow 25 MPH 18 x 18 | Each | 2        |            |       |
|          |   |      |          |            |       |
|          |   |      |          | Total      |       |
|          |   |      |          |            |       |
|          |   |      |          |            |       |
|          |   |      |          |            |       |
|          |   |      |          |            |       |
|          |   |      |          |            |       |
|          |   |      |          |            |       |
|          |   |      |          |            |       |
|          |   |      |          |            |       |
|          |   |      |          |            |       |

The undersigned firm certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, nor has the firm made an admission of guilt of such conduct which is a matter of record, nor has an official, agent or employee of the firm committed bribery or attempted bribery on behalf of the firm and pursuant to the direction or authorization of a responsible official of the firm. The undersigned firm further certifies that it is not barred from contracting with any unit of State or local government as a result of a violation of State laws prohibiting bid-rigging or bid rotating.

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Address

**INDEX OF SPECIAL PROVISIONS**

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## Special Provisions

The following Special Provisions supplement the "Standard Specifications for Road and Bridge Construction", Adopted **January 1, 2012**, the latest edition of the "Manual on Uniform Traffic Control Devices for Streets and Highways", and the "Manual of Test Procedures of Materials" in effect on the date of invitation of bids, and the Supplemental Specifications and Recurring Special Provisions indicated on the Check Sheet included herein which apply to and govern the construction of section **2014 Sign Materials, DeKalb County**, and in case of conflict with any part, or parts, of said Specifications, the said Special Provisions shall take precedence and shall govern.

### **DESCRIPTION OF WORK:**

The letting is sign materials consist of faced signs. All prices quoted shall be F.O.B. DeKalb, Illinois.

**A BID CHECK** for 5% of the bid price, payable to the DeKalb County Treasurer, must accompany the bid. **Bid Bonds will not be accepted.**

### **DELIVERY:**

Delivery shall be made to the DeKalb County Highway Department, 1826 Barber Greene Road, DeKalb, Illinois 60115. Delivery shall be made on a weekday by May 2, 2014 between the hours of 7:00 A.M. and 3:00 P.M. Delivery is to be considered incidental to the cost of the contract.

### **PACKAGING & SHIPPING:**

Packaging and shipping is to be considered incidental to the contract.

Completed signs shall be packed face to face, with slip sheeting between the faces, and a 1/8" micro foam pad shall be packaged between each two faces. Packages shall be bound together with plastic banding or masking tape. The use of metal banding for any signs in packages shall result in disqualification of the bid check.

### **SIGNS:**

1. The materials shall consist of ASTM Type IV, IDOT Type AP (High Intensity Prismatic) Reflective Sheeting and IDOT Type 1 (0.080") or Type 2 (0.125") aluminum sign bases for all signs.

Section 2014 Sign Materials  
DeKalb County Highway Department

2. Type 1 aluminum sign bases shall be used for signs 6 ft wide or less and 9 sq. ft in area or less. Type 2 aluminum sign bases shall be used for all signs larger than 9 sq. ft. All sign bases shall conform to Section 1090 of the Illinois Department of Transportation Standard Specifications for Road and Bridge Construction, adopted on January 1, 2012.
3. The Type AP Reflective Sheeting shall conform to Section 1091 of the Illinois Department of Transportation Standard Specifications for Road and Bridge Construction, adopted on January 1, 2012.
4. All signs are to be furnished completely assembled.
5. Each sign shall have (either in symbols or words) the name of the fabricator, the month and year of fabrication, and the name of the local agency (DeKalb County Highway Department) in the border at the lower edge of each sign face. The color for this face identification shall be the same as the screen color for the face. The letter size shall be 3/8". Signs that are delivered without this information will be accepted with a \$5.00 deduction for each sign.
6. Any finished signs which fail to meet the required properties listed within these Special Provisions shall be considered as unsuitable and the DeKalb County Highway Department shall not be obligated to consider it for purchase. The successful bidder shall agree that if the delivered product fails to meet these specifications, the bidder shall accept the unused portion of the material and replace it within fourteen (14) days, or refund the full contract price to the County.
7. Any sign less than 36" tall (i.e.: 30" Diamonds, 30" x 24" Speed Limit Signs, etc.) need 2 holes drilled for sign attachment.
8. Any sign 36" tall and over (i.e.: 36" Diamonds, 36" x 30" Speed Limit Signs, etc.) need 3 holes drilled for sign attachment.
9. For 48" wide signs - uses TWO (2) posts spaced 24" apart, so require 2 sets of holes.

Section 2014 Sign Materials  
DeKalb County Highway Department

**WARRANTY:** IDOT Type AP Reflective Sheeting which within ten years of the fabrication date has deteriorated due to natural causes to the extent that:  
1) the sign is ineffective for its intended purpose when viewed from a moving vehicle under normal day and night driving conditions by a driver with normal vision, or  
2) the coefficient of retroreflection is less than the minimums specified in Table 2A-3 of the 2009 Edition of the Manual on Uniform Traffic Control Devices for Streets and Highways (shown below), the sheeting manufacturer shall furnish the necessary amount of material to restore the sign surface to its original effectiveness.

**SPECIAL PROVISION FOR BIDDING REQUIREMENTS AND CONDITIONS FOR MATERIAL PROPOSALS (LRS7):**

Prequalification of Bidders The provisions for prequalification of bidders as stated in the second paragraph shall not apply to this proposal.

Requirement of Contract Bond Revise to read: successful low bidder has submitted a proposal guaranty check, it will be held by the County as the contract bond. The Contractor's check will be held until the successful completion of the work and certification of material approval, upon which time, the check will be returned to the Contractor.

| New MUTCD Table 2A-3 Minimum Maintained Retroreflectivity Levels <sup>1</sup>   |                               |  |         |   |                     |
|---|-------------------------------|--|---------|---|---------------------|
| Sign Color  | Sheeting Type (ASTM D4956-04) |  |         |   | Additional Criteria |
|   | Beaded Sheeting               |  |         | Prismatic Sheeting  |                     |
|   | I                             | II   | III     | III,IV,VI,VII,VIII,IX,X   |                     |
| White on Green  | W*;G≥7                        | W*;G≥15  | W*;G≥15 | W≥250;G≥25  | Overhead            |
|   | W*;G≥7                        | W≥120; G≥25  |         |   | Post-mounted        |
| Black on Yellow   | Y*O*                          | Y≥50; O≥50   |         |   | 2                   |
| Black on Orange   | Y*O*                          | Y≥50; O≥50   |         |   | 3                   |
| White on Red  | W≥35; R≥7                     |  |         |   | 4                   |
| Black on White  | W≥50                          |  |         |   | --                  |
| <p>1. The minimum maintained retroreflectivity levels shown in this table are in units of cd/lx/m<sup>2</sup> measured at an observation angle of 0.2° and an entrance angle of -4.0°.</p> <p>2. For text and fine symbol signs measuring at least 1200mm (48in.) and for all sizes of bold symbol signs.</p> <p>3. For text and fine symbol signs measuring less than 1200mm (48in.).</p> <p>4. Minimum Sign Contrast Ratio ≥3:1 (white retroreflectivity ÷ red retroreflectivity).</p> <p>*. This sheeting type should not be used for this color for this application.</p>                     |                               |  |         |   |                     |
| Bold Symbol Signs   |                               |  |         |   |                     |
| <ul style="list-style-type: none"> <li>• W1-1,2 – Turn and Curve</li> <li>• W1-3,4 – Reverse Turn and Curve</li> <li>• W1-5 – Winding Road</li> <li>• W1-6,7 – Large Arrow</li> <li>• W1-8 – Chevron</li> <li>• W1-10 – Intersection in Curve</li> <li>• W1-11 – Hairpin Curve</li> <li>• W1-15 – 270 Degree Loop</li> <li>• W2-1 – Cross Road</li> <li>• W2-2,3 – Side Road</li> <li>• W2-4,5 – T and Y Intersection</li> <li>• W2-6 – Circular Intersection</li> <li>• W2-7,8 – Double Side Roads</li> </ul>  |                               | <ul style="list-style-type: none"> <li>• W3-1 – Stop Ahead</li> <li>• W3-2 – Yield Ahead</li> <li>• W3-3 – Signal Ahead</li> <li>• W4-1 – Merge</li> <li>• W4-2 – Lane Ends</li> <li>• W4-3 – Added Lane</li> <li>• W4-5 – Entering Roadway Merge</li> <li>• W4-6 – Entering Roadway Added Lane</li> <li>• W6-1,2 – Divided Highway Begins and Ends</li> <li>• W6-3 – Two-Way Traffic</li> <li>• W10-1,2,3,4,11,12 – Grade Crossing Advance Warning</li> </ul> |         | <ul style="list-style-type: none"> <li>• W11-2 – Pedestrian Crossing</li> <li>• W11-3,4,16-22 – Large Animals</li> <li>• W11-5 – Farm Equipment</li> <li>• W11-6 – Snowmobile Crossing</li> <li>• W11-7 – Equestrian Crossing</li> <li>• W11-8 – Fire Station</li> <li>• W11-10 – Truck Crossing</li> <li>• W12-1 – Double Arrow</li> <li>• W16-5P,6P,7P – Pointing Arrow Plaques</li> <li>• W20-7 – Flagger</li> <li>• W21-1 – Worker</li> </ul> |                     |
| Fine Symbol Signs (symbol signs not listed as bold symbol signs)  |                               |  |         |   |                     |
| Special Cases   |                               |  |         |   |                     |
| <ul style="list-style-type: none"> <li>• W3-1 – Stop Ahead: Red retroreflectivity ≥ 7</li> <li>• W3-2 – Yield Ahead: Red retroreflectivity ≥ 7; White retroreflectivity ≥ 35</li> <li>• W3-3 – Signal Ahead: Red retroreflectivity ≥ 7; Green retroreflectivity ≥ 7</li> <li>• W3-5 – Speed Reduction: White retroreflectivity ≥ 50</li> <li>• For non-diamond shaped signs, such as W14-3 (No Passing Zone), W4-4P (Cross Traffic Does Not Stop), or W13-1P,2,3,6,7 (Speed Advisory Plaques), use the largest sign dimension to determine the proper minimum retroreflectivity level.</li> </ul> |                               |  |         |   |                     |

If such failure occurs under the same conditions as stated above within the first seven years from the fabrication date, the manufacturer shall restore the sign surface to its original effectiveness at no cost to the DeKalb County Highway Department for materials or labor.

The DeKalb County Highway Department shall retain records on installation dates for all signs improved through this project.



**CERTIFICATIONS, EVIDENCE OF INSPECTION:**

All materials shall include mill test reports with the shipment showing compliance with applicable sections of the National Manual on Uniform Traffic Control Devices (MUTCD) for Streets and Highways 2009 Edition, the 2009 Illinois Supplement to the MUTCD, and the Illinois Department of Transportation Standard Specifications for Road and Bridge Construction, adopted on January 1, 2012.

DeKALB COUNTY  
STANDARD  
WEIGHT LIMIT  
(DeKALB)



CENTER LETTERING

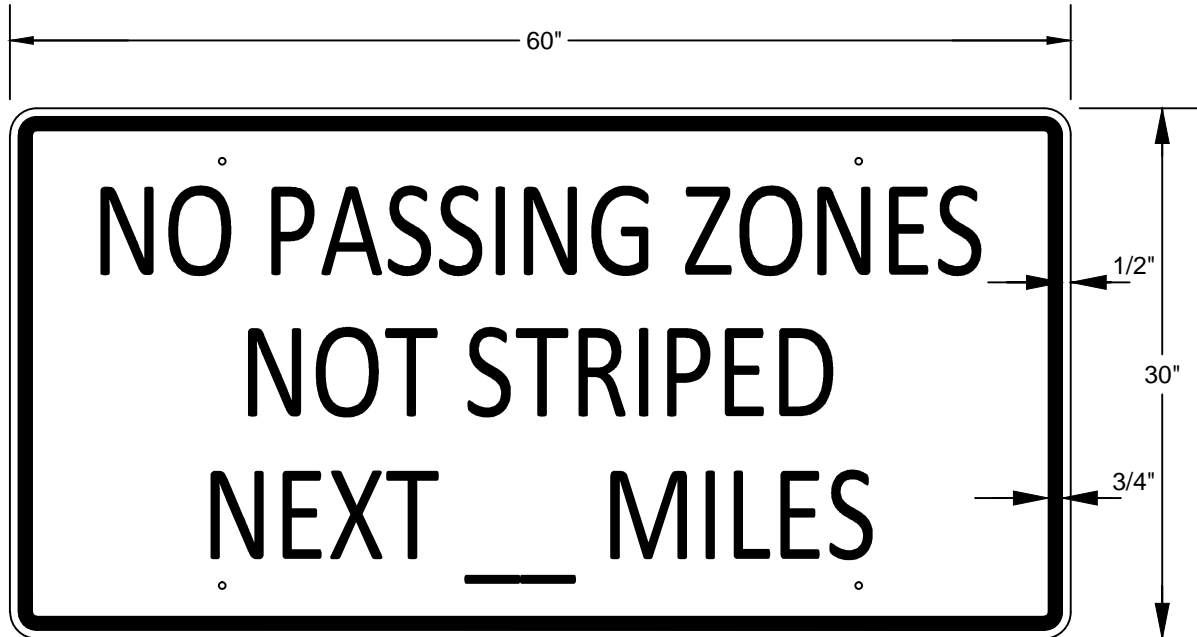
COLOR:   LEGEND -----BLACK  
          BACKGROUND ----- WHITE REFLECTORIZED  
          BORDER ----- BLACK 0.3" WIDE

SPECIFICATIONS:

- A. Material shall be High Intensity Prismatic
- B. Blank shall be anodized aluminum 0.08"
- C. Letters are to be 2 1/2" with exception to  
    WEIGHT LIMIT is 4" and AND SHALL NOT EXCEED is to be 1"

DETAIL A

# DeKALB COUNTY



## CENTER LETTERING

COLOR:   LEGEND -----BLACK  
          BACKGROUND ----- ORANGE REFLECTORIZED  
          BORDER ----- BLACK 0.75" WIDE

### SPECIFICATIONS:

- A. Material shall be High Intensity Prismatic
- B. Blank shall be anodized aluminum 0.08"
- C. Letters are to be 5"
- D. 4 - 3/8" dia. holes @ 36" o.c. horizontally & 24" vertically

## DETAIL B

INDEX  
FOR  
SUPPLEMENTAL SPECIFICATIONS  
AND RECURRING SPECIAL PROVISIONS

Adopted January 1, 2014

This index contains a listing of SUPPLEMENTAL SPECIFICATIONS, frequently used RECURRING SPECIAL PROVISIONS, and LOCAL ROADS AND STREETS RECURRING SPECIAL PROVISIONS.

ERRATA Standard Specifications for Road and Bridge Construction (Adopted 1-1-12) (Revised 1-1-14)

SUPPLEMENTAL SPECIFICATIONS

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CHECK SHEET  
FOR  
RECURRING SPECIAL PROVISIONS

Adopted January 1, 2014

The following RECURRING SPECIAL PROVISIONS indicated by an "X" are applicable to this contract and are included by reference:

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| 23                   | <input type="checkbox"/> Temporary Portable Bridge Traffic Signals (Eff. 8-1-03) (Rev. 1-1-07)  | 206             |
| 24                   | <input type="checkbox"/> Work Zone Public Information Signs (Eff. 9-1-02) (Rev. 1-1-07)   | 208             |
| 25                   | <input type="checkbox"/> Night Time Inspection of Roadway Lighting (Eff. 5-1-96)  | 209             |
| 26                   | <input type="checkbox"/> English Substitution of Metric Bolts (Eff. 7-1-96)   | 210             |
| 27                   | <input type="checkbox"/> English Substitution of Metric Reinforcement Bars (Eff. 4-1-96) (Rev. 1-1-03)  | 211             |
| 28                   | <input type="checkbox"/> Calcium Chloride Accelerator for Portland Cement Concrete (Eff. 1-1-01) (Rev. 1-1-13)                                | 212             |
| 29                   | <input type="checkbox"/> Portland Cement Concrete Inlay or Overlay for Pavements (Eff. 11-1-08) (Rev. 1-1-13)                                 | 213             |
| 30                   | <input type="checkbox"/> Quality Control of Concrete Mixtures at the Plant (Eff. 8-1-00) (Rev. 1-1-14)  | 216             |
| 31                   | <input type="checkbox"/> Quality Control/Quality Assurance of Concrete Mixtures (Eff. 4-1-92) (Rev. 1-1-14)                                   | 224             |
| 32                   | <input type="checkbox"/> Digital Terrain Modeling for Earthwork Calculations (Eff. 4-1-07)  | 240             |
| 33                   | <input type="checkbox"/> Pavement Marking Removal (Eff. 4-1-09)   | 242             |
| 34                   | <input type="checkbox"/> Preventive Maintenance – Bituminous Surface Treatment (Eff. 1-1-09) (Rev. 1-1-12)                                    | 243             |
| 35                   | <input type="checkbox"/> Preventive Maintenance – Cape Seal (Eff. 1-1-09) (Rev. 1-1-12)   | 249             |
| 36                   | <input type="checkbox"/> Preventive Maintenance – Micro-Surfacing (Eff. 1-1-09) (Rev. 1-1-12)   | 264             |
| 37                   | <input type="checkbox"/> Preventive Maintenance – Slurry Seal (Eff. 1-1-09) (Rev. 1-1-12)   | 275             |
| 38                   | <input type="checkbox"/> Temporary Raised Pavement Markers (Eff. 1-1-09) (Rev. 1-1-14)  | 285             |
| 39                   | <input type="checkbox"/> Restoring Bridge Approach Pavements Using High-Density Foam (Eff. 1-1-09) (Rev. 1-1-12)                              | 286             |

CHECK SHEET  
FOR  
LOCAL ROADS AND STREETS RECURRING SPECIAL PROVISIONS

Adopted January 1, 2014

The following LOCAL ROADS AND STREETS RECURRING SPECIAL PROVISIONS indicated by an "X" are applicable to this contract and are included by reference:

LOCAL ROADS AND STREETS RECURRING SPECIAL PROVISIONS

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State of Illinois  
Department of Transportation  
Bureau of Local Roads and Streets

SPECIAL PROVISION  
FOR  
CONTRACT CLAIMS

Effective: January 1, 2002

Revised: January 1, 2007

Revise the second sentence of subparagraph (a) of Article 109.09 of the Standard Specifications to read:

"All claims shall be submitted to the Engineer."

Revise subparagraph (e) of Article 109.09 of the Standard Specifications to read:

"(e) Procedure. All Claims shall be submitted to the Engineer. The Engineer will consider all information submitted with the claim. Claims not conforming to this Article will be returned without consideration. The Engineer may schedule a claim presentation meeting if, in the Engineer's judgement, such a meeting would aid in resolution of the claim, otherwise a decision will be based on the claim documentation submitted. A final decision will be rendered within 90 days of receipt of the claim.

Full compliance by the Contractor with the provisions specified in this Article is a contractual condition precedent to the Contractor's right to seek relief in the Court of Claims. The Engineer's written decision shall be the final administrative action of the Department. Unless the Contractor files a claim for adjudication by the Court of Claims within 60 days after the date of the written decision, the failure to file shall constitute a release and waiver of the claim."



## CHECK SHEET #LRS7

State of Illinois  
Department of Transportation  
Bureau of Local Roads and Streets

### SPECIAL PROVISION FOR BIDDING REQUIREMENTS AND CONDITIONS FOR MATERIAL PROPOSALS

Effective: January 1, 2002

Revised: January 1, 2013

Replace Article 102.01 of the Standard Specifications with the following:

“Prequalification of Bidders. When prequalification is required and the awarding authority for contract construction work is the County Board of a County, the Council, the City Council, or the President and Board of Trustees of a city, village, or town, each prospective bidder, in evidence of competence, shall furnish the awarding authority as a prerequisite to the release of proposal forms by the awarding authority, a certified or photostatic copy of a "Certificate of Eligibility" issued by the Department of Transportation, in accordance with the Department's "Prequalification Manual".

The two low bidders must file, within 24 hours after the letting, a sworn affidavit in triplicate, showing all uncompleted contracts awarded to them and all low bids pending award for Federal, State, County, Municipal and private work, using the blank form made available for this affidavit. One copy shall be filed with the awarding authority and two copies with the District office.

Issuance of Proposal Forms. The Awarding Authority reserves the right to refuse to issue a proposal form for bidding purposes for any of the following reasons:

- (a) Lack of competency and adequate machinery, plant, and other equipment, as revealed by the financial statement and experience questionnaires required in prequalification procedures.
- (b) Uncompleted work which, in the judgement of the Awarding Authority, might hinder or prevent the prompt completion of additional work awarded.
- (c) False information provided on a bidder's "Affidavit of Availability".
- (d) Failure to pay, or satisfactorily settle, all bills due for labor and material on former contracts in force at the time of issuance of proposal forms.
- (e) Failure to comply with any prequalification regulations of the Department.
- (f) Default under previous contracts.
- (g) Unsatisfactory performance record as shown by past work for the Awarding Authority, judged from the standpoint of workmanship and progress.
- (h) When the Contractor is suspended from eligibility to bid at a public letting where the contract is awarded by, or requires approval of, the Department.

- (i) When any agent, servant, or employee of the prospective bidder currently serves as a member, employee, or agent of a governmental body that is financially involved in the proposal work.
- (j) When any agent, servant, or employee of the perspective bidder has participated in the preparation of plans or specifications for the proposed work.

Interpretation of Quantities in the Bid Schedule. The quantities appearing in the bid schedule are approximate and are prepared for the comparison of bids. Payment to the Contractor will be made only for the actual quantities of work performed and accepted or materials furnished according to the contract. The scheduled quantities of work to be done and materials to be furnished may be increased, decreased or omitted as hereinafter provided.

Examination of Material Proposal, Specifications, Special Provisions, and Site of Work. The bidder shall, before submitting a bid, carefully examine the provisions of the proposal. The bidder shall inspect in detail the site of the proposed work, investigate and become familiar with all the local conditions affecting the work and fully acquaint themselves with the detailed requirements of the work. Submission of a bid shall be a conclusive assurance and warranty the bidder has made these examinations and the bidder understands all requirements for the performance of the work. If his/her bid is accepted, the bidder will be responsible for all errors in the proposal resulting from his/her failure or neglect to comply with these instructions. The Awarding Authority will, in no case, be responsible for any costs, expenses, losses, or change in anticipated profits resulting from such failure or neglect of the bidder to make these examinations.

The bidder shall take no advantage of any error or omission in the proposal. Any prospective bidder who desires an explanation or interpretation of the specification, or any of the documents, shall request such in writing from the Awarding Authority, in sufficient time to allow a written reply by the Awarding Authority that can reach all prospective bidders before the submission of their bids. Any reply given a prospective bidder concerning any of the documents and specifications will be furnished to all prospective bidders in the form determined by the Awarding Authority including, but not limited to, an addendum, if the information is deemed by the Awarding Authority to be necessary in submitting bids or if the Awarding Authority concludes the information would aid competition. Oral explanations, interpretations or instructions given before the submission of bids unless at a prebid conference will not be binding on the Awarding Authority.

Preparation of the Proposal. Bidders shall submit their proposals on the form furnished by the Awarding Authority. The proposal shall be executed properly, and bids shall be made for all items indicated in the proposal form, except when alternate bids are asked, a bid on more than one alternate for each item is not required, unless otherwise provided. The bidder shall indicate in figures, a unit price for each of the separate items called for in the proposal form; the bidder shall show the products of the respective quantities and unit prices in the column provided for that purpose, and the gross sum shown in the place indicated in the proposal form shall be the summation of said products. All writing shall be with ink or typewriter, except the signature of the bidder which shall be written in ink.

## CHECK SHEET #LRS7

When prequalification is required, the proposal form shall be submitted by an authorized bidder in the same name and style as shown on the "Contractor's Statement of Experience and Financial Condition" used for prequalification and shall be submitted in like manner.

Rejection of Proposals. The Awarding Authority reserves the right to reject any proposal for any of the conditions in "Issuance of Proposal Forms" or for any of the following reasons:

- (a) More than one proposal for the same work from an individual, firm, partnership, or corporation under the same name or different names.
- (b) Evidence of collusion among bidders.
- (c) Unbalanced proposals in which the bid prices for some items are, in the judgement of the Awarding Authority, out of proportion to the bid prices for other items.
- (d) If the proposal does not contain a unit price for each pay item listed, except in the case of authorized alternate pay items or lump sum pay items.
- (e) If the proposal form is other than that furnished by the Awarding Authority; or if the form is altered or any part thereof is detached.
- (f) If there are omissions, erasures, alterations, unauthorized additions, conditional or alternate bids, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning.
- (g) If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
- (i) If the proposal is not accompanied by the proper proposal guaranty.
- (i) If the proposal is prepared with other than ink or typewriter, or otherwise fails to meet the requirements of the above "Preparation of Proposal" section.

Proposal Guaranty. Each proposal shall be accompanied by a bid bond on the Department form contained in the proposal, executed by a corporate surety company satisfactory to the Awarding Authority, by a bank cashier's check or a properly certified check for not less than five percent of the amount bid, or for the amount specified in the following schedule:

|            | Amount Bid  | Proposal Guaranty |
|------------|-------------|-------------------|
| Up to      | \$5,000     | \$150             |
| >\$5,000   | \$10,000    | \$300             |
| >\$10,000  | \$50,000    | \$1,000           |
| >\$50,000  | \$100,000   | \$3,000           |
| >\$100,000 | \$150,000   | \$5,000           |
| >\$150,000 | \$250,000   | \$7,500           |
| >\$250,000 | \$500,000   | \$12,500          |
| >\$500,000 | \$1,000,000 | \$25,000          |

**CHECK SHEET #LRS7**

| <u>Amount Bid</u> | <u>Proposal Guaranty</u> |
|-------------------|--------------------------|
| >\$1,000,000      | \$50,000                 |
| >\$1,500,000      | \$75,000                 |
| >\$2,000,000      | \$100,000                |
| >\$3,000,000      | \$150,000                |
| >\$5,000,000      | \$250,000                |
| >\$7,500,000      | \$400,000                |
| >\$10,000,000     | \$500,000                |
| >\$15,000,000     | \$600,000                |
| >\$20,000,000     | \$700,000                |
| >\$25,000,000     | \$800,000                |
| >\$30,000,000     | \$900,000                |
| Over              | \$1,000,000              |

In the event that one proposal guaranty check is intended to cover two or more proposals, the amount must equal to the sum of the proposal guaranties which would be required for each individual proposal.

Bank cashier's checks or properly certified checks accompanying proposals shall be made payable to the County Treasurer, when a County is the awarding authority; or the City, Village, or Town Treasurer, when a city, village, or town is the awarding authority.

If this proposal contains various groups and the bidder has the option of bidding on one or several groups, the bidder may provide a separate proposal guaranty for each group or combination of groups in lieu of a single proposal guaranty to cover the amount bid for the entire proposal. Each proposal guaranty shall identify the groups covered by the individual proposal guaranty. In the event that one proposal guaranty check is intended to cover two or more groups, the amount must be equal to the sum of the proposal guaranties which would be required for each individual group.

The proposal guaranty checks of all, except the two lowest responsible, will be returned promptly after the proposals have been checked, tabulated, and the relation of the proposals established. Proposal guaranty checks of the two lowest bidders will be returned as soon as the contract and contract bond of the successful bidder have been properly executed and approved. If a contract bond is not required, the proposal guaranty check will be held in lieu thereof. Bid bonds will not be returned.

The awarding authority may deny the use of a bid bond as a proposal guaranty but may not further restrict the proposal guaranty. The Notice of Material Letting will state whether a bid bond is allowed.

Delivery of Proposals. If a special envelope is supplied by the Awarding Authority, each proposal should be submitted in that envelope furnished by the Awarding Authority and the blank spaces on the envelope shall be filled in correctly to clearly indicate its contents. When an envelope other than the special one furnished by the Awarding Authority is used, it shall be marked to clearly indicate its contents. When sent by mail, the sealed proposal shall be addressed to the Awarding Authority at the address and in care of the official in whose office the bids are to be received. All proposals shall be filed prior to the time and at the place specified in the Notice to Bidders. Proposals received after the time specified will be returned to the bidder unopened.

## CHECK SHEET #LRS7

Withdrawal of Proposals. Permission will be given a bidder to withdraw a proposal if the bidder makes the request in writing or in person before the time for opening proposals.

Public Opening of Proposals. Proposals will be opened and read publicly at the time and place specified in the Notice to Bidders. Bidders, their authorized agents and other interested parties are invited to be present.

Consideration of Proposals. After the proposals are opened and read, they will be compared on the basis of the summation of the products of the quantities shown in the bid schedule by the unit bid prices. In the event of a discrepancy between unit bid prices and extensions, the unit bid price shall govern. In awarding the supply of materials, the Awarding Authority will, in addition to considering the amounts stated in the proposals, take into consideration the responsibility of the various bidders as determined from a study of the data required under "Prequalification of Bidders", and from other investigations which it may elect to make.

The right is reserved to reject any or all proposals, to waive technicalities or to advertise for new proposals, if in the judgement of the Awarding Authority, the best interests of the Awarding Authority will be promoted thereby.

Acceptance of Proposal to Furnish Material. The award will be made within 45 calendar days after the opening of proposals to the lowest responsible and qualified bidder whose proposal complies with all the requirements prescribed. The successful bidder will be notified by letter of intent that his/her bid has been accepted, and subject to the following conditions, the bidder will be the Contractor or Supplier.

An acceptance of proposal to furnish materials executed by the Awarding Authority is required before the Awarding Authority is bound. An award may be cancelled any time by the Awarding Authority prior to execution in order to protect the public interest and integrity of the bidding process or for any other reason if, in the judgement of the Awarding Authority, the best interests of the Awarding Authority will be promoted thereby.

If a material proposal is not awarded within 45 days after the opening of proposals, bidders may file a written request with the Awarding Authority for the withdrawal of their bid, and the Awarding Authority will permit such withdrawal.

Requirement of Contract Bond. If the Awarding Authority requires a Contract Bond, the Contractor or Supplier shall furnish the Awarding Authority a performance and payment bond with good and sufficient sureties in the full amount of the award as the penal sum. The surety shall be acceptable to the Awarding Authority, shall waive notice of any changes and extensions of time, and shall submit its bond on the form furnished by the Awarding Authority.

The contract bond shall be returned within 15 days after the notice of award. Failure of the successful bidder to execute and file acceptable bonds within 15 days after the notice of award has been mailed to the bidder shall be just cause for the cancellation of the award and the forfeiture of the proposal guaranty which shall become the property of the Awarding Authority, not as penalty, but in liquidation of

damages sustained. Award may then be made to the next lowest responsible bidder, or the work may be readvertised, or otherwise, as the Awarding Authority may decide.

If the bidder to whom the award is made is a corporation organized under the laws of a State other than Illinois, the bidder shall furnish the Awarding Authority a copy of the corporation's Certificate of Authority to do business in the State of Illinois with the return of the contract bond. Failure to furnish such evidence of a Certificate of Authority within the time required will be considered as just cause for the annulment of the award and the forfeiture of the proposal guaranty to the Awarding Authority, not as a penalty, but in payment of liquidated damages sustained as a result of such failure.

Failure to Execute the Acceptance of Proposal to Furnish Material. If the acceptance of proposal to furnish material is not executed by the Awarding Authority within 15 days following receipt from the bidder of the properly executed bonds, the bidder shall have the right to withdraw his/her bid without penalty.”

## CHECK SHEET #LRS11

State of Illinois  
Department of Transportation  
Bureau of Local Roads and Streets

### SPECIAL PROVISION FOR EMPLOYMENT PRACTICES

Effective: January 1, 1999

In addition to all other labor requirements set forth in this proposal and in the Standard Specifications for Road and Bridge Construction, adopted by the Department of Transportation, during the performance of this contract, the Contractor for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

**Selection of Labor.** The Contractor shall comply with all Illinois statutes pertaining to the selection of labor.

**Equal Employment Opportunity.** During the performance of this contract, the Contractor agrees as follows:

- (a) That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap or unfavorable discharge from military service, and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- (b) That, if it hires additional employees in order to perform this contract or any portion hereof, it will determine the availability of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- (c) That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap or unfavorable discharge from military service.

That it will send to each labor organization or representative of workers with which it has or is bound by collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Contractor's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the Contractor in its efforts to comply with so such Act and Rules and Regulations, the Contractor will promptly so notify the Illinois Department of Human Rights and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.

- (e) That it will submit reports as required by the Department of Human Rights Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.
- (f) That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency Illinois Department of Human Rights for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
- (g) That it will include verbatim or by reference the provisions of this clause in every subcontract so that such provisions will be binding upon every such subcontractor. In the same manner as with other provisions of this contract, the Contractor will be liable for compliance with applicable provisions of this clause by all its subcontractors; and further it will promptly notify the contracting agency and the Illinois Department of Human Rights in the event any subcontractor fails or refuses to comply therewith. In addition, the Contractor will not utilize any subcontractor declared by the subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.