

INVITATION TO BID
AND
SPECIFICATIONS
FOR

2016 Street-Sweeping

CITY OF ST. CHARLES
ILLINOIS
2016

SPECIFICATION #160427

BID OPENING: April 27, 2016

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SPECIFICATION #160427

BID OPENING: April 27, 2016

SECTION I
NOTICE TO BIDDERS

Sealed bids will be received at the Office of the Purchasing & Inventory Control Manager, Two East Main Street, St. Charles, Illinois, **no later than 2:00 p.m., Wednesday, April 27, 2016, for 2016 Street-Sweeping.**

The City of St Charles is issuing this Invitation to Bid (BID) for the sweeping of up to approximately 366 curb miles of City streets on a specified schedule or on an as-needed basis. The City is seeking bids for six (6) separate sweeping service scenarios including, Residential Street Sweeping, Downtown Street Sweeping, Commercial Manufacturing District Sweeping, County & State Routes Sweeping, Parking Lot Sweeping and As-Needed Sweeping.

Bids will be opened publicly and read aloud in the Council Chambers, 2 E. Main Street, at 2:00 p.m., Wednesday, April 27, 2016.

Bids are available via the City Website. Alternatively, specifications and bidder information may be obtained at the Office of the Purchasing & Inventory Control Division Manager, City of St. Charles, 200 Devereaux Way, St. Charles, Illinois.

All sealed envelopes must be clearly marked for which proposal they pertain to.

CITY OF ST. CHARLES

Michael W. Shortall

Inventory Control & Purchasing Manager

SECTION II
INFORMATION TO BIDDERS

1. **GENERAL CONDITIONS:**

- A. Bids shall be submitted in a sealed envelope, inserted in a larger sealed envelope. Both envelopes shall be clearly marked with the word "Bid", and the name of the project or subject of the bid. (Sec. 2.33.200A of the St. Charles Municipal Code). The outer envelope shall be addressed "Purchasing Manager, City of St. Charles, Two East Main Street, St. Charles, IL 60174." Include a return address on both envelopes. Bids received after the specified time and date will be returned unopened. Bids shall be on City of St. Charles bid form and shall be returned attached to the original specification sheets. Copies are not acceptable. **All bids submitted are binding for sixty (60) calendar days following the date of the bid opening.**
- B. All bid proposals must be signed with the firm name and by an authorized officer or employee of the company. One bid per bidder is allowed.
- C. The award of bids shall be made, after determination of the successful bidder by the City Council, by issuance of a City purchase order from the City of St. Charles purchasing manager to the successful bidder.
- D. The City of St. Charles reserves the right to waive minor specification deviations and reject any or all bids, and to accept the bid, which is in the opinion of the City Council, the lowest conforming bid from a responsible bidder as defined by state law and Sec. 2.33.230 of the St. Charles Municipal Code.
- E. All bids must be quoted on the basis of delivery to the City storeroom, 200 Devereaux Way in St. Charles, IL. The price shall be stated in units and bids made on each item separately. In case of conflict, the unit price shall govern. The City reserves the right to award the bid in aggregate or on individual items.
- F. All taxes, storage, handling and delivery costs incurred prior to receipt of the material by the City must be assumed by the successful bidder.
- G. All taxes, storage, handling and delivery costs incurred prior to receipt of the material by the City must be assumed by the successful bidder. The City of St. Charles is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, Federal Excise Tax, and Municipal Retailer's Occupation Tax.

The Illinois Department of Revenue tax exempt form can be obtained through the City of St. Charles Office of Purchasing.

The winning bidder will be required to complete the requested information included on this form. It is the purpose of this document to allow the winning bidder to purchase items for the bid project, tax free. It is the intent that the contractor will include the savings into the bid or quote.

Contractors will be responsible for utilizing this tax exempt form in a legal and responsible way. The contractor must sign a certification that the tax exempt form will be solely used for the purpose stated above. Abuse of the City's tax exempt status to avoid sales tax liability on other contractor purchases shall not be tolerated and may disqualify the contractor from being awarded future City contracts or business.

- H. If applicable, material is to be delivered on a flatbed trailer and ready to be unloaded from the side of the trailer without driving a forklift onto the trailer. Advance notice of 48 hours is required by calling 630-377-4421. Deliveries can be made to the City between the hours of 7:00 a.m. - noon and 12:30 p.m. - 3:30 p.m.
- I. Each bidder shall make an accurate statement in the proposal of the smallest number of calendar days in which delivery can be made after placement of the order.
- J. Any firm bidding this/these unit(s) must have a full service shop which includes parts and service mechanics capable of making any adjustments or repairs as may be required. The firm must also have service truck capabilities.
- K. Materials will be paid within 30 days of receipt/acceptance of same and receipt of invoice, or if a discount is allowed and is advantageous to the City, within five (5) days of receipt/acceptance of same and receipt of the invoice. Bids will be evaluated on both thirty (30) day and discount pricing.

REQUIRED _____ NOT REQUIRED X _____

- L. Travel time (incl. on-site repairs and/or pick up and delivery) is included within the labor or service warranty.

REQUIRED X _____ NOT REQUIRED _____

2. **MATERIALS:**

Only new, unused, first quality material and/or equipment shall be offered by the bidder.

3. **BID RESULTS:**
The bidder must supply a self-addressed, stamped envelope for obtaining bid results. **NO** bid results will be given by telephone.

4. **ADDENDUM**
Any interpretation of the specifications will be mailed to each bidder receiving a set of the bid documents. Bidders shall acknowledge receipt of such addendum by returning the addendum form.

5. **BID DEPOSIT**
A 10% bid deposit (certified check, cashier's check, or bank draft) or bid bond **is** required to accompany this bid. Failure to do so will eliminate the bid.

REQUIRED _____ **NOT REQUIRED** X _____

6. **PERFORMANCE & PAYMENT BONDS**
A performance bond in the amount of 100% of the bid submitted **is** required within ten (10) calendar days of acceptance of the bidder's proposal by the City.

The performance bond of the successful bidder shall have a minimum "A" rating as defined in Best's Key Rating Guide, be conditioned on the faithful performance of the requirements of the contract, and shall have as surety a corporate surety authorized to act as such in Illinois. The performance and payment bonds shall cover payment for all labor and material, and insure completion of the project. The bidder will be responsible for all claims for injuries to persons or damages to property or premises arising out of or in connection with his or her operations prior to the acceptance of the finished work or supplies, and that he or she will promptly make payments to all persons supplying him or her or them with labor or materials in the prosecution of the work provided for in the contract; and shall guarantee to indemnify and save the City and its officers and employees harmless from all costs, damages, and expenses arising out of or by reason of the bidder's failure to comply and perform the work and complete the contract in accordance with the specifications.

The performance and payment bonds shall be in conformance with the requirements of the Illinois Act in relation to bonds of bidders entering into contracts for public construction. (Illinois Compiled Statutes Ch. 30, Sec. 550/1, et seq.)

REQUIRED X _____ **NOT REQUIRED** _____

7. **GENERAL GUARANTY**
The bidder agrees to (a) hold the City, its agents, and employees harmless from liability of any nature or kind for the use of any copyrighted or un-copyrighted

composition, secret process, patented or unpatented, invention, article, or appliance furnished or used in the performance of the contract in which the bidder is not the patentee, assignee, licensee, or owner; (b) protect the City against latent defective material or workmanship and to repair or replace any damages or marring occurring in transit or delivery; (c) pay for all permits, licenses, and fees and give all notices and comply with all laws, ordinances, and rules of the City and State of Illinois; (d) indemnify City against all claims for personal injury, death, and/or property damage arising out of the project.

8. **ASSIGNMENT**

Assignment of this contract or any part thereof, or any funds to be received thereunder by the bidder shall be subject to the approval of the City of St. Charles.

9. **DEFAULT**

The contract may be cancelled or annulled by the purchasing manager in whole or in part by written notice of default to the bidder upon nonperformance or violation of contract terms. An award may be made to the next lowest bidder, or articles specified may be purchased on the open market similar to those so terminated. In either event, the defaulting bidder (or his surety) shall be liable to the City for costs to the City in excess of the defaulted contract prices. The bidder shall continue the performance of this contract to the extent not terminated under the provisions of this clause. Failure of the bidder to deliver materials or services within the time stipulated on his or her bid, unless extended in writing by the purchasing manager, shall constitute contract default.

10. **INSURANCE**

Detailed insurance requirements are included under City of St. Charles Certificate of Insurance Requirements.

The bidder **shall** secure and maintain in effect at all times, at his or her expense, insurance of the following kinds and limits to cover all locations of the bidder's operations in connection with work on his or her company's projects, naming the City of St. Charles as an additional insured. The bidder shall furnish Certificates of Insurance to the City Finance Department Purchasing Office before starting construction or within 10 days after the execution of the contract, whichever date is reached first. All insurance policies shall include a non-cancellation clause provision preventing cancellation without 30 days written prior notice to the City. In case of insurance cancellation, bidder shall obtain a new insurance policy in compliance with this paragraph prior to the effective date of cancellation.

Certificates of insurance must be completed on the ACORD 25-S form, with the cancellation clause revised and revisions initialed. An example is enclosed.

REQUIRED X **NOT REQUIRED** _____

For this **specific** project, the City of St. Charles is requiring a liability umbrella of \$ 5,000,000 (aggregate for this project).

REQUIRED _____ NOT REQUIRED X _____

11. **CERTIFICATE OF COMPLIANCE**

All bidders are required to complete the Certificate of Compliance (attached) as per the Illinois Compiled Statutes Ch. 65, Sec. 11-42.1-1, which will be returned with the bid.

12. **HEALTH AND SAFETY ACT**

All work under this contract shall comply with the Occupational Safety and Health Act (OSHA) of 1975, and all other federal, state or local statutes, rules or regulations affecting the work done under the contract.

13. **PREVAILING WAGE RATE**

This contract calls for the construction of a "public work," within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 *et seq.* ("the Act"). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the current "prevailing rate of wages" (hourly cash wages plus amount for fringe benefits) in the county where the work is performed. The Department publishes the prevailing wage rates on its website at <http://labor.illinois.gov/>. The Department revises the prevailing wage rates and the contractor/subcontractor has an obligation to check the Department's web site for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, *including but not limited to*, all wage requirements and notice and record keeping duties.

The successful bidder and each subcontractor shall submit monthly, in person, by mail, or electronically, a certified payroll to the City of St. Charles. The certified payroll shall consist of records of all laborers, mechanics, and other workers employed by them on the project. The records shall include each worker's name, address, telephone number (when available), the last four digits of the worker's social security number, classification or classifications, the hourly wages paid in each period, the number of hours worked each day, and the starting and ending times of work each day. The certified payroll shall be accompanied by a statement signed by the bidder or subcontractor which avers that:

- A. Such records are true and accurate;
- B. The hourly rate paid to each worker is not less than the general prevailing rate of hourly wages required; and

- C. The bidder or subcontractor is aware that filing a certified payroll that he or she knows to be false is a Class B misdemeanor.

The City of St. Charles is required to keep the certification records submitted for a period of not less than five years. Furthermore, these records, except an employee's address, telephone number, and social security number, shall be made available in accordance with the Freedom of Information Act.

14. **EXECUTION OF CONTRACT, INSURANCE, & PERFORMANCE & PAYMENT BONDS**

The successful bidder, within ten (10) business days after acceptance of the bidder's offer by the City, shall execute all requested contract documents, supply satisfactory evidence of required insurance, and furnish a satisfactory performance and payment bonds when required by the bid documents. In the event that the bidder fails to furnish required documents, insurance, and performance and payment bonds within ten (10) business days after acceptance of the bidder's offer by the City, then the City's acceptance of the offer shall automatically terminate, and the bid deposit of the bidder shall be retained by the City as reimbursement for administrative costs.

15. **RELEASE OF BID DEPOSITS**

Within a reasonable time after the bid opening, bid deposits of all except the three lowest responsible bidders will be released. The remaining deposits will be released after the successful bidder has executed the contract documents and furnished evidence of the insurance and bonds required by the bid documents.

16. **EQUAL OPPORTUNITY EMPLOYER**

The City of St. Charles is an equal opportunity employer, and all bidders are required to be equal opportunity bidders as defined by all applicable state and federal laws and regulations.

17. **VETERANS PREFERENCE**

The City of St. Charles, per Illinois Compiled Statutes Ch. 330, par. 55/1-55/3, gives preference to veterans for public works contracts, should a tie bid arise between local OR non-local bidders.

18. **CERTIFICATE OF NON-DISQUALIFICATION**

All bidders are required to submit a completed Certificate of Non-Disqualification (attached), as required under Illinois Compiled Statutes, Ch. 720, Sec. 33 E-11.

19. **PROVISIONS OF ST. CHARLES MUNICIPAL CODE**

All bids and contracts shall be in accordance with Title 2, Ch. 2.33 of the City of St. Charles Illinois Municipal code, as from time to time amended, which shall take precedence over and control all aspects of this contract, and which are incorporated herein by reference.

20. **SURVIVAL**

The provisions hereof shall survive and shall not merge with the resulting purchase order or contract awarded to the successful bidder, but shall be additional terms thereof; and the submission of a bid shall be deemed as acceptance of these terms.

21. **CERTIFICATE OF COMPLIANCE WITH SAFETY STANDARDS**

All bidders are required to submit a completed Certificate of Compliance with Safety Standards (attached).

22. **CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 87-1257 OF THE ILLINOIS HUMAN RIGHTS ACT**

All bidders are required to submit a completed Certificate of Compliance with Public Act 87-1257 of the Illinois Human Rights Act (attached).

23. **WAIVERS OF MECHANICS LIEN**

A. With each application for payment, submit waivers of mechanics liens from the bidder, subcontractors, and suppliers for the construction period covered by the current application. Payment will not be released until the bidder has supplied the City with the waiver of liens.

1. Submit partial waivers on each item for the amount requested, prior to deduction for retainage, on each item.
2. When an application shows completion of an item, submit final or full waivers.
3. The City reserves the right to designate which entries involved in the work must submit waivers.
4. Waiver Delays: submit each application for payment with the bidder's waiver of mechanics lien for the period of construction covered by the application.

A. Initial application for payment: administrative actions and submittals, that must precede or coincide with submittal of the first application for payment, include the following:

1. List of subcontractors.
2. List of principal suppliers and fabricators.
3. Schedule of values.

REQUIRED _____ NOT REQUIRED X _____

JH/cb

**CERTIFICATE OF COMPLIANCE OF
ILLINOIS COMPILED STATUTES, CH. 65, SEC. 11-42.1-1**

The undersigned, upon being first duly sworn, hereby certifies to the City of St. Charles, Kane and DuPage Counties, Illinois, that _____
_____(bidder) is not currently delinquent in the payment of any tax administered by or owed to the Illinois Department of Revenue, or otherwise in default upon any such tax as defined under Ch. 65, Sec. 11-42.1-1, Illinois Compiled Statutes.

Name of Bidder

By:_____

State of _____),

ss.

County of _____)

Subscribed and sworn to
before me this _____ day
of _____, _____.

Notary Public

**CERTIFICATE OF NON-DISQUALIFICATION
UNDER ILLINOIS COMPILED STATUTES, CH. 720, SEC. 33E-11**

The undersigned, upon being first duly sworn, hereby certifies to the City of St. Charles,
Kane and DuPage Counties, Illinois, that _____

_____ (bidder) is not barred from contracting with any
unit of State or local government, as a result of a violation of Ch. 720, Sec. 33E-11 of the
Illinois Compiled Statutes.

Name of Bidder

By: _____

State of _____),
ss.

County of _____)

Subscribed and sworn to
before me this _____ day
of _____, _____.

Notary Public

NOTE TO BIDDER: Anyone who makes a false statement, material to this
Certification, commits a Class 3 Felony under Illinois Compiled Statutes, Ch. 720,
Sec. 33E-11 (b).

CERTIFICATE OF COMPLIANCE WITH PREVAILING WAGE RATE ACT

The undersigned, upon being first duly sworn, hereby certifies to the City of St. Charles, Kane and DuPage Counties, Illinois, that all work under this contract shall comply with the Illinois Prevailing Wage Act, 820 ILCS 130/.01, et. seq, (the "Act") and current City ordinance, to the extent required by law. Contractors shall submit monthly certified payroll records to the City.

_____ Name of Contractor

By: _____

State of _____),
County of _____) **ss.**

Subscribed and sworn to
before me this _____ day
of _____,

Notary Public

/cjb
Bidders Section II

CERTIFICATE OF COMPLIANCE WITH SALES TAX FORM

The undersigned, upon being first duly sworn, hereby certifies to the City of St. Charles, Kane and DuPage Counties, Illinois, that _____
_____(bidder) shall comply with General Conditions, Paragraph 1.G. and the Illinois Department of Revenue tax exempt form.

Name of Bidder

By: _____

State of _____),
ss.
County of _____)

Subscribed and sworn to
before me this _____ day
of _____.

Notary Public

JH:cb
Bidders Section II



Illinois Department of Revenue
 Office of Local Government Services
 Sales Tax Exemption Section, 3-520
 101 W. Jefferson Street
 Springfield, IL 62702
 217 782-8881

January 2, 2015

CITY OF ST CHARLES
 DIRECTOR OF FINANCE
 TWO EAST MAIN ST
 ST CHARLES IL 60174

Effective January 1, 2015, we have renewed your governmental exemption from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax, as required by Illinois law.

We have issued the following new tax exemption identification number:

E9996-0680-07
 to
 CITY OF ST CHARLES
 of
 ST CHARLES, IL

The terms and conditions governing use of your exemption number remain unchanged.

Office of Local Government Services
 Illinois Department of Revenue

Issued To: _____
 Company: _____
 Date Issued: _____
 Project: _____
 Dates Valid: _____


 Christopher A. Minick, Director of Finance

STS-70 (R-2/98)
 STS-493-3520
 STS-496 (R-2/98)
 IL 10-0003528
 10-0001417



City of St. Charles Certificate of Insurance Requirements

Contractors shall carry all insurance coverage required by law. In addition, the Contractor shall carry, at its own expense, at least the following insurance coverage with a duly licensed and registered insurance company in the State of Illinois having a minimum A.M. Best rating of A-VI:

- (a) Workers' Compensation & Occupational Diseases Insurance – Statutory amount for Illinois

- (b) General Liability Insurance:
 - 1) Bodily injury, with limits of not less than \$1,000,000 each occurrence/
\$2,000,000 aggregate;

 - 2) Property damage, with limits of not less than \$1,000,000 each occurrence/
\$2,000,000 aggregate;

 - 3) Contractual insurance – broad form, with limits of not less than \$1,000,000 each occurrence/\$2,000,000 aggregate.

- (c) Automotive Liability Insurance:
 - 1) \$1,000,000 each occurrence/
\$2,000,000 aggregate;

 - 2) Property damage, with limits of not less than \$1,000,000 each occurrence/
\$2,000,000 aggregate. Property damage insurance coverage shall include non-owned, hired, leased, or rented vehicles, as well as owned vehicles.

- (d) Umbrella liability \$5,000,000.



-
- (e) Contractor's insurance policy shall name City as an additional insured on the General Liability, Automotive Liability and Excess Liability insurance policies. The insurance coverage shall be written with insurance companies acceptable to City. All insurance premiums shall be paid without cost to City. The Contractor shall furnish to City a Certificate of Insurance attesting to the respective insurance coverage for the full contract term. Contractor shall submit satisfactory proof of insurance simultaneously with the execution of the contract.

 - (f) All insurance policies shall provide that the City shall receive written notice of cancellation or reduction in coverage of any insurance policy thirty (30) days to the effective date of cancellation.

**City of St. Charles
Street Sweeping Specifications**

Bids Due: Wednesday, April 27, 2016

I. DESCRIPTION AND SCOPE OF WORK

The City of St Charles is issuing this Invitation to Bid (BID) for the sweeping of up to approximately 366 curb miles of City streets on a specified schedule or on an as-needed basis. The City is seeking bids for six (6) separate sweeping service scenarios including, Residential Street Sweeping, Downtown Street Sweeping, Commercial Manufacturing District Sweeping, County & State Routes Sweeping, Parking Lot Sweeping and As-Needed Sweeping.

II. IMPLEMENTATION

A. Residential Street Sweeping (272 curb miles & 3.17 alley miles)

- Eight (8) complete sweeps on the following schedule:
 1. Last Week of March
 2. Last Week of May
 3. Last Week of June
 4. Mid-Week of August
 5. Last Week of September
 6. Last Week of October
 7. Mid-Week of November
 8. Last Week of November (After Leaf Collection Service)

B. Downtown Street Sweeping (8 curb miles)

- One (1) complete sweep each week starting Last Week of March and ending Last Week of November – Thirty-Six (36) Total

C. Commercial Manufacturing District Sweeping (17 curb miles)

- Four (4) complete sweeps on the following schedule:
 1. Last Week of March
 2. Last Week of June
 3. Last Week of September
 4. Last Week of November (After Leaf Collection Service)

D. County & State Routes Sweeping (14 curb miles)

- Four (4) complete sweeps on the following schedule:
 1. Last Week of March
 2. Last Week of June
 3. Last Week of September
 4. Last Week of November (After Leaf Collection Service)

E. Parking Lot Sweeping (19 parking lots)

- One (1) complete sweep each week starting Last Week of March and ending Last Week of November – Thirty-Six (36) Total. See “Exhibit B”, Fee Schedule, for complete list of parking lots.

F. As-Needed Sweeping (TBD)

- Emergency sweeping needs, special events or construction clean-up on an hourly rate.

Notes:

1. All curb miles are approximations. It is the contractor's responsibility to verify all conditions and length before submitting a bid.
2. City staff shall have the right to modify, reduce or delete the amount of sweeping, schedules, routes, frequency, phases, standards and days of sweeping with prior notice to Contractor. City staff also has the right to accept only portion of the proposed work as acceptable to Contractor.
3. The Contractor will be provided the latitude in establishing work schedules which correspond to the City's route schedules, manpower and equipment resources. The Contractor will be provided the opportunity to discuss with the City adjusting established schedules to meet special circumstances. The City will make all final decisions pertaining to adjustment of schedules based on feasibility and efficiency with the goal of completing sweeping on the day scheduled.
4. See “Exhibit B”, Fee Schedule for additional information.

III. CONTRACTOR REQUIREMENTS AND RESPONSIBILITIES

A. WORK ASSIGNMENTS AND SCHEDULE

The Contractor shall be provided sweeper routes and maps by the City (“Exhibit C”). The Contractor shall submit a written sweeping schedule to the Public Services Manager or designee within fifteen (15) days of the effective date of an executed agreement. This schedule shall clearly identify the sweeping tasks required by this agreement and days they are scheduled to be performed in each particular area. Contractor shall have ability to review and propose sweeping route modifications to the City for review as efforts to improve sweeping program efficiency.

Each round of sweepings shall take no longer than one week to complete. Sufficient resources shall be assigned to the project to ensure that this timeframe is able to be met.

If it is necessary to make periodic revisions to this maintenance schedule, a modified schedule must be submitted for review to the Public Services Manager or designee for approval prior to the date the changes are to take effect, but not less than 48-hours. Otherwise, it is intended that the Contractor will develop a permanent schedule utilizing the information, route schedule and any other information provided by the City, which will allow the City to monitor the Contractor's progress.

Failure to notify of a change and/or failure to perform an item of work on a scheduled day may result in deduction of payment for that date or week based on curb miles not

swept. The Contractor shall adjust his/her schedule to compensate for all holidays and rainy days. Street sweeping shall be scheduled for all regular holidays and rainy days, unless otherwise indicated by the City. The designated Contractor holidays for this contract shall be Memorial Day, Independence Day, Labor Day, and Thanksgiving Day.

B. STREET SWEEPING EQUIPMENT

1. The street sweeper or any relief sweeper used to perform this contract work shall:
 - a. Roadway sweepers shall be regenerative air sweepers with a seven yard hopper, similar to the Elgin "Crosswind" sweeper.
 - b. Be no more than seven (7) years in age at any period during the contract.
 - c. Washout, cleaning, dumping of hopper on streets will not be allowed.
 - d. Be maintained in top-class running condition including arriving clean for each daily schedule.
 - e. The Contractor shall provide a relief sweeper to complete scheduled routes for each sweeper out of operation, broken down, scheduled for maintenance or any other similar situation.
 - f. The Contractor shall provide a listing of all sweepers and relief sweepers identifying:
 - i. Make, model, and year.
 - ii. Company identification unit number.
 - iii. Illinois license number.
 - iv. Company vehicle colors.
 - v. Sweeper color, if different.
 - vi. Names of all operators to be used, Illinois driver's license number, license class, expiration date and a recent Illinois DMV record for each driver.
 - g. The Contractor will not be permitted to washout or clean hopper on any public street, alley or City owned parking lot.
2. The street sweeper or any relief sweeper shall be equipped with the following:
 - a. All required IDOT equipment and lights.
 - b. On-board arrow/ directional light.
 - c. Fire Extinguisher.
 - d. Dual side gutter brooms having no less than 5" long bristles.
 - e. A set of road trouble fluorescent triangles and Rear Strobes (Amber).
 - f. A radio or mobile phone.

C. STREET SWEEPING SPEED

1. Street sweepers shall be operated at speeds that are appropriate for traffic conditions and as recommended by the equipment manufacturer for optimal performance.
2. Reviews by the City shall be made of all information and reports generated by the GPS tracking system.

D. QUALITY OF SWEEPING

The quality of sweeping shall be to the satisfaction of the Public Services Manager or designee. The Contractor shall at all times use good sweeping practices as dictated by the highest standards within the sweeping industry and will make adjustments to its equipment as necessary that will result in clean streets with no debris trails left behind. On occasion and as deemed necessary by the City, this will require the complete width of the street, curb to curb, to be swept clean of debris. The Contractor must exercise due care so as to prevent spilling, scattering, or dropping of debris during the sweeping activity and shall immediately clean up any such spillage, dropping, or scattering. Sweeping practices include, but are not limited to the following: (a) Sweeping speed shall be adjusted to street conditions with a maximum speed of ten (10) miles per hour unless manufacturer documentation is provided specifying an alternate speed; and (b) patterned concrete medians, intersections, and crosswalks shall be swept at a maximum speed of five (5) miles per hour. Standards, schedules, and frequencies may be modified from time to time as deemed necessary by the City to ensure the highest sweeping quality. Due to different street widths throughout the City, street sweeping may require slower travel speed and/or multiple passes by the sweeper, in many cases, to ensure curb-to-curb coverage of the street. Streets with raised medians (commercial and residential) shall have their curb-gutter perimeter swept, including turnouts. Street grade striped medians shall be swept in their entirety. All deposits within intersections shall be removed as part of the sweeping operations. Each street shall be swept clean to the adjacent property line. Swept clean means minimal debris residual or tailings. Any sweeper used must not blow debris onto private property.

E. GLOBAL POSITIONING SYSTEM (GPS)

The Contractor shall provide all street sweepers used in the City with a GPS that enables the monitoring location of the contract sweepers at all times via computer. This system will also monitor the day-to-day operation of the sweepers, location of sweeper, including streets swept; curb miles swept, brooms up or down, and the direction and speed of travel. The City and Contractor shall be enabled to view this information via computer at all times. GPS reports shall be available at the request of the City.

F. REQUIRED CONTRACTOR IDENTIFICATION SIGNAGE

The City of St Charles authorized contractors will be required to have identification signage on all vehicles at all times while working in an official capacity for the City. Such signage shall be of a professional manner and maintained neat in appearance, free of graffiti, easily identifiable and in sound condition. All costs associated with the fabrication of such signage shall be borne by the Contractor. Such signage design shall be pre-

approved by the City prior to production. Signage type and material shall be plastic with magnetic backing, painted signage on vehicle or similar. Taped vehicle signage will **not** be allowed. Such signage shall state Authorized Contractor including name of Contractor and Contractor telephone number.

G. FUELING OF SWEEPERS

The Contractor shall be responsible for fueling each sweeper and shall be ready to sweep at all scheduled times. The City does not have fuel available.

H. PERFORMANCE DURING INCLEMENT WEATHER

1. The City shall determine when the sweeping operations should cease due to inclement weather or other reasons and will notify the Contractor immediately once decision is made.
2. During the periods when inclement weather hinders normal operations, the Contractor shall adjust his/her work force in order to accomplish those activities that are not affected by weather.
3. Failure to adjust the work force to show good progress on the work shall result in deduction of payments to reflect only the work actually accomplished.

I. CONTRACTOR PERSONNEL

A list identifying the names of all Contractor street sweeping equipment operators shall be provided to the City Project Manager or designee. All Contractor personnel operating sweeping equipment shall be required to be licensed to operate such sweeper and remain in good standing with the Illinois Department of Transportation.

J. WORKING HOURS

Preferably, sweeping operations should be completed by 3:00 PM, Monday through Friday. However, Contractor will be allowed to sweep Monday through Friday between the hours of 4:00 AM and 5:00 PM. Non-residential, primary and state & county roads shall NOT be swept during high traffic hours between 6:00 AM – 9:00 AM and 3:00 PM – 5:00 PM. Approval and deviation of Contractor schedule will be at the sole discretion of the City. Residential sweeping shall not be permitted prior to 7:00 AM.

K. INSPECTIONS

The Public Works Manager or his designee shall regularly inspect the streets and other City property subject to this Agreement to ensure that the work is being, and has been, performed in accordance with the terms identified in this agreement. All work found in such inspections not conforming to the applicable requirements shall be corrected by the Contractor and the City shall have the right to withhold payment to the Contractor until the work is corrected.

L. PROTECTION OF THE PUBLIC AND DAMAGES TO EXISTING STRUCTURES

1. The Contractor shall exercise caution at all times for the protection of persons and property. All fines, penalties and/or repair charges resulting from the Contractor's actions shall be the sole responsibility of the Contractor.
2. The Contractor shall not permit placing or use equipment in such a manner as to block vehicle traffic lanes or create safety hazards. The Contractor shall be responsible for the use of all appropriate warning traffic safety devices when deemed necessary.
3. Methods proposed by the Contractor and approved by the City shall not harm, deface or damage the streets being swept, street trees, sidewalks or street curbs. In the event that damaged to City right-of-way has occurred in the course of work, the Contractor shall be solely responsible for its repair or replacement.

M. SPECIFICATIONS

This scope of services is intended to cover all labor, material and standards of workmanship to be employed for in this work plan or reasonably implied by terms of same. Work or materials of a minor nature which may not be specifically mentioned, but which may be reasonably assumed as necessary for the completion of this work, shall be performed by the Contractor as if described in the specifications.

N. WATER

The Contractor is expected to utilize an appropriate amount of water in the street sweeping process, as determined by the Public Works Manager. The Contractor will be provided access to a City fire hydrant/ filling station located on City property to utilize when filling sweepers. The City will provide information and demonstrate how to properly utilize water connections.

O. DEBRIS DISPOSAL

Contractor shall legally dispose of all waste material generated through street sweeping operations on City Property as directed by the City Representative; however the Contractor will be required to provide, pay for and manage their own dumpster(s). Contractor shall provide a monthly report of the amount in cubic yards of material disposed and where the material was disposed. The Contractor will be responsible for collection of incidental debris around trash container/bin resulting from disposal exchange within two-hours after exchange. Coordination will be made by the Public Works Manager or designee. The Contractor shall make every effort to recycle materials.

P. SPILLS

1. The Contractor shall make additional passes on a street route to pick up any spillage of sweeping materials debris dropped during turns or crossings of cross gutters, prior to moving to the next area.
2. The equipment operator shall immediately stop in the event of equipment spillage such as a spillage of gasoline, diesel, motor oil, or hydraulic oil. A call for assistance must be made and the area cleaned within two hours. Failure to affect

a proper cleanup will result in the City responding with Fire and Public Works Hazmat crews, and costs will be deducted from the following invoice to be paid. The quality of spill clean-ups shall be to the satisfaction of the City Public Works Manager or designee.

Q. AFTER-HOUR EMERGENCY & SPECIAL EVENT SERVICES

The Contractor will provide the City with names and telephone numbers of at least two qualified persons who can be called by City representatives when emergency maintenance conditions occur during hours when the Contractor's normal work force is not present in the City of St. Charles. These Contractor representatives shall respond to said emergency within one (1) hour from receiving notification.

R. SUPERVISION OF CONTRACT, COMMUNICATION, AND MEETINGS WITH CITY

All work shall meet the approval of the City of St. Charles Public Works Department. There shall be a minimum of one monthly meeting with the Contractor and the City representative to determine progress and to establish areas needing attention. A status report of activities performed and maintenance issues addressed by the Contractor will be submitted in writing to the City on a weekly basis. Any specific problem area which does not meet the conditions of the specifications set forth herein shall be called to the attention of the Contractor and if not corrected, payment to the Contractor will not be made until condition is corrected in a satisfactory manner as set forth in the specifications.

One operator designated by the Contractor as Lead Operator shall, at the beginning of every shift in the City, pick up a Public Works Radio from a City representative at the Public Works Offices. At the end each shift, that radio shall be returned to be charged for use the next day. The Lead Operator shall be the field liaison to the City to communicate additional direction or needs to other operators working in the City.

Breakdowns or delays shall be communicated with City staff immediately in writing and via telephone to allow the City to make arrangements to mitigate service disruptions.

S. CONTRACTOR'S OFFICE

Contractor is required to maintain an office within a one (1) hour response time of the job site and provide the office with phone service during normal working hours. During all other times, a telephone answering service shall be utilized and the answering service shall be capable of contacting the Contractor by radio or cellular phone. Contractor shall have a maximum response time of thirty (30) minutes to all emergencies. The on-site storage of equipment used exclusively for providing service within the City will **NOT** be permitted.

T. PREVAILING WAGE

Prevailing wage will **not** be required for this contract.

U. CUSTOMER SERVICE

Contractor shall provide service, which is accessible, courteous, responsive, timely, equitable and given in the spirit of professionalism and mutual respect. A Contractor equipment operator is an extension of the City of St. Charles Public Works, and as such is expected to:

1. Interact with customers and City officials, whether in person or on the phone, in a pleasant, respectful and professional manner.
2. Give full attention to each customer's needs by answering questions. Provide information, products and service in an accurate, organized and complete manner. Determine that the customer's request has been fulfilled.
3. Comply with all federal, state, county, and city laws and regulations.
4. Use adequate equipment that is kept clean and neat at all times.
5. Train other Contractor employees to be polite and courteous during public contact.
6. Employ truth and accuracy in reporting customer service records.

IV. DEFINITIONS

- A. Curb Mile – measurement of curbing of streets and medians.
- B. Linear Mile – measurement of actual miles driven in order to satisfactorily clean streets to the City standard, which may require multiple passes depending on condition and width of street.
- C. Curb-to-Curb – area within the curb limits of the street including medians, intersections and street ends.
- D. Contractor Holidays – Memorial Day, Independence Day, Labor Day and Thanksgiving Day.
- E. Inclement Weather – weather conditions that prohibit the effective operation of sweeping operations.
- F. Debris – litter, rubbish, leaves, sand, debris trail, dirt, garbage, and other foreign material.
- G. Street – all paved dedicated public rights-of-way within the existing or future City limits.
- H. Re-sweep – sweep required when previous sweeps are deemed by the City to be below standard or when a street or sections of a street are missed during regularly scheduled operation. Such re-sweeps will be at no additional cost with up to two re-sweeps performed to City satisfaction.

- I. Sweeper – Sweeping machine.
- J. Swept Clean – means minimal debris residual or tailings.
- K. Special Sweeping (Sweeps) – sweeping involving special events, parades, inclement weather, roadway hazards, spills (similar, but not limited to oil, paper, debris, etc.) and City surface parking lots.
- L. Travel Speed – sweepers shall be operated at speeds that are appropriate for traffic conditions and as recommended by the equipment manufacturer for optimal performance.

“EXHIBIT B”

BASE BID/FEE SCHEDULE

Bidders will be required to submit costs for Street Sweeping Services in several ways based on the following Fee Schedule. Bidders will be compensated for Services either on an Hourly Rate or on a Lump Sum Cost based on the work performed (one (1) complete sweep of proposed area/ route). Bidders will be awarded this procurement not necessarily based on least cost, but rather to the contractor whose bid best meets the requirements of this BID. It is understood that the contractor(s) will be required to perform and complete the proposed work in a thorough and professional manner. The contractor shall provide all necessary labor, tools, equipment, materials, and supplies to complete the contracted work.

Notes:

1. All curb miles are approximations. It is the contractor's responsibility to verify all conditions and length before submitting a bid.
2. City staff shall have the right to modify, reduce or delete the amount of sweeping, schedules, routes, frequency, phases, standards and days of sweeping with prior notice to Contractor. City staff also has the right to accept only portion of the proposed work as acceptable to Contractor.
3. The Contractor will be provided the latitude in establishing work schedules which correspond to the City's route schedules, manpower and equipment resources. The Contractor will be provided the opportunity to discuss with the City adjusting established schedules to meet special circumstances. The City will make all final decisions pertaining to adjustment of schedules based on feasibility and efficiency with the goal of completing sweeping on the day scheduled.

The contractor is requested to provide an equipment list of sweeping equipment currently in their fleet to be submitted with their bid.

A. Residential Street Sweeping (About 272 curb miles)

- Exhibit C Maps – All Sweeping Zones 1- 7 on East and West Sides **except** Sweeping Zone 4 (East) and Downtown Sweeping Routes.

Eight (8) complete sweeps on the following schedule:

1. Last Week of March per sweep \$ _____
2. Last Week of May per sweep \$ _____
3. Last Week of June per sweep \$ _____
4. Mid-Week of August per sweep \$ _____
5. Last Week of September per sweep \$ _____
6. Last Week of October per sweep \$ _____
7. Mid-Week of November per sweep \$ _____
8. Last Week of November per sweep \$ _____

B. Downtown Street Sweeping (About 8 curb miles)

- Exhibit C Maps – Downtown Sweeping Streets (Identified with Blue lines on “Street Sweeping Locations” Map).

One (1) complete sweep each week starting Last Week of March and ending Last Week of November – Thirty-Six (36) Total

1. One (1) Complete Sweep per sweep \$ _____

C. Commercial Manufacturing District Sweeping (About 17 curb miles)

- Exhibit C Maps – Sweeping Zone 4 (East).

Four (4) complete sweeps on the following schedule:

1. Last Week of March per sweep \$ _____
2. Last Week of June per sweep \$ _____
3. Last Week of September per sweep \$ _____
4. Last Week of November per sweep \$ _____

D. County & State Routes Sweeping (About 14 curb miles)

- Exhibit C Maps – Street routes are defined as follows:
 - IL Rt. 64 (Main St.) – Between Oak St. (west) and 13th Ave. (east)
 - IL Rt. 31 – Between Division St. (south) and Rail Road Trestle/ Overpass (north)
 - IL Rt. 25 – Between Division St. (south) and Country Club Road (north)

Four (4) complete sweeps on the following schedule:

- | | |
|---------------------------|--------------------|
| 1. Last Week of March | per sweep \$ _____ |
| 2. Last Week of June | per sweep \$ _____ |
| 3. Last Week of September | per sweep \$ _____ |
| 4. Last Week of November | per sweep \$ _____ |

E. Parking Lot Sweeping (19 parking lots)

- Exhibit C Maps – Downtown Sweeping Streets (Identified in Blue on “Street Sweeping Locations” Map).

One (1) complete sweep each week starting Last Week of March and ending Last Week of November – Thirty-Six (36) Total.

- | | |
|------------------------------|--------------------|
| 1. Lot A | per sweep \$ _____ |
| 2. Lot B | per sweep \$ _____ |
| 3. Lot C | per sweep \$ _____ |
| 4. Lot E | per sweep \$ _____ |
| 5. Lot F | per sweep \$ _____ |
| 6. Lot G | per sweep \$ _____ |
| 7. Lot H | per sweep \$ _____ |
| 8. Lot I (West Parking Deck) | per sweep \$ _____ |
| 9. Lot J | per sweep \$ _____ |

- 10. Lot K per sweep \$ _____
- 11. Lot L per sweep \$ _____
- 12. Lot N per sweep \$ _____
- 13. Lot O per sweep \$ _____
- 14. Lot P per sweep \$ _____
- 15. Lot Q per sweep \$ _____
- 16. Lot R per sweep \$ _____
- 17. Lot S (East Parking Deck) per sweep \$ _____
- 18. Lot T per sweep \$ _____
- 19. Lot U per sweep \$ _____

F. As-Needed Sweeping (TBD)

Emergency & Special Event sweeping needs, special events or construction clean-up on an hourly rate.

- 1. Hourly Rate per hour \$ _____

OPTIONAL YEARS 2, 3, & 4 SERVICES (% Increase)

PROVIDE PERCENTAGE (%) INCREASE FOR FY17/18; FY18/19; FY19/20

FY17/18 % _____

FY18/19 % _____

FY19/20 % _____

“EXHIBIT C”

SWEEPING ROUTES AND CITY MAPS

- A. Street Sweeping Locations Map (Includes overall City map by zones and individual zone maps) – Fifteen (15) Pages.

- B. Public Parking Areas (Includes Parking Lot locations) – One (1) Page.