



VILLAGE OF NORRIDGE

4000 North Olcott Avenue • Norridge, Illinois 60706-1199
708/ 453-0800 FAX 708/ 453-9335
www.villageofnorridge.com

Date: 04/17/2017

PRESIDENT

James Chmura

CLERK

Debra J. Budnik

TRUSTEES

Ursula A. Kucharski

Dominic S. Falagario

Jacqueline Gregorio

Dominic Sulimowski

Donald Gelsomino

Daniel Tannhauser

RFP # 2017 - 15

Request for Proposal for:

Leak Detection Program

PURPOSE

The Village of Norridge, located in Cook County Illinois, hereby gives notice that the Public Works Department is soliciting proposals for the Leak Detection Program. The proposal shall supply three (3) price quotes bases on a 1 year contract, 2 year contract and 3 year contract.

INTRODUCTION

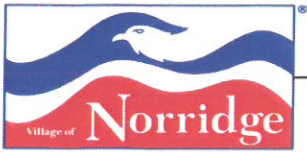
The Village of Norridge is requesting proposals for a complete Leak Detection Program from an experienced professional services firm (Contractor) with extensive experience in water distribution system leak locating and pinpointing in the Village of Norridge water distribution system.

The Village of Norridge has three primary goals with this project.

1. Perform leak detection on the distribution system to such an extent as to locate known and unknown leaks through active leak detection and correlation methods.
2. Document the location of leaks in the water distribution system through this program.
3. To continually develop and redevelop the scope of this project for continuation as an ongoing program.

The Village of Norridge is desirous of a professional services contractor that will develop, plan and execute a leak detection program to survey and listen to the water distribution system for known and unknown leaks. Correlated leaks will be prioritized according to condition and criticality. Results will include individual reports of the location and estimation volume of each leak located.

Recommendations for refining of the scope and value of an ongoing system-wide program will also be made based on the overall evaluation of the criticality of each leak. The final report shall be submitted within thirty (30) days after completion of the project.



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Periodic reports may be required as determined by the Village of Norridge. The specifications contained herein describe the minimum requirements of the Village of Norridge and any omission shall not relieve the Contractor of furnishing quality service in a timely manner.

A map of the Village of Norridge is attached to this document. A map is also available on the Village's website, under Village Maps, accessible via the following link: <http://www.villageofnorridge.com/PublicWorks/MapOffice.asp>

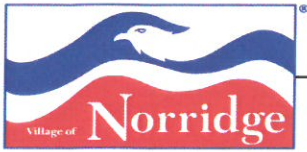
PROJECT APPROACH AND PROJECT MANAGEMENT

The Contractor shall submit a "Project Approach" summary, demonstrating their complete understanding of leak detection methodologies to be employed. This summary shall be a narrative describing the Contractor's planned leak detection methodology and approach to the project. A comprehensive project management plan and planned auditing techniques shall be outlined. Contractor shall account for potential problems to be expected and techniques to be employed for solving those problems especially in the area of limited data and accessibility to water system appurtenances. Quality Control and Quality Assurance procedures shall be outlined in this section, thus insuring the accuracy of the analysis of the data.

The Contractor will outline their proposed Project Management System relating to the objectives of the Village of Norridge's project. The Project Manager's responsibilities will be clearly spelled out as well as the responsibilities of the two person field team consisting of a Field Project Leader and a Field Technician, with task assignments clearly spelled out. This will identify who has the authority to speak on behalf of the Proposer for progress reports, and any changes to the project that may affect the outcome and completion of the project.

LEAK DETECTION SCOPE OF SERVICE

The Village of Norridge desires the Contractor to develop, plan and execute a program to perform leak detection services on approximately 44 miles of water main throughout the Village of Norridge. This program will address the Village of Norridge water distribution system.



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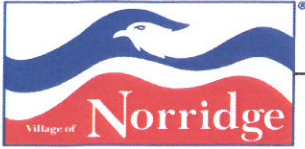
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This work shall essentially consist of the following elements:

- Complete leak detection of the entire water distribution system through listening to all accessible main line valves, fire hydrants and needed appurtenances to ensure complete coverage of the system.
- Surveying the above appurtenances to locate leaks ensuring that distances between listening points are not greater than 500' on metallic and concrete type pipes and no more than 200' on PVC and HDPE type pipes.
- Correlation of found leaks.
- Compilation of the leak detection information into a complete and comprehensive report.

DETAILED SCOPE

- Listen to all fire hydrants, all main line valves, and when necessary, selected service connections in the entire distribution system. Physical contact with the valve, hydrant, pipe, or service connection.
- Metallic and AC/Concrete type pipe: Listening distances will not exceed 500' between points. For example: valves, hydrants, service valves or meter settings will be used with preference of listening points in order as follows: direct contact with the pipe, main line valves, hydrant valves, hydrants, then service valves or meter settings.
- PVC and HDPE type pipe: All accessible valves, hydrants, service valves or meter settings will be used with preference of listening points in order as follows: direct contact with the pipe, main line valves, hydrant valves, hydrants, then service valves or meter settings. Listening distances will not exceed 200'.
- Valve vaults full of water may be pumped out to facilitate listening.
- A leak log shall be maintained indicating all areas where suspected leak noise was heard. A leak detection log of activity shall be included with the final report that will include the following items:
 - Areas work performed in
 - Type of problems observed
 - Location of leaks discovered
 - Mapping errors on the water atlas



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- When leak noise has been detected and or suspected, the Contractor will verify the suspected area a second time to confirm the noise. At least four hours will pass between the initial listening of the area before a second listen and confirmation is attempted.
- The Contractor will line locate the water main and service lines in the immediate area so the correct pipe distances can be input into the leak correlator. For PVC and HDPE type pipe, locations will be interpolated to the best of the Contractor's ability.
- The leak location will be marked in the field (on the surface) using environmentally formulated Precautionary Blue paint.
- The Contractor will document all leak locations with a diagram indicating the location of the leak. Other information related to that correlation will be included as part of the field sheet such as the filters used for the correlation, line locations, distances between sensors, etc.
- The Contractor will report daily, or per request, of the Village, to the assigned Utility Manager and go over the progress of the previous day, as well as cover what will be surveyed the current day.
- It may be necessary to conduct parts of the Leak Survey during "off hours" such as at night. This may be required in areas of high traffic volume where traffic noise may affect the ability to detect leak noise, and traffic volume may affect the ability of the Contractor to be able to safely access main line valves in the middle of the street. The Contractor will give 24-hour advanced notice of intent to survey a particular area that may require after hours surveying or nighttime surveying.

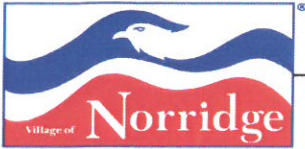
Atlas Corrections and Notations

The Contractor will document and note any corrections needed on the Village's atlas. These notations shall be documented as a part of the final report so the Village can make corrections to their existing atlas.

FIRM EXPERIENCE/BACKGROUND

The Contractor shall provide a company overview with the following information:

- Company address, phone number, etc.
- All the services provided: This should include its primary line of business; how long the company has been in business, and how long



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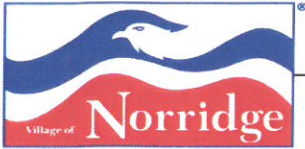
the company has been providing leak detection services with regard to this proposal.

- Any subcontractors to be employed
- Highlights of the proposer's qualifications
- Five (5) project references where the Contractor has completed similar work in size and scope within the last three (3) years. This submittal will include the following:
 - A brief description of the work completed.
 - Contracted amount.
 - Time required completing the project.
 - Findings of the project.
 - Projected annualized cost saving to the City/Utility authorizing the project.
 - Contact names, phone numbers, addresses, and e-mail addresses of the City/Utility authorizing the project.

EXPERIENCE OF KEY PERSONNEL

The Village of Norridge is desirous of a quality professional services firm that can provide the Village of Norridge with the services listed below in a safe, efficient and professional manner. As a condition of this request, the Contractor must provide experienced, courteous, professional, trained and qualified personnel. At a minimum, the project team shall consist of the following personnel:

- A Project Manager with five (5) years of experience in managing leak detection programs.
- A Field Project Leader with three (3) years' experience in leak detection programs.
- A Field Technician is not required to have experience if he/she has been employed by the Contractor for less than one (1) year. However, the Village of Norridge prefers the Technician to have completed training (certified where applicable) in traffic control and flagging (ATSSA and/or MUTCD Standards), confined space entry, CPR and First Aid within six (6) months of his/her hire date. The Technician/Laborer will also have an OSHA 10 Hour Card in General Industry (OSHA Standard 1910) within the same six (6) month period.



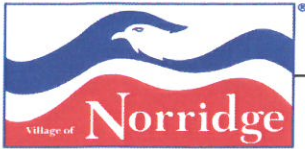
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CONTRACTOR REQUIREMENTS:

1. Prospective bidders **need not** be IDOT pre-qualified.
2. Contractor must be able to complete the project before July 31, 2017.
3. The Contractor shall notify the Village of Norridge Public Works Superintendent, Joseph Spain, at 708-906-9033 at least two (2) working days in advance of commencement of the work.
4. The Contractor shall, if requested, present findings of the Leak Detection Program to the Village Board at a Village Board Meeting at no additional charge.
5. The Contractor shall advise the Police Department and Fire Department daily as to what streets, if any, are to be closed so that they can reroute their emergency vehicles.
6. Completion of **Appendix A**, price list.
7. Contractor shall state the earliest date of when work can commence; however this date shall not be earlier than May 10, 2017.
8. **INSURANCE:** The Contractor shall not commence work, nor shall the Village permit any Contractor, under any contract with the Village to commence work, until the Contractor has first obtained all insurance required under this paragraph, and such insurance has been approved by the Village; nor shall a Contractor allow any sub-contractor to commence work on a sub-contract until all similar insurance required of the sub-contractor has been approved by the Village. The Contractor agrees to provide and maintain certificates of insurance evidencing the minimum insurance coverage and limits set forth below during the term of the contract, unless Village ordinance or bidding requirements specify a greater amount or additional type of insurance, then such greater amount or type of insurance will be required. Such policies shall be in force and from companies acceptable and satisfactory to the Village to afford protection against all claims for damages to public or private property, and injuries to persons, arising out of and during the contract term.

A copy of the certificate of insurance shall name the Village of Norridge, its officers, agents, employees, representatives and assigns as additional insured.



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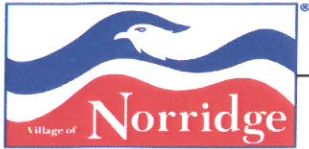
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The policy of insurance shall contain no provisions that invalidate the naming of the Village as additional insured. The insurance coverage and limits set forth below shall be deemed to be minimum coverage and shall not be construed in any way as a limitation on the Contractor's duty to carry adequate insurance or on the Contractor's liability for losses or damages under the Contract. The minimum insurance coverage and limits that shall be maintained by the Contractor and his sub-contractors at all times while providing, performing, or completing the work are as follows:

- a) Umbrella Liability Coverage – The Contractor shall carry an umbrella liability coverage policy with limits of not less than \$1,000,000.00.
- b) General Liability - The Contractor shall carry a comprehensive general umbrella liability policy for all operations with limits of not less than \$1,000,000.00, each accident, for bodily injury liability and not less than \$1,000,000.00, each accident, for property damage liability.
- c) Worker's Compensation - The Contractor is required to carry, with a company authorized under the laws of the State of Illinois, a policy for protection against liability under the Worker's Compensation and the Occupational Disease Statutes of the State of Illinois with limits of not less than \$500,000.00 per claim.
- d) Professional Liability Insurance - The Contractor shall carry minimum of \$1,000,000.00, if applicable.
- e) Automobile/Vehicle/Truck Insurance - The Contractor shall carry minimum of \$1,000,000.00, if applicable.

All such insurance must include an endorsement whereby the insurer agrees to notify the Village at least thirty (30) days prior to non-renewal, reduction, or cancellation. The Contractor shall cease operations if the insurance is canceled or reduced below the required amount of coverage. All costs for insurance, as specified herein, will not be paid for separately, but shall be considered as incidental to the Contract.

Proof of insurance shall be attached and be made part of **Appendix B**.



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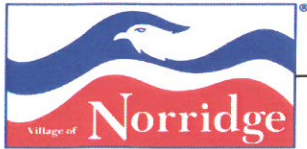
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9. Prevailing Wage Act: All Contractors hired by the Village for construction projects shall abide by the prevailing rate of wages for laborers, workmen and mechanics as required by state law. The Contractor and any and all subcontractors are required to insert a provision or stipulation regarding the payment of the prevailing wage rate into every public works project and bid specification, subcontract, and contractor's bond. Certification of compliance with the Prevailing Wage Act is found in **Appendix C** of this document and shall be signed by the Contractor and any and all subcontractors.
10. Bid Rigging and Rotating: State law requires that all Contractors must execute the form attached hereto as **Appendix D** stating that the undersigned on behalf of the entity entering into a contract with the Village of Norridge certifies that:
- a) This contract is not made in the interest of, or on behalf of, an undisclosed person, partnership, company, association, organization or corporation;
 - b) The Contractor has not in any matter directly or indirectly sought by communication, consultation or agreement with anyone to fix the bid price of any bidder, or to fix any overhead profit or cost element of the contract price or to secure any advantage against the Village of Norridge or anyone interested in the proper contract;
 - c) This contract is genuine and not collusive or sham;
 - d) The undersigned, on behalf of the Vendor/Contractor, certifies that it has never been convicted for a violation of State laws prohibiting bid rigging or rotating.

This completed form must be submitted with the proposal.

11. Tax Compliance:

- a) The Contractor, on behalf of the entity entering into this contract, certifies that neither the undersigned, nor the entity, is barred from contracting with the Village of Norridge because of any delinquency in the payment of any tax administered by the State of Illinois, Department of Revenue, unless the undersigned or the entity is contesting, in accordance with the procedures established by the appropriate revenue act, liability of the tax or the amount of tax.



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- b) The Contractor, or the entity entering into this contract, understands that making a false statement regarding delinquency of taxes is a Class A Misdemeanor and, in addition, voids the contract and allows the Village to recover all amounts paid to the entity under the contract in civil action.
 - c) The Village is exempt from paying sales tax and will not be charged for any sales taxes in connection with this Agreement.
12. Equal Employment Opportunity Statement: Illinois law requires that any Contractor to the Village of Norridge and other public bodies in the State of Illinois agree to be bound by Illinois human rights laws and their nondiscrimination requirements. The law requires a nondiscrimination clause be included in the Village's contracts and contract specifications. The required language shall be in the form of the following typed statement and shall be submitted as part of **Appendix E**:

This [contract or contract specification] incorporates by reference the equal employment opportunity clause which the Illinois Department of Human Rights requires in all contracts and contract specifications. This clause is set forth in 44 Ill. Admin. Code Sec. 750 (Appendix A) and is contained in the Village's purchasing and contracting policy. By acceptance of this contract, the [vendor or contractor] agrees to comply with the clause and all other rules and regulations of the Illinois Department of Human Rights covering employment opportunity. The [Vendor/Contractor] also acknowledges that it has a written sexual harassment policy which complies with Section 2-105 of the Illinois Human Rights Act, 775 ILCS 5/2-105.

13. Sexual Harassment Policy: The undersigned, on behalf of the entity making this proposal or bid, certifies that it has and enforces a written sexual harassment policy pursuant to Public Act 87-1257, effective July 1, 1993, 775 ILCS 5/2-105 (A) (the "Act").

This Act has been amended to provide that every party to a public contract must have written sexual harassment policies that include, at a minimum, the following information:

- a) The illegality of sexual harassment;
- b) The definition of sexual harassment under State law;
- c) A description of sexual harassment, utilizing examples;



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- d) The vendor's internal compliant process, including penalties;
- e) The legal recourse, investigative and compliant process available through the Department of Human Rights and the Human Rights Commission;
- f) Directions on how to contact the Department and Commission; and
- g) Protection against retaliation as provided by 6-101 of the Act.

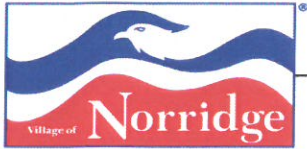
A copy of the Contractor's Sexual Harassment Policy or statement of such policy shall be submitted as part of **Appendix F**.

SAFETY / PROTECTION REQUIREMENTS:

1. The Contractor shall be solely responsible for the safety of persons, property, or the work at or adjacent to the service area. All decisions relating to the safe construction operations, the use and proper application of equipment and materials, and the protection of the general public from operations shall be the responsibility of the Contractor. The Contractor shall identify a qualified supervisor or superintendent in writing who shall have the authority to act on behalf of the Contractor relative to project safety issues. The supervisor or superintendent shall be present on the site at all times as required to maintain safe project operations.

In the event that the designated construction or safety supervisor or superintendent is absent from the site, the Contractor shall designate a substitute supervisor or superintendent to act in responsible charge of the work. Any changes in the designated construction supervisor or safety supervisor or superintendent shall be documented by written statement faxed to the Village Administrator at the time of the change.

2. Proper PPE (personal protection equipment) shall be worn at all times. A Class III reflective safety vest shall be worn for all work. Class II will not be acceptable.
3. The Project Team will follow all traffic safety rules, as is designated by the *Utility, The Department of Labor, OSHA and the State Department of Transportation*. Project personnel will be trained (certified where applicable) by an organization such as the *AMERICAN TRAFFIC*



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SAFETY SERVICES ASSOCIATION (ATSSA), in Traffic Control and Safety (MUTCD Standards).

4. The Project Team will follow all procedures regarding Work Place First Aid & CPR, as is designated by the *Utility, The Department of Labor and OSHA*. Project personnel will be trained (certified where applicable) in First Aid & CPR.
5. The Project Manager and the Project Leader will be trained in accordance with OSHA Standard 1910 (General Industry) and be in possession of an OSHA 10 Hour or 30 Hour Card.
6. The Contractor shall provide and maintain proper barricades, fences, signal lights and watchmen to properly protect the work, persons, animals, and the property against injury.
7. The Contractor shall remove all machinery, materials, barricades, and any and all items immediately upon the completion of the project. All Village property must be restored. The Contractor shall leave the premises in an approved condition by the Village.

The Village reserves the right to remedy any neglect on the part of the Contractor in regards to the protection of the work after twenty-four (24) hours' notice in writing; except in cases of emergency when it shall have the right to remedy any neglect without notice, and in either case, to deduct the cost of such remedy from any money due or to become due the Contractor.

ASSUMPTIONS AND SERVICES PROVIDED BY THE UTILITY:

- The Utility will furnish all maps, atlases, (two copies) and records necessary to properly conduct the Leak Detection Program
- The Utility will assist, as necessary, where traffic control may be extreme.
- The Utility will also make available, on a reasonable but periodic basis, certain personnel with a working knowledge of the water system who may be helpful with the leak detection program and for general information about the water system.



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OTHER NOTES:

1. The Contractor will be permitted to work between the hours of 7:00 a.m. to 5:00 p.m. – Monday through Friday.
2. The Contractor will supervise and direct the work. The Contractor will be solely responsible for the means, methods, techniques, sequences and procedures of construction. The Contractor will employ and maintain on the project a qualified construction supervisor or superintendent who shall have been designated in writing by the Contractor as the Contractor's representative at the site. The supervisor or superintendent shall have full authority to act on behalf of the Contractor. All communications given to the supervisor or superintendent shall be as binding as if given to the Contractor. The supervisor or superintendent shall be present on the site at all times as required to perform adequate supervision and coordination of the work, and shall have a copy of the Specifications on site at all times.
3. The Contractor shall be responsible at his own expense to familiarize him/herself with and comply with the applicable provisions of OSHA, Federal, State, County, Township, Village codes and any other governmental agencies at any level having jurisdiction over this area and this type of work.
4. All licenses, permits, approvals, etc., required by law or ordinarily secured under recognized good practice shall be secured by the Contractor. Any additional costs resulting from compliance with these codes and ordinances shall be considered incidental to the Contract.
5. **STRUCTURES ENCOUNTERED:** The Contractor shall be entirely responsible for damages to water lines, electric conduits and lines, existing structures, drains, sidewalks, curbs, fences, trees, culverts and other structures of any kind, and shall be liable for damages to public and private property, except where these items are to be removed and replaced, or as directed by the Village, and paid for at the Contract unit price, as Bid.
6. **PRE-CONSTRUCTION MEETING:** A meeting between the Contractor and the Village will be held no later than five (5) days prior to the scheduled start of the construction to coordinate activities.
7. **SCHEDULE OF WORK:** After the execution of the Contract by the Contractor and the Village, the Contractor shall submit a work schedule to the Village.



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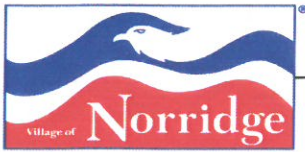
8. **VALID IDENTIFICATION:** All contractors, including subcontractors and field staff, will have readily observable identification badges worn while in the field.
9. **PROFESSIONAL MANNER:** All contractors, including subcontractors, are expected to act in a professional manner.
10. The Village reserves the right to determine the competence and financial and operational capacity of any Vendor/Contractor. Upon request of the Village, the Vendor/Contractor shall furnish additional evidence as may be required by the Village (beyond that which is required in response to this RFP) to evaluate its ability and resources to accomplish the work required by the scope of services herein. The Village shall unequivocally be the sole and final judge of such competency, and its decision shall be final and not subject to recourse by any person, firm, or corporation.
11. The Village of Norridge, if necessary, will post any addendums on its website under the Financial Tab and then by selecting Bids and RFPs.

The direct link is:

http://www.villageofnorridge.com/finance_department/BidsandRequestsforProposalsRFPs.asp

INDEMNIFICATION:

Upon entering into a contract with the Village, the Contractor agrees to protect, indemnify, hold and save harmless and defend the Village against any and all claims, costs, causes, actions and expenses, including but not limited to, attorneys' fees incurred by reason of a lawsuit or claim for compensation arising in favor of any person, including the employees or officers or independent contractors or subcontractors of the contractor or municipality, on account of personal injuries or death, or damages to property occurring, growing out of, incident to, or resulting directly or indirectly from the performance by the Contractor or any of Contractor's subcontractors hereunder, whether such loss, damage, injury or liability is contributed to by the negligence of the Village or by premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever, except that the Contractor shall have no liability or damages or the costs incident thereto caused by the sole negligence of the Village or as otherwise provided by Illinois law.



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NONDISCLOSURE:

The Contractor acknowledges and agrees that certain information provided by the Village, relating to the products and services to be supplied by the Contractor, is confidential and shall not be disclosed, directly, indirectly or by implication, or be used by the Contractor, whether during the term of an agreement with the Village or at any time thereafter, except solely as required in the course of the Contractor's performance of services under its agreement with the Village. The Contractor shall comply with the applicable privacy laws and regulations affecting the Village, and will not disclose any of the Village's records, materials, or other data to any third party, other than its attorneys or other individuals within the Contractor's related business entities who have a need to know, and who agree in advance not to make further disclosure or unless required to do so by applicable law. The Contractor shall not distribute statistical analyses and reports utilizing data derived from information or data obtained from the Village without the prior written approval of the Village.

ILLINOIS DRUG FREE WORK PLACE ACT:

Contractors who are parties to a Village contract will comply with applicable legal requirements for a drug free workplace in the following manner by publishing a statement:

1. Notifying the employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the work place;
2. Specifying the action that will be taken against employees for violating this provision;
3. Notifying the employees that, as a condition of their employment to do work under the contract with the Village of Norridge, the employee will:
 - a) Abide by the terms of the statement;
 - b) Notify the undersigned of any criminal drug statute conviction for a violation occurring in the work place not later than five (5) days after such a conviction.



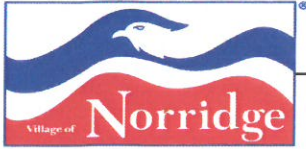
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4. The Contractor has a drug free awareness program to inform employees about:
 - a) The dangers of drug abuse in the work place;
 - b) The policy of maintaining a drug-free work place;
 - c) Any available drug counseling, rehabilitation or employee assistance programs;
 - d) The penalties that may be imposed upon an employee for drug violations.
5. The Contractor shall provide a copy of the required statement to each employee engaged in the performance of the contract with the Village of Norridge, and shall post the statement in a prominent place in the work place.
6. The Contractor will notify the Village of Norridge within ten (10) days of receiving notice of an employee's conviction.
7. The Contractor will make a good faith effort to maintain a drug-free work place through the implementation of these policies.
8. The undersigned further affirms that within thirty (30) days after receiving notice of a conviction of a violation of the criminal drug statute occurring in the work place it shall:
 - a) Take appropriate action against such employee up to and including termination;
 - b) Require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

REJECTIONS/WAIVERS:

The Village reserves the right to reject any and all proposals; waive formalities, technical requirements and/or deficiencies and irregularities; solicit new proposals; or further negotiate with the Contractor of its choice if some other manner or negotiation better serves the Village's interests.



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The Village reserves the right to award the RFP to the vendor which, in the Village's judgment, best serves the needs and interests of the Village and its residents.

WITHDRAWALS/DECLINATIONS:

If the Contractor wishes to withdraw a RFP, the Contractor shall submit written notification of such action to the Village Administrator, Joanna Skupien, no later than the due date and time as specified in the Deadline for Submitting RFP.

INQUIRES:

Inquiries pertaining to the RFP process should be directed to the Village Administrator, Joanna Skupien via phone or e-mail: 708-583-5752 or jskupien@villageofnorridge.com.

Inquiries pertaining to the scope of work should be directed to the Public Works Superintendent, Joseph Spain via phone: 708-906-9033.

No inquires will be accepted within five days of the scheduled bid opening.

PLACE TO SUBMIT PROPOSAL:

Submit the bid in a sealed envelope, with RFP# 2017- 15 clearly marked on the envelope to:

Village of Norridge
c/o Joanna Skupien, Village Administrator
4000 N. Olcott Ave.
Norridge, IL 60706

DEADLINE FOR SUBMITTING RFP

Sealed bids must be received by 10:30 a.m. May 8th, 2017. Proposals received after 10:30 a.m. May 8th, 2017 are untimely and will be rejected. Bids will be opened at 10:30 a.m. in the Village Hall Board Room and all bids shall be read aloud.

Dates Posted on Website: 04/17/2017 to 05/08/2017



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APPENDIX A PRICE SHEET

Name of Company _____

	<u>Unit Price, per mile of water main</u> *Unit Price shall include all costs associated with the Leak Detection Program		<u>Total Cost</u>
Year 1		X 44 miles	
Year 2		X 44 miles	
Year 3		X 44 miles	

Earliest date (but not prior to May 10, 2017) of when work can commence: _____

Prepared By: _____
PRINT NAME

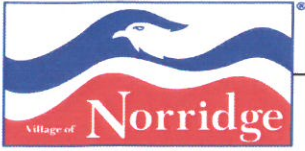
SIGNATURE



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APPENDIX B ATTACH PROOF OF INSURANCE



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APPENDIX C PREVAILING WAGE ACT

ILCS Certification of Compliance with Prevailing Wage Rate Act

The undersigned, upon being first duly sworn, hereby certifies to the Village of Norridge, Illinois, that all work under this contract shall comply with the Prevailing Wage Rate Act of the State of Illinois (820 ILCS 130/0.01, et seq) and as amended by Public Acts 86-799 and 86-693, with rates to be paid in effect at time work is performed. Contractors shall submit certified records to the Village.

Name of Contractor

By:

Date

In witness of:

Printed Name

Signature

Date



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APPENDIX D BID RIGGING & ROTATING

Certification That Vendor/Contractor Is Not Barred from Contracting with a Unit of Local Government as a Result of Violation of Either Section 5/33E-3 (Bid-Rigging) or 5/33E-4 (Bid Rotating) of the Illinois Criminal Code.

WHEREAS, a conviction for the offense of bid-rigging or bid rotating bars a person or entity from contracting with a unit of local government (720 ILCS 5/33 E-3, and E-4 2013); and

WHEREAS, 720 ILCS 5/33 E-11 (2007) of the Illinois Criminal Code, requires bidders and contractors to verify on a form provided by the unit of local government, that they are not barred from public contracting due to bid-rigging or bid rotating convictions.

NOW, THEREFORE, IT IS HEREBY CERTIFIED TO THE VILLAGE OF NORRIDGE that the undersigned,

[Insert legal name Vendor/Contractor]

is not barred from bidding on or entering into public contracts due to having been convicted of bid-rigging or bid rotating under paragraphs 5/33E-3 or 5/33E-4 of the Illinois Criminal Code.

DATE: _____, 2017

President: _____

Address: _____

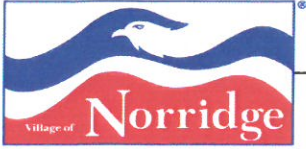
City, State, Zip Code _____

ATTEST:

_____ [Seal]

Attest:

Title:



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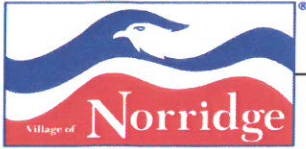
APPENDIX E EQUAL EMPLOYMENT OPPORTUNITY STATEMENT



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APPENDIX F SEXUAL HARASSMENT POLICY OR STATEMENT



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CHECKLIST, RFP #2017-15

- Company Profile/Background/References
- Price List, Appendix A
- Proof of Insurance, Appendix B
- Prevailing Wage Act, Appendix C
- Bid Rigging and Rotating, Appendix D
- Equal Employment Opportunity Statement, Appendix E
- Copy of Sexual Harassment Policy or Statement thereof, Appendix F