

Village of Forest Park, Illinois  
517 Des Plaines Avenue  
Forest Park, Illinois 60130  
Phone: 708-366-2323 / Fax: 708-488-0361  
Web: [www.forestpark.net](http://www.forestpark.net)

Regular Village Council Meeting Agenda

Monday, July 11, 2022 – 7:00 p.m.

Meeting will be conducted In-Person and Via Zoom

You may listen to the meeting by participating in a Zoom conference call as follows:  
Dial-In Number: 312-626-6799; Meeting ID 82988142782; Passcode XXXX or by clicking here:

<https://us02web.zoom.us/j/82988142782?pwd=aG9TcUNpMFgySGMxa1NRNXJES1FOZz09>

Public Comments are required to be submitted to the Village Clerk in advance of the meeting:

In-Person Comments: Complete and submit Speaker Sign-In Form to Village Clerk prior to 7:00 p.m.

E-mail Comments: E-mail required to be sent to Village Clerk ([vmoritz@forestpark.net](mailto:vmoritz@forestpark.net)) prior to 6:30 p.m.

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF MINUTES
  - a. June 27, 2022 Village Council Meeting
  - b. June 27, 2022 Special Village Council Meeting – Budget Workshop
4. PUBLIC COMMENT
5. COMMUNICATIONS
6. DEPARTMENT REPORTS
  - a. June 2022 Fire Department Report
7. BILLS BY RESOLUTION
  - a. Resolution Approving Payment of Bills Dated July 11, 2022
8. UNFINISHED BUSINESS
9. NEW BUSINESS
  - a. Resolution Approving the Specifications and Authorizing the Advertising of Bids for the Village of Forest Park Fire Department Roof Rehabilitation Project
  - b. Resolution Approving Pay Request #1 (Final) for the Harlem Avenue and Harrison Street Emergency Water Main Interconnect Abandonment from Galaxy Underground, Inc.
  - c. Motion to approve appointment of Cara Smith to Board of Fire and Police Commissioners – Term to Expire April 30, 2024
  - d. Motion to approve appointment of Heather Vickery to the Recreation Board - Term to Expire in April 30, 2026
  - e. Resolution Confirming the Appointment of the Members of the Forest Park Recreation Board
  - f. Motion to approve Lathrop House Entertainment License Application (26 Lathrop)
10. ADMINISTRATOR'S REPORT
11. COMMISSIONER REPORTS
12. ADJOURNMENT
  - a. Adjourn to Closed Session pursuant to 5 ILCS 120/2(c) (5) Purchase or Lease of Real Property; (2) Collective Bargaining Matters

**THE REGULAR MEETING OF THE COUNCIL OF THE  
VILLAGE OF FOREST PARK, COOK COUNTY, ILLINOIS  
HELD ON MONDAY EVENING, JUNE 27, 2022**

Mayor Hoskins led all assembled in the Pledge of Allegiance at 7:25 p.m.

**ROLL CALL**

Commissioners Byrnes, Maxham, Nero, Voogd and Mayor Hoskins answered the Roll Call.

**APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS**

It was moved by Commissioner Maxham and seconded by Commissioner Nero that the minutes from the June 13, 2022, Regular Meeting of the Council be approved without reading as each member has received a copy thereof.

**ROLL CALL:**

**AYES:** Commissioners Byrnes, Maxham, Nero, Voogd  
and Mayor Hoskins

**NAYES:** None

**ABSENT:** None

The motion carried unanimously.

**PUBLIC COMMENT**

None

**COMMUNICATIONS:**

None

**DEPARTMENT REPORTS:**

The Fire Department submitted its May, 2022 Report.

**APPROVAL OF BILLS:**

It was moved by Commissioner Byrnes and seconded by Commissioner Maxham that the Resolution for the payment of bills be adopted. The bills totaled \$385,884.15.

**R-56-22  
RESOLUTION APPROVING  
BILLS IN THE AMOUNT OF  
\$385,884.15  
APPROVED**

**ROLL CALL:**

**AYES:** Commissioners Byrnes, Maxham, Nero, Voogd  
and Mayor Hoskins

**NAYES:** None

**ABSENT:** None

The motion carried unanimously.

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

It was moved by Commissioner Byrnes and seconded by Commissioner Maxham that the Ordinance amending Section 3-3-6 of the Village Code of Ordinances of the Village of Forest Park, Cook County Illinois be adopted. It was noted that the purpose of the ordinance is to add a Class A Liquor License for Madison Park Kitchen.

**O-26-22  
ORDINANCE AMENDING  
NUMBER OF LIQUOR  
LICENSES  
APPROVED**

**ROLL CALL:**

**AYES:** Commissioners Byrnes, Maxham, Nero, Voogd  
and Mayor Hoskins

**NAYES:** None

**ABSENT:** None

The motion carried unanimously.

It was moved by Commissioner Nero and seconded by Commissioner Voogd that the Ordinance rescinding Ordinance O-15-22 and waiving bid and authorizing the acceptance of a proposal from Midco Diving & Marine Services, Inc. for the specialized services required to inspect and remove sediment from two (2) village underground water reservoirs within the Village of Forest Park be adopted.

**O-27-22  
ORDINANCE AUTHORIZING  
SERVICES FROM MIDCO  
DIVING & MARINE  
SERVICES, INC.  
APPROVED**

**ROLL CALL:**

**AYES:** Commissioners Byrnes, Maxham, Nero, Voogd  
and Mayor Hoskins

**NAYES:** None

**ABSENT:** None

The motion carried unanimously.

It was moved by Commissioner Voogd and seconded by Commissioner Nero that the Ordinance amending Chapter 3, entitled "Trees, Shrubs and Vegetation," of Title 7, entitled "Public Ways and Property," of the municipal code of the Village of Forest Park be adopted.

**O-28-22  
ORDINANCE AMENDING  
VILLAGE CODE  
REGARDING TREES  
APPROVED**

**ROLL CALL:**

**AYES:** Commissioners Byrnes, Maxham, Nero, Voogd  
and Mayor Hoskins

**NAYES:** None

**ABSENT:** None

The motion carried unanimously.

It was moved by Commissioner Voogd and seconded by  
Commissioner Nero that the Ordinance authorizing the  
purchase of one 2022 Elgin Pelican Street Sweeper be  
adopted.

**O-29-22**  
**ORDINANCE AUTHORIZING**  
**PURCHASE OF STREET**  
**SWEEPER**  
**APPROVED**

**ROLL CALL:**

**AYES:** Commissioners Byrnes, Maxham, Nero, Voogd  
and Mayor Hoskins

**NAYES:** None

**ABSENT:** None

The motion carried unanimously.

It was moved by Commissioner Byrnes and seconded by  
Commissioner Maxham that the Resolution adopting a Public  
Right-of-Way ADA Transition Plan for the Village of Forest  
Park be adopted.

**R-57-22**  
**RESOLUTION ADOPTING**  
**PUBLIC RIGHT-OF-WAY**  
**ADA TRANSITION PLAN**  
**APPROVED**

**ROLL CALL:**

**AYES:** Commissioners Byrnes, Maxham, Nero, Voogd  
and Mayor Hoskins

**NAYES:** None

**ABSENT:** None

The motion carried unanimously.

It was moved by Commissioner Maxham and seconded by  
Commissioner Nero to approve the request from the Salvation  
Army to conduct their annual Red Kettle Campaign from  
November 1 through December 24, 2022.

**SALVATION ARMY**  
**FUNDRAISING REQUEST**  
**APPROVED BY MOTION**

**ROLL CALL:**

**AYES:** Commissioners Byrnes, Maxham, Nero, Voogd  
and Mayor Hoskins

**NAYES:** None

**ABSENT:** None

The motion carried unanimously.

It was moved by Commissioner Voogd and seconded by Commissioner Maxham to approve the banner request submitted by the Historical Society of Forest Park for their fundraiser to be held on July 16, 2022.

**HISTORICAL SOCIETY  
BANNER REQUEST  
APPROVED BY MOTION**

**ROLL CALL:**

**AYES:** Commissioners Byrnes, Maxham, Nero, Voogd  
and Mayor Hoskins

**NAYES:** None

**ABSENT:** None

The motion carried unanimously.

It was moved by Commissioner Voogd and seconded by Commissioner Maxham to approve the raffle license application submitted by the Historical Society of Forest Park for their fundraiser to be held on July 16, 2022.

**HISTORICAL SOCIETY  
RAFFLE LICENSE  
APPLICATION  
APPROVED BY MOTION**

**ROLL CALL:**

**AYES:** Commissioners Byrnes, Maxham, Nero, Voogd  
and Mayor Hoskins

**NAYES:** None

**ABSENT:** None

The motion carried unanimously.

It was moved by Commissioner Maxham and seconded by Commissioner Voogd to approve the request from Forest Park Theatre regarding the use of the Grove for six performances in the month of August, 2022.

**FOREST PARK THEATRE  
REQUEST TO HOLD  
PERFORMANCES AT THE  
GROVE  
APPROVED BY MOTION**

**ROLL CALL:**

**AYES:** Commissioners Byrnes, Maxham, Nero, Voogd  
and Mayor Hoskins

**NAYES:** None

**ABSENT:** None

The motion carried unanimously.

It was moved by Commissioner Byrnes and seconded by Commissioner Maxham to approve the entertainment license application submitted by Fiore Pizza and Bakery, 7407 Madison Street.

**FIORE PIZZA AND BAKERY  
ENTERTAINMENT LICENSE  
APPLICATION  
APPROVED BY MOTION**

**ROLL CALL:**

**AYES:** Commissioners Byrnes, Maxham, Nero, Voogd  
and Mayor Hoskins

**NAYES:** None

**ABSENT:** None

The motion carried unanimously.

Clerk Moritz read the Mayor's Proclamation for National Rail Safety Week from September 19<sup>th</sup> through September 25<sup>th</sup>.

## **NATIONAL RAIL SAFETY WEEK PROCLAMATION**

### **ADMINISTRATOR'S REPORT:**

Administrator Amidei encouraged the public to look at the Tree Inventory Summary and Urban Forestry Management Plan documents, created to guide and plan for the urban canopy over a 10-year period. These documents can be found within tonight's meeting packet. The administrator expressed his gratitude to the Progress Center for their participation and input into the ADA Transition Plan, which was adopted this evening. Last Mr. Amidei thanked all of the staff involved in contributing to the success of the Pride Fest and the German Fest over the last week. He was impressed and proud of these community events, showcasing Forest Park's diversity and celebrations.

### **COMMISSIONER'S REPORTS:**

Commissioner Byrnes echoed the administrator's comments about the Pride event and German Fest, adding that he also attended the ribbon cutting, car show and grand opening at Mr. Beef and Pizza. Last, the Commissioner expressed his gratitude to Finance Director, Tish Olmsted, for a great job on the annual village budget and workshop.

Commissioner Maxham seconded Commissioner Byrnes' comments about Director Olmsted, and thanked her for all of the great information. The commissioner further talked about the Night Ministry, a group that works in Forest Park supporting the homeless. The commissioner met with Night Ministry, along with Director Glinke, Library Director, Pilar Shaker, Housing Forward representatives, and the doctor in charge of Loyola Street Medicine. The group discussed the homeless population in Forest Park and coordinating with the Shower Up program, to bring mobile showers to people suffering from homelessness. The combined group is working on providing case workers, case management, food, hygiene supplies, and winter gear to the homeless. The village could supply the water hookup for the shower program. The commissioner was excited about this amazing opportunity to provide services for people experiencing homelessness. Last, Commissioner Maxham reported that the Altenheim Steering Committee will be holding their first meeting in July.

Commissioner Nero reported that the Safety and Traffic Commission met last Thursday. The commissioner explained the process for resolving issues and invited the public to reach out to him or the commission. The commission thanked Director Olmsted for a great job on the budgeting process. Commissioner Nero then commented on the Mr. Beef & Pizza car show, which went wonderfully, adding it was great for the community. Last, the commissioner wished all a happy and safe Fourth of July holiday.

Commissioner Voogd echoed Moses with regard to his comments about the tree reports, which are very interesting to read and will help preserve the urban forest and help with the budget process. The commissioner commented that they had a great meeting with Planning Consultant Courtney and the

committee. Last, Commissioner Voogd expressed her gratitude to Director Olmsted for her work on the budget this year.

Mayor Hoskins expressed his gratitude to all of the village departments and workers who contributed to the success of the inaugural Juneteenth Parade. There were 7 mayors on the float, as well as U.S. Representative Danny Davis. Last Tuesday, the village held its first of three Groovn' in the Grove, with the band Soda. It was extremely warm out, but there were still about 140 attendees. The mayor thanked Erich Krumrei from Play it Again Sports for his leadership and efforts on the Pride event on June 23<sup>rd</sup>. There was a well-attended ribbon cutting and car show event at Mr. Beef and Pizza on Harlem. The new pastor at Forest Park Baptist Church offered to let them expand into their parking lot if they are interested. There was a C-4 signing event at Triton College. Nine mayors, Senator Don Harman and Senator Kimberly Lightford also attended.

### **ADJOURNMENT**

There being no further business to be addressed, Commissioner Nero moved and Commissioner Byrnes seconded to adjourn the meeting. The motion carried unanimously.

Mayor Hoskins declared the meeting adjourned at 7:55 P.M.

Respectfully submitted,

Vanessa Moritz  
Village Clerk

**THE SPECIAL MEETING OF THE COUNCIL OF THE  
VILLAGE OF FOREST PARK, COOK COUNTY, ILLINOIS  
HELD ON MONDAY EVENING, JUNE 27, 2022, 5:00 P.M.**

**ROLL CALL**

Commissioners Byrnes, Maxham, Nero, Voogd and Mayor Hoskins answered the Roll Call at 5:03 p.m. Mayor Hoskins announced that regular rules of order are suspended. Also in attendance were Village Administrator, Moses Amidei, Finance Director, Tish Olmsted, Police Chief, Ken Gross, Public Works Director, Sal Stella, Health and Safety Director, Steve Glinke, Community Center Director, Karen Dylewski, Fire Chief, Phil Chiappetta and Village Clerk, Vanessa Moritz.

**PUBLIC COMMENT**

Mr. Joe Sullivan, owner of Duffy's Tavern, requested that the village begin discussions about the return of video gaming to Forest Park, adding that there have been discussions about approving a cannabis dispensary as well. Mr. Sullivan is hoping that the village will research the process and present the findings objectively.

**NEW BUSINESS:**

The group discussed the following:

Overview and Revenue:

- FY22 showed a gain of just over \$5,000,000, resulting from with operating transfers from the Water, VIP and Motor Fuel Tax funds.
- 2023 revenue is proposed with a 2% increase, an additional \$352,883.
- New sources of revenue discussed were video gaming, cannabis dispensary tax and a streaming tax. The streaming tax is on hold pending the outcome of the East St. Louis lawsuit.
- There was discussion about the possibility of recovering costs due to the excessive number of calls to the CTA line terminals.
- There was interest in looking into expanding the parking meter hours along Madison Street.
- The water meters are 22 years old. There was discussion about a replacement program as the older meters are inaccurate and we are not recovering all of the consumption going through the old meters.
- For 2023, Departments are budgeted with full staffing, and expired union contracts are budgeted at a 3% wage increase.
- New funds were created in FY22 – Police Vehicle Replacement Capital Asset Fund, Fleet Replacement Capital Asset Fund and the Police DUI Fund.

Public Affairs:

- It was agreed to increase the web site maintenance line item by \$5,000 to \$10,100 for upgrades to the village's website.

Police Department:

- There were no comments or changes regarding Police Departments

Community Center:

- There were no comments or changes regarding Community Center.

Clerk's Office:

- There were no comments or changes regarding Clerk's Office.

Fire Department:

- It was agreed to increase the line item for Fire Equipment by \$3,000 to \$24,000 in order to provide water rescue equipment due to the recent opening of the boat launch into the Des Plaines River.

Department of Public Health and Safety:

- There were no comments or changes regarding Public Health and Safety.

Streets Department:

- There was one employee reallocated to this department from Public Property.
- There were no other comments or changes regarding Streets.

Public Property:

- One employee from Public Property was reallocated to Streets Department.
- There were no other comments or changes regarding Public Property.

Water Fund:

- The line item for Flood Prevention Grants may be increased, after reviewing the current applications on the list and availability for new applications.
- There were no other comments or changes to Water Fund.

TIF Districts:

- It was discussed to find out if emergency responses to the Green Line CTA station could be reimbursed to the village from the TIF fund.
- The Roosevelt and Hannah TIF contains the Living Fresh agreement. This TIF expires in 2025 and there has been no activity on the agreement.
- There was discussion about using TIF funds to in-fill the street cameras in the district.
- There was discussion about recouping Public Works activity costs from the TIF funds.
- There were no other comments or changes to TIF Districts.

VIP Fund:

- It was discussed that the bond for 2005 infrastructure improvements expires in December 2025.

Police Vehicle Replacement Fund:

- It was discussed that the revenue source for this fund is from court fees, a portion of police towing fees and sales of police vehicles.
- There were no comments or changes to this fund.

Fleet Fund:

- It was discussed that the revenue source for this fund is from the \$0.02 per gallon tax.
- There were no comments or changes to this fund.

DUI Fund:

- There were no comments or changes to this fund.

Administrator Amidei distributed a draft of the proposed expenses to be paid through the ARPA allotment of \$1,863,000. These purchases will be spread between 3/3/2021 and 12/31/2024. The administrator requested feedback from the elected officials.

**ADJOURNMENT**

There being no further business to be addressed, Commissioner Nero moved and Commissioner Byrnes seconded to adjourn the meeting. The motion carried unanimously.

Mayor Hoskins declared the meeting adjourned at 7:11 P.M.

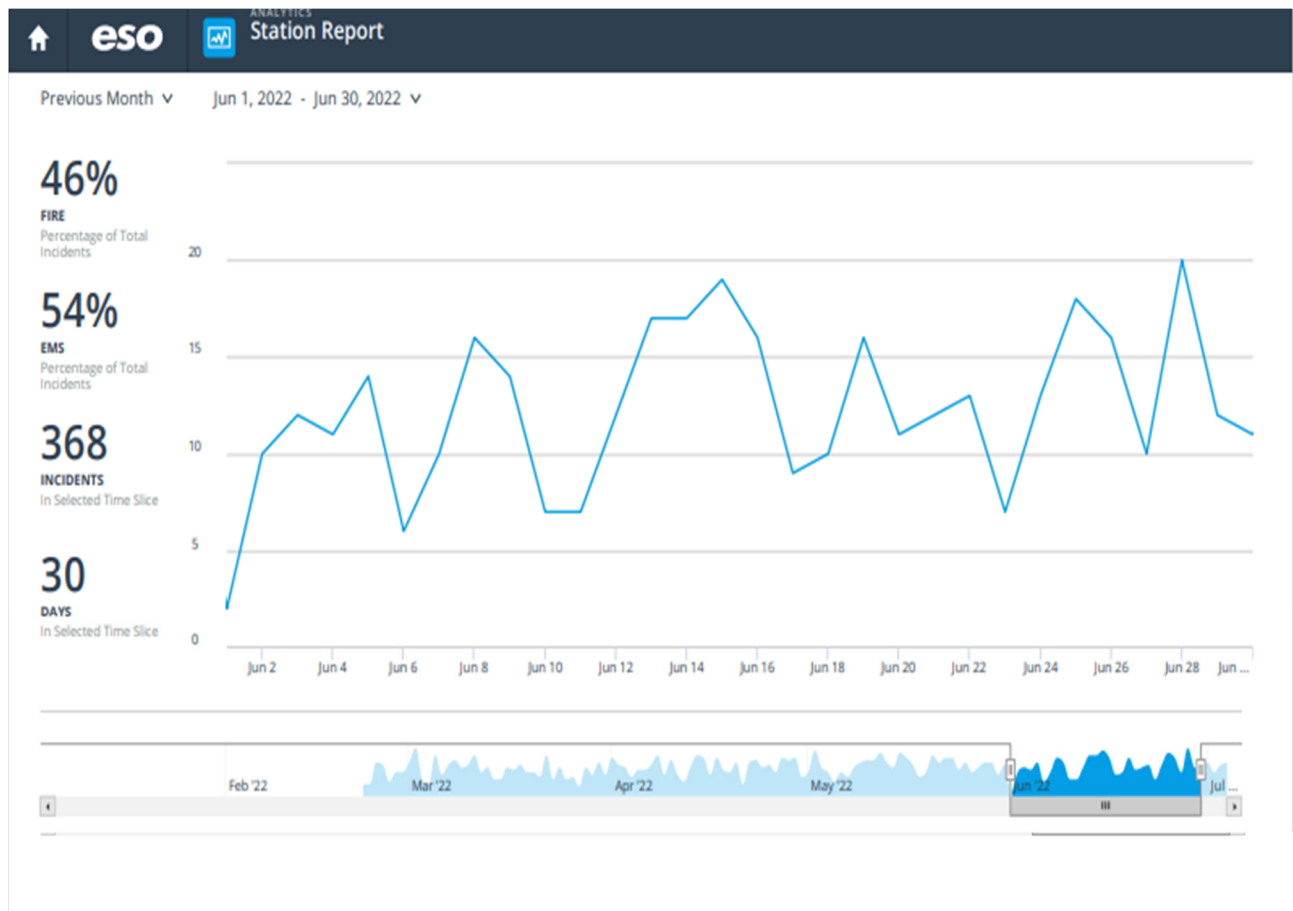
Respectfully submitted,

Vanessa Moritz  
Village Clerk

**FOREST PARK  
FIRE DEPARTMENT**



**JUNE 2022**



## Calls

The Fire Department responded to 368 calls in the month of June. That is an average of 12 calls per day for the month. 54% of the calls were for EMS. 46% were for fire/service calls.

## Major Incidents:

06/06/2022	Van Buren @ Madison – Recycling truck fire
06/13/2022	290 WB @ Harlem- Extrication crash
06/15/2022	842 Mapleton Oak Park- House Fire
06/27/2022	6149 North Ave Oak Park- Box alarm

## **Van Buren And Madison – Recycling truck fire**



**Recycling/Garbage truck had a fire in the hopper and dumped it on Van Buren to prevent the truck from starting on fire.**

## Van Buren And Madison – Recycling truck fire



## **Van Buren And Madison – Recycling truck fire**



**Forest Park Public Works with a quick response and very helpful assist in aiding in extinguishment and clearing the roadway.**

## Fatal I-290 WB @ Harlem Crash



Oak Park and Forest Park crews worked for over an hour to recover the driver in a very complicated extrication process.

Fatal I-290 WB @ Harlem Crash



**Fatal I-290 WB @ Harlem Crash**



## Fatal I-290 WB @ Harlem Crash



## 842 Mapleton- Oak Park- House Fire



Attic fire coming out of the dormer on the front of the building

## 842 Mapleton- Oak Park- House Fire



FPFD Crew assisted in extinguishment and overhaul

## 6149 North Ave- Oak Park- Box Alarm



Fire in a large apartment building over commercial space

## 6149 North Ave- Oak Park- Box Alarm



Arriving crew had fire on all three floors

## 6149 North Ave- Oak Park- Box Alarm



## 6149 North Ave- Oak Park- Box Alarm

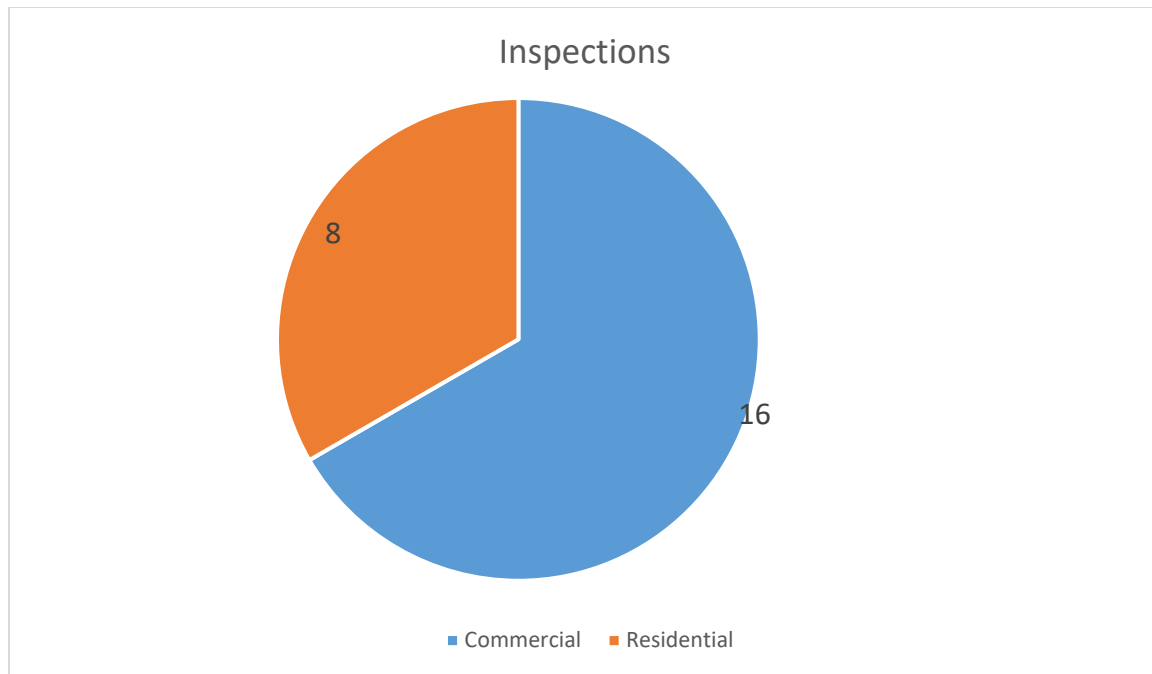


FPFD Ladder Truck 403 crew went to the roof and opened up 2 large sections to vent the structure. Both FPFD chiefs assisted in command.

## 6149 North Ave- Oak Park- Box Alarm



From elevated view you can see the ventilation holes in the roof made by forest park ladder truck crew. These ventilation holes make it easier for interior firefighting crews to extinguish the fire. These holes release heat and smoke in the structure so the other crews can access it.



## Inspections

Residential inspections 8

Commercial inspections total = 16

## Training

### FPFD June

• Hoseline Advancement	3.5
• Building Tours	4
• Patient Care Reports	1
• Hose Testing	12.5
• Tools and Equipment	3.5
• Transitional Attack	1
• Sprinkler Systems	3

**Total = 28.5**

**Child Safety Seat Installations** – 1 car seat install was done

**Community Involvement-** The FD set up our truck and displayed the flag for the Wounded Warrior Ride on 6-9. Truck 403 was in the June Teenth Parade. The crews attended 2 block parties to cool of kids and parents.

**RESOLUTION No.**

**BE IT RESOLVED** by the Council of the Village of Forest Park, Cook County, Illinois, that we dispense with the reading of the individual bills inasmuch as each department head has approved and signed bills in the following aggregate amount for their respective departments.

Public Affairs	\$ 83,098.43
Police Department	\$ 1,424.50
Accounts & Finance (Clerks Office)	\$ 147,169.22
Accounts & Finance (Fire Department)	\$ 26,276.13
Department of Health & Safety	\$ 4,395.00
Street Department	\$ 66,233.13
Public Property	\$ 32,391.29
Seizure	\$ 547.68
Federal Custom	\$ 16,160.58
Fleet Replacement	\$ 2,704.86
TIF	\$ 3,322.50
VIP	\$ 289.99
Water Department	<u>\$ 58,934.54</u>

<b>TOTAL</b>	<b>\$ 442,947.85</b>
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**ADOPTED BY THE Council of the Village of Forest Park this 11th Day of July, 2022.**

Ayes:

Nays:

Absent:

\_\_\_\_\_  
Rory Hoskins, Mayor

ATTEST:

\_\_\_\_\_  
Vanessa Moritz, Village Clerk



Account Number	Vendor	Invoice Date	Amount
100-10-101-6100-100	Storino Ramello & Durkin	05/31/2022	7,270.77
100-10-101-6100-100	Storino Ramello & Durkin	05/31/2022	247.00
100-10-101-6100-100	Storino Ramello & Durkin	05/31/2022	350.80
100-10-101-6100-100	Storino Ramello & Durkin	05/31/2022	3,173.40
100-10-101-6100-100	Storino Ramello & Durkin	05/31/2022	1,802.25
100-10-101-6100-100	Storino Ramello & Durkin	05/31/2022	19.40
100-10-101-6120-121	Joe Nagle	06/28/2022	1,000.00
100-10-101-6120-150	AA Rental Center	06/06/2022	120.00
100-10-101-6120-150	AA Rental Center	06/20/2022	1,115.50
100-10-101-6120-150	AA Rental Center	06/21/2022	388.85
100-10-101-6120-150	Rachell Entler	06/28/2022	130.82
100-10-101-6120-150	Printing Plus of Roselle INC	06/13/2022	300.50
100-10-101-6120-160	Verizon Wireless	06/22/2022	55.34
100-10-101-6120-305	Forest Pk. Chamber of Commerce	06/14/2022	40.00
100-10-101-6120-305	Illinois State Police	05/31/2022	15.00
100-10-101-6120-305	The Printing Store	06/02/2022	3,612.00
100-10-101-6120-305	The Printing Store	06/29/2022	3,612.00
100-10-101-6120-305	Westgate Flower and Plant Shop	06/21/2022	152.98
100-10-101-6150-152	Verizon Wireless	06/22/2022	301.24
100-10-101-6150-152	Verizon Wireless	06/22/2022	249.99
100-10-101-6150-152	Verizon Wireless	06/22/2022	84.64
100-10-101-6150-210	Metro Reporting Services LTD	06/20/2022	559.20
100-10-101-6150-220	Shavon Wesley	06/22/2022	453.75
100-10-101-6150-300	West Suburban Cons Dispatch Center	06/01/2022	58,043.00
	Public Affairs		83,098.43



Account Number	Vendor	Invoice Date	Amount
100-12-123-6145-202	Forest Printing Company	06/21/2022	1,424.50
	Police Department		1,424.50



Account Number	Vendor	Invoice Date	Amount
100-21-211-5005-002	Blue Cross-Blue Shield of Ill	06/16/2022	126,265.70
100-21-211-5005-002	Guardian	06/21/2022	7,236.94
100-21-211-6140-104	Jackson-Hirsh Inc	06/22/2022	81.14
100-21-211-6140-104	Office 8	06/23/2022	269.94
100-21-211-6140-104	Office 8	06/23/2022	18.13
100-21-211-6140-104	Pitney Bowes Inc	06/14/2022	331.47
100-21-211-6140-104	Quill	05/31/2022	(67.98)
100-21-211-6140-140	Quill	06/08/2022	17.98
100-21-211-6150-116	Growing Community Media NFP	06/22/2022	50.00
100-21-211-6150-150	AT&T	06/19/2022	870.47
100-21-211-6150-150	AT&T	06/19/2022	451.70
100-21-211-6150-150	AT&T	06/25/2022	107.07
100-21-211-6150-150	AT&T	06/25/2022	53.55
100-21-211-6150-150	AT&T	06/25/2022	54.53
100-21-211-6190-003	POLICE PENSION FUND	06/27/2022	5,714.29
100-21-211-6190-004	Firefighters Pension Fund	06/27/2022	5,714.29
Accounts & Finance (Clerks Office)			147,169.22



Account Number	Vendor	Invoice Date	Amount
100-30-301-6140-200	Phil Damato	06/17/2022	41.15
100-30-302-6110-150	Verizon Wireless	06/22/2022	154.76
100-30-302-6145-323	Health Endeavors SC	05/27/2022	7,949.00
100-30-302-6145-323	Health Endeavors SC	06/23/2022	285.00
100-30-302-6155-110	Phil Chiappetta	06/27/2022	76.93
100-30-303-6100-160	Metro Paramedic Services Inc	06/14/2022	37,738.00
100-30-303-6100-160	Metro Paramedic Services Inc	06/14/2022	(19,968.71)
Accounts & Finance (Fire Department)			26,276.13



Account Number	Vendor	Invoice Date	Amount
100-40-401-5000-017	Raymond Traynor	06/26/2022	630.00
100-40-402-6150-240	Chicago Land Agency Services	06/14/2022	218.00
100-40-403-6150-230	Elevator Inspection Services	12/31/2021	3,232.00
100-40-403-6150-230	Elevator Inspection Services	01/27/2022	160.00
100-40-403-6150-230	Elevator Inspection Services	02/23/2022	80.00
100-40-403-6150-230	Elevator Inspection Services	06/24/2022	75.00
Department of Health & Safety			4,395.00



Account Number	Vendor	Invoice Date	Amount
100-50-501-6145-100	Grayson Hendrix	06/27/2022	100.00
100-50-502-6185-108	JC Licht LLC	06/16/2022	169.80
100-50-502-6185-108	JC Licht LLC	06/23/2022	45.31
100-50-502-6185-110	Forest Printing Company	06/08/2022	275.00
100-50-502-6185-112	Republic Services #551	06/15/2022	1,540.80
100-50-502-6185-501	Republic Services #551	06/15/2022	36,604.86
100-50-502-6185-502	Republic Services #551	06/15/2022	23,948.23
100-50-502-6185-503	Republic Services #551	06/15/2022	3,549.13
	Street Department		66,233.13



Account Number	Vendor	Invoice Date	Amount
100-55-552-6145-100	Dylan Ryan	06/24/2022	82.13
100-55-552-6145-100	Dylan Ryan	06/24/2022	142.99
100-55-552-6180-101	ULINE	05/31/2022	84.25
100-55-552-6180-114	HOME DEPOT CREDIT	06/03/2022	249.95
100-55-552-6180-114	McAdam Landscaping	05/31/2022	240.00
100-55-552-6180-114	McAdam Landscaping	06/22/2022	396.00
100-55-553-6180-160	AEP Energy	05/25/2022	3,064.37
100-55-553-6180-160	Com Ed	05/13/2022	71.04
100-55-553-6180-160	Com Ed	05/25/2022	703.70
100-55-553-6180-160	Com Ed	05/26/2022	53.96
100-55-553-6180-160	Com Ed	05/27/2022	308.78
100-55-553-6180-160	Com Ed	05/27/2022	112.89
100-55-553-6180-160	Com Ed	06/14/2022	71.23
100-55-553-6180-160	Com Ed	06/28/2022	24.67
100-55-553-6180-160	Com Ed	06/28/2022	24.22
100-55-553-6180-160	Com Ed	06/28/2022	24.38
100-55-553-6180-160	Com Ed	06/28/2022	30.20
100-55-553-6180-160	Com Ed	06/28/2022	164.49
100-55-553-6180-160	Com Ed	06/29/2022	26.40
100-55-553-6180-160	Com Ed	06/29/2022	33.62
100-55-555-6180-100	Comcast	06/09/2022	195.00
100-55-555-6180-100	Colley Elevator Co	05/31/2022	255.00
100-55-555-6180-100	Quill	06/08/2022	197.97
100-55-555-6180-100	ULINE	05/31/2022	118.20
100-55-555-6180-110	Comcast	06/12/2022	2.10
100-55-555-6180-110	Comcast	06/13/2022	128.95
100-55-555-6180-130	Tim Stefl Inc	06/20/2022	1,706.49
100-55-555-6180-140	Comcast	06/07/2022	2.10
100-55-570-6155-101	Mohr Oil Company	06/23/2022	18,879.65
100-55-570-6155-106	CCP INDUSTRIES INC	06/23/2022	112.42
100-55-570-6155-106	Currie Motors Chevrolet	05/26/2022	129.88
100-55-570-6155-106	Currie Motors Chevrolet	05/26/2022	414.02
100-55-570-6155-106	Fleet Safety Supply	06/07/2022	82.18



Account Number	Vendor	Invoice Date	Amount
100-55-570-6155-106	Factory Motor Parts Co	05/16/2022	(134.85)
100-55-570-6155-106	Factory Motor Parts Co	06/08/2022	(27.00)
100-55-570-6155-106	Factory Motor Parts Co	06/14/2022	6.45
100-55-570-6155-106	Factory Motor Parts Co	06/16/2022	391.43
100-55-570-6155-106	Linde Gas North America LLC	06/22/2022	208.25
100-55-570-6155-106	Linde Gas North America LLC	06/22/2022	47.52
100-55-570-6155-106	Wholesale Direct Inc.	06/15/2022	115.83
100-55-570-6155-106	Wholesale Direct Inc.	06/21/2022	222.43
100-55-570-6155-112	Illinois Communications Sales Inc	06/21/2022	180.00
100-55-570-6155-112	Illinois Communications Sales Inc	06/21/2022	725.00
100-55-580-6180-302	Davis Tree Care	06/21/2022	525.00
100-55-585-6180-305	U.S.ARBOR PRODUCTS INC	06/07/2022	790.00
100-55-585-6180-322	U.S.ARBOR PRODUCTS INC	06/07/2022	790.00
100-55-585-6180-322	Westchester Lock & Key Service Inc	06/23/2022	418.00
Public Property			32,391.29



Account Number	Vendor	Invoice Date	Amount
230-00-000-6150-152	Verizon Wireless	06/22/2022	92.37
230-00-000-6150-152	Verizon Wireless	06/22/2022	143.38
230-00-000-6900-230	Ray O'Herron Co Inc	06/15/2022	87.98
230-00-000-6900-230	Ray O'Herron Co Inc	06/16/2022	131.97
230-00-000-6900-230	Ray O'Herron Co Inc	06/17/2022	91.98
Seizure			547.68



Account Number	Vendor	Invoice Date	Amount
232-00-000-6900-232	Illinois Alarm	06/20/2022	350.00
232-00-000-6900-232	KIESLER'S POLICE SUPPLY INC.	12/15/2021	2,058.25
232-00-000-6900-232	KIESLER'S POLICE SUPPLY INC.	01/24/2022	8,776.00
232-00-000-6900-232	Lexipol LLC	05/01/2022	4,976.33
	Federal Customs		16,160.58



Account Number	Vendor	Invoice Date	Amount
240-30-301-7000-001	Illinois Communications Sales Inc	06/07/2022	2,704.86
	Fleet Replacement		2,704.86



Account Number	Vendor	Invoice Date	Amount
302-00-000-6100-100	Storino Ramello & Durkin	05/31/2022	931.00
302-00-000-6100-115	Kane McKenna and Assoc	05/31/2022	695.84
304-00-000-6100-100	Storino Ramello & Durkin	05/31/2022	304.00
304-00-000-6100-115	Kane McKenna and Assoc	05/31/2022	695.83
309-00-000-6100-115	Kane McKenna and Assoc	05/31/2022	695.83
TIF			3,322.50



Account Number	Vendor	Invoice Date	Amount
312-00-000-6150-152	Verizon Wireless	06/22/2022	38.01
312-00-000-7000-312	K-Five Hodgkins LLC	06/01/2022	49.77
312-00-000-7000-312	K-Five Hodgkins LLC	06/02/2022	42.21
312-00-000-7000-312	K-Five Hodgkins LLC	06/16/2022	160.00
	VIP		289.99



Account Number	Vendor	Invoice Date	Amount
501-80-800-6100-100	Storino Ramello & Durkin	05/31/2022	633.33
501-80-800-6110-105	Verizon Wireless	06/22/2022	36.01
501-80-800-6150-150	AT&T	06/25/2022	57.51
501-80-800-6150-154	Com Ed	05/13/2022	20.05
501-80-800-6150-154	Com Ed	05/27/2022	20.55
501-80-800-6150-154	Com Ed	05/27/2022	63.20
501-80-800-6150-154	Com Ed	05/31/2022	47.10
501-80-800-6150-154	Com Ed	06/13/2022	60.93
501-80-800-6150-154	Com Ed	06/14/2022	19.62
501-80-800-6150-154	Constellation Energy Services Inc	05/27/2022	3,478.65
501-80-800-6150-154	Constellation Energy Services Inc	06/10/2022	290.70
501-80-800-6150-156	NICOR	06/06/2022	92.28
501-80-800-6150-156	NICOR	06/06/2022	205.68
501-80-800-6800-150	Standard Equipment Co.	06/17/2022	28,450.03
501-80-800-6800-153	Comcast	06/06/2022	83.90
501-80-800-6800-153	Litt Aluminum & Sheet Metal	05/06/2022	1,175.00
501-80-800-7000-020	Galaxy Underground Inc	06/23/2022	24,200.00
Water Department			58,934.54

## AGENDA MEMO

### Village Council Meeting

Forest Park, Illinois

July 11, 2022

#### Issue Statement

Request for Village Council action related to the adoption of a Resolution Approving the Specifications and Authorizing the Advertising of Bids for the Village of Forest Park Fire Department Roof Rehabilitation Project

#### Background

As the Village Council is aware, the Fire Station Building's roof leaks during significant rain events. Following each rain event, leak locations continually shift. As the roof's age is well past its life expectancy, the time is now to replace the roof of this building prior to continuing with other repairs/maintenance activities that are also needed concerning this structure.

Director of Health and Safety Glinke has determined specifications that are needed to effectuate the repairs needed for this roof. He has also met with CBBEL staff who have managed similar projects in the past. CBBEL, in working with Village Staff, has prepared final specifications for this project and have incorporated such specifications into a bid book in which licensed roofing contractors can submit bids to perform this work.

As stated at the June 27, 2022 Budget Meeting, ARPA funds are being targeted to pay for this capital project, as State capital funding remains uncertain at this point and could be several years away. In light of the imminent need to replace the Fire Department Building's roof, and, the short term needs of rooftop HVAC replacements and interior insulation installations, staff is recommending that this project commences at the earliest possible opportunity.

#### Attachments

- Resolution authorizing the commencement of the bid process to replace the Fire Station Building's roof;
- Project specifications and draft bid book.

RESOLUTION NO. R-\_\_\_\_\_-22

**A RESOLUTION APPROVING THE SPECIFICATIONS  
AND AUTHORIZING THE ADVERTISING OF BIDS  
FOR THE VILLAGE OF FOREST PARK  
FIRE DEPARTMENT ROOF REHABILITATION PROJECT**

WHEREAS, the Village of Forest Park ("Village") has undertaken to develop plans and specifications for the Village's Fire Department Roof Rehabilitation Project ("Project"); and

WHEREAS, the Village desires to approve certain specifications and advertisement for bids for the Project.

BE IT RESOLVED, by the Mayor and Village Council of the Village of Forest Park, Cook County, Illinois, as follows:

Section 1. Finding of the Corporate Authorities

In the opinion of a majority of the corporate authorities of the Village, it is advisable, necessary and in the public interest that the Village approve the specifications for, advertise for bids and solicit bids for the Project.

Section 2. Advertisement for Bids

The Village Clerk and Village Engineer, Christopher B. Burke Engineering, Ltd., are hereby authorized and directed to cause an advertisement and to solicit bids, pursuant to the public bid process and in substantially the form of the contract documents for the Fire Department Roof Rehabilitation Project for the Village of Forest Park,, Illinois, attached hereto as Exhibit A and made a part hereof.

Section 3.      Effective Date

This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

ADOPTED by the Council of the Village of Forest Park, Cook County, Illinois this 11<sup>th</sup> day of July, 2022.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED by me this 11<sup>th</sup> day of July, 2022.

\_\_\_\_\_  
Rory E. Hoskins, Mayor

ATTESTED and filed in my office,  
and published in pamphlet form  
this \_\_\_\_\_ day of July, 2022.

\_\_\_\_\_  
Vanessa Moritz, Village Clerk

**EXHIBIT "A"**

**Contract Documents for the Fire Department Roof Rehabilitation  
Project for the Village of Forest Park, Illinois**

**CONTRACT DOCUMENTS**  
**FOR**  
**FIRE DEPARTMENT ROOF REHABILITATION PROJECT**  
**FOR**  
**VILLAGE OF FOREST PARK, IL**  
**FOREST PARK, IL**

**BID SUBMITTED BY**

---

**COMPANY NAME**

---

**STREET ADDRESS**

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**DATE**

**CBBEL PROJECT NO. 000023.BG110**

**FOR BID**  
**DUE JULY 26, 2022 (BEFORE 10:00 A.M. LOCAL TIME)**



**CHRISTOPHER B. BURKE ENGINEERING , LTD.**

9575 West Higgins Road Suite 600  
Rosemont, Illinois 60018-4920 Tel (847) 823-0500 Fax (847) 823-0520

PROJECT SPECIFICATIONS AND DRAWINGS

FOR

**FIRE DEPARTMENT ROOF REHABILITATION PROJECT  
FOR  
VILLAGE OF FOREST PARK, IL  
FOREST PARK, IL**

**OWNER: VILLAGE OF FOREST PARK  
517 DES PLAINES AVENUE  
FOREST PARK, IL 60130**

**CONSULTANT: CHRISTOPHER B. BURKE ENGINEERING, LTD.  
9575 WEST HIGGINS ROAD  
SUITE 600  
ROSEMONT, IL 60018  
(847) 823-0500**

CONTRACT DOCUMENTS CONSISTING  
OF

BIDDING REQUIREMENTS  
CONTRACTUAL DOCUMENTS  
TECHNICAL SPECIFICATIONS

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## **BIDDING REQUIREMENTS**

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00 21 16	Responsible Bidder Requirements
00 22 00	Supplementary Instructions
00 31 21.16.19	Drawings
00 41 43	Bid Form
00 43 43	Wage Rate Requirements
00 45 19	Affidavit of Non-Collusion
00 45 46	Bidder Certification, Art. 33E, Criminal Code 1961

## **CONTRACT FORMS**

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00 61 13-13	Performance Bond
00 61 13-16	Payment Bond
00 62 00	Certification of Contractor Responsibility
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## **GENERAL CONDITIONS**

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## **SPECIFICATIONS**

<u>Section</u>	<u>Title</u>
01 11 00	Summary of Work
01 31 19	Project Meetings
01 33 16	Material and Equipment
01 33 23	Equipment and Material Submittals
01 35 13	Special Project Procedures
01 71 13	Mobilization and Demobilization
01 73 29	Cutting and Patching
01 74 16	Maintenance of Work Site & Daily Clean-Up
01 80 00	Final Inspection and Acceptance
07 52 00	Modified Bitumen Roofing System
07 61 00	Metal Flashing
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09 91 13	Painting

## ADVERTISEMENT FOR BIDS

### SECTION 00 11 13

The **Village of Forest Park**, Cook County, Illinois will receive sealed bids in the office of the Village Clerk, located in the Village Hall, 517 Des Plaines Avenue, Forest Park, Illinois 60130, until **Ten O'Clock (10:00) A.M. local time the 26<sup>th</sup> day of July 2022**, for **FIRE DEPARTMENT ROOF REHABILITATION PROJECT**. Said bids will be publicly opened and read aloud at that time. This project generally consists of: rehabilitation of the Fire Department Building roof, and all other related appurtenances and accessories necessary to complete the Work.

Bids will only be received from prequalified contractors. To prequalify, Bidders must attend the mandatory pre-bid meeting.

**A mandatory pre-bid meeting will be held on July 19, 2022 at 9:00 a.m.** local time to tour the facilities located at 7625 Wilcox Street. The meeting will originate in the apparatus bay of the Fire Department. The purpose of the pre-bid meeting is to allow Bidders to inspect those facilities to be rehabilitated. Bid proposals submitted by Bidders not registered at the mandatory Pre-Bid Meeting will not be considered by the Village.

Contractors and Subcontractors shall conform to the "Public Works Preference Project" Act, (30 ILCS 560/1, et. Seq.).

Contractors shall be required to pay not less than the prevailing wage rates on the Project as established by the United States Department of Labor and the State of Illinois Department of Labor. Copies of these wage rates are incorporated in the Contract Documents. MBE and WBE participation will be required for this project in accordance with the Illinois Department of Commerce and Economic Opportunity requirements.

The Bidder to whom a Contract is awarded shall furnish a Performance and Payment Bond each in an amount equal to the Contract Price.

A Bid Security in the amount of 10% (ten percent) of the Bid must be submitted with each Bid. Bidders must also provide their Dunn and Bradstreet report with their Bid.

The Bidding Documents can be downloaded from QuestCDN via the Christopher B. Burke Engineering Ltd. (CBBEL) website <http://cbbel.com/bidding-info/> or at [www.questcdn.com](http://www.questcdn.com) under Login using QuestCDN #8248605 for a non-refundable charge of \$30.00. A QuestCDN login will be required. Contact QuestCDN.com at 952-233-1632 or [info@questcdn.com](mailto:info@questcdn.com) for assistance in membership registration and downloading this digital project information. Contractors must purchase bid documents and be shown on the Bidder's Planholder List in order to bid. Bids received from contractors who are not in the Bidder's Planholder List will be rejected.

The **Village of Forest Park** reserves the right in receiving these bids to waive technicalities and reject any and all bids.

Published by the authority of the **Village of Forest Park**, Illinois

By: Moses Amidei, Village Administrator

END OF SECTION

## INSTRUCTIONS TO BIDDERS

### SECTION 00 21 13

#### 00100 GENERAL

To demonstrate qualification for performing the Work of this Contract, Bidders may be requested to submit written evidence of financial position, previous experience, and/or current commitments.

Bids will be based on a single lump-sum contract price. Escalation of Contract price will not be allowed. All prices quoted must represent the entire cost in accordance with the Contract Document and no subsequent claim will be recognized for any increase in wage scales, material prices, cost indexes, or other rates affecting the construction industry or this project.

Bidders are required to attend the pre-bid meeting as described herein.

Project documents may be examined at the Owner's Office during normal office hours.

The Bidding Documents can be downloaded from QuestCDN via the Christopher B. Burke Engineering Ltd. (CBBEL) website <http://cbbel.com/bidding-info/> or at [www.questcdn.com](http://www.questcdn.com) under Login using QuestCDN #8248605 for a non-refundable charge of \$30.00. A QuestCDN login will be required. Contact QuestCDN.com at 952-233-1632 or [info@questcdn.com](mailto:info@questcdn.com) for assistance in membership registration and downloading this digital project information. Contractors must purchase bid documents and be shown on the Bidder's Planholder List in order to bid. Bids received from contractors who are not in the Bidder's Planholder List will be rejected.

#### 00101 BID DUE DATE, TIME AND PLACE

Signed bids, under seal, executed and dated for furnishing all services, labor, equipment, materials, and performing all Work necessary for the **Fire Department Roof Rehabilitation Project** all in accordance with the Contract Documents, will be received from **Pre-Qualified Contractors** by the Owner located at **Village Hall, 517 Des Plaines Avenue, Forest Park, Illinois 60130** on or before **10:00 a.m.** local time on the **26<sup>th</sup>** day of **July 2022**.

Bids will be opened publicly and read aloud at the above address at 10:00 a.m. local time. No immediate decision shall be rendered concerning the proposals submitted.

If only one bid has been received on the day of the bid opening, this bid may not be opened, but instead be presented to the Village Council at its next regular council meeting for consideration.

Bid offers submitted after the above bid opening due time will be returned to the Bidder unopened.

#### 00102 SUBMISSION OF BID

Bidders shall submit **one (1) copy** of their proposal, together with Bid Security, affidavit of non-collusion and all other documents bound herewith, including all Addenda issued, in sealed envelope addressed as follows:

**The Village of Forest Park  
517 Des Plaines Avenue  
Forest Park, IL 60130**

Subject: **Proposal for the Fire Department Roof Rehabilitation Project**

In addition, the sealed envelope submitted by the Bidder shall include the following information on the envelope face: Bidders name and address, and the date and hour of bid opening as designated herein.

Where proposals are sent by mail, special messenger, courier service, etc. the Bidder shall be responsible for the delivery of the Bid as designated herein prior to the designated date and hour for the opening of the Bids. If delivery is delayed beyond the date and hour set for the bid opening, proposals thus delayed will not be considered and will be returned unopened to respective bidders.

## INSTRUCTIONS TO BIDDERS

**Bid proposals submitted by Bidders not registered at the mandatory Pre-Bid Meeting will not be considered and will be returned unopened to the respective Bidder(s).**

### 00103 PROJECT DESCRIPTION & SCHEDULE

The project in general consists of the rehabilitation of the existing Fire Department roofing system located at 7625 Wilcox Street, Forest Park, Illinois; all related electrical, mechanical, plumbing and building equipment; and all things necessary for coordinating and furnishing all equipment, tools, labor and materials for the completion of the Work.

The location of the project sites are within the corporate limits of the **Village of Forest Park.**

Access to each project site during decommissioning/demolition activities shall be coordinated as required by the Contractor with the **Owner.**

Security Precautions. Contractor shall be responsible for any and all security precautions which may be required during the course of the Work.

Working Hours. The **Owner** will admit Contractors to the job site(s) during working hours from 8:00 AM to 5:00 PM weekdays. Saturday and Sunday construction activities will not be allowed except with prior notification to the **Owner** and the Owner's written permission.

Project Schedule. Time is of the essence for the completion of the Work of this Contract. The Work of these Contract Documents is required to be completed within **forty-five (45) consecutive** calendar days. The successful Bidder shall submit in writing, a construction schedule showing sequence of operations for review by the **Owner** prior to commencement of Work. **A preliminary schedule of the work effort and activities shall be submitted with the bid.**

### 00104 LICENSE OR ROYALTY FEES.

If the Project is designed to require or permit use of processes, articles, apparatus or equipment for which licenses, or royalty fees will be charged, fees shall be paid directly by Contractor to patentee, licensee or owner of such processes, and fees shall be included in bid.

### 00105 EXAMINATION BY BIDDER

The Bidder shall, before submitting his/her proposal, carefully examine the Contract Documents, proposal, and bond and insurance requirements. The Bidder shall inspect in detail the site of the proposed Work and familiarize themselves with the detailed requirements of all Work, and with all the local conditions affecting the Contract under which he/she will be obligated to operate in performing the Work. **It is a mandatory requirement that the Bidder attend the scheduled pre-bid meeting so as to visit and inspect the site of the proposed Work.** By submission of a bid it is understood that the Bidder has satisfied this mandatory requirement. If his Bid is acceptable, the Bidder shall be responsible for, and the **Owner** will make no allowance for, any errors in his/her proposal resulting from his/her failure or neglect to comply with these instructions.

**A mandatory pre-bid meeting will be held only on July 19, 2022 at 9:00 a.m. local time, with all prospective bidders for the purposes of clarification, questions, site inspection, etc. Bidders will be responsible for signing an attendance register. Meeting will originate at the building work site and from that location the group will tour the roof. No other individual information session will be held by the Owner relating to this bid.**

### 00106 PHOTOGRAPHS OF EXISTING FACILITIES

Photographs of the existing facilities are attached for informational purposes only.

### 00107 INTERPRETATION OF CONTRACT DOCUMENTS

Questions regarding documents, discrepancies, omissions, or intent of the Specifications or Drawings shall be submitted in writing to **Owner** at least **five (5)** days prior to opening of Bids to provide time for issuing and forwarding an Addendum. Any interpretation of the Contract Documents will be made only

## INSTRUCTIONS TO BIDDERS

by Addendum duly issued or delivered by the **Owner** to each person receiving a set of Contract Documents. The **Owner** will not be responsible for any other explanations or interpretations of the Contract Documents. Failure on the part of the prospective Bidder to receive a written interpretation prior to the time of bid opening will not be grounds for withdrawal of his/her proposal. The Bidder shall acknowledge receipt of each Addendum issued in the space so provided in the Bid Form. Oral explanations will not be binding.

**Direct questions to Christopher B. Burke Engineering, Ltd., Mr. Gerald Hennelly, 847-823-0500.**

### 00108 APPROXIMATE QUANTITIES

On all items on which bids are to be received on a unit price basis the quantities stated in the Bid will not be used in establishing final payment due Contractor. The quantities stated, on which unit prices are invited, are approximate only. Bids will be compared on the basis of number of units stated in the Bidding Schedule. Payment on the Contract on unit price items will be based on the actual number of units installed (or otherwise performed) in the completed Work.

### 00109 PREPARATION OF PROPOSAL

The Bidder shall prepare his/her proposal on the attached Bid Form. Unless otherwise stated, all blank spaces of the Bid Form must be correctly filled in. Entries must be stated for each and every item, either typed in or written in ink. Only Bids which are made out on the Bid Form included in this Document will be considered. Amounts are to be shown in both words and figures. In case of discrepancy between words and figures the words shall prevail, unless it clearly appears in **Owner's** opinion that the words rather than the figures are in error. If any portion of the Bid is required to be given in unit prices and totals, and a discrepancy exists between the unit prices and totals, the unit prices shall prevail, unless it clearly appears in **Owner's** opinion that the unit prices rather than the totals are in error. If a discrepancy exists between the total base bid and the true sum of the individual bid items, the true sum shall prevail. A bid will be rejected if it does not contain a price for each and every item named in the Bidding Schedule. Bidders are warned against making any erasures or alterations of any kind, and bids which contain omissions, erasures, conditions, alterations, or additions not called for may be rejected.

### 00110 SIGNING OF BID

If the Bidder is a corporation, the legal name of the corporation shall be set forth together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation. If the Bidder is a co-partnership, the true name of the firm shall be set forth together with the signatures of all the partners. If the Bidder is an individual, his/her signature shall be inscribed. If signature is by an agent, other than an officer of a corporation or a member of a partnership, a power of attorney must be on file with the Owner prior to bid opening or submitting bids; otherwise the Bid may be regarded as irregular and may be rejected.

### 00111 BID SECURITY

Each Bid shall be accompanied by a bid bond, cashier's check or certified check drawn on a solvent bank in the **State of Illinois** payable without condition to the **Owner** in an amount not less than **ten percent (10%)** of the Bidder's highest aggregate bid amount whether it be for the Base Bid or the Alternative Bid(s) (when Alternatives are requested), as a guarantee that the Bidder will within **ten (10) days** after the date of the award of a contract execute an agreement and file bond and insurance as required by the Contract Documents if his/her Bid is accepted. **Bid not accompanied by a bid security will not be considered.**

If an intended awardee fails to execute and file an agreement, bonds and insurance as required by the Contract Documents, the amount of the security submitted with his/her Bid shall be forfeited, not as a penalty, but as liquidated damages. No Bid will be considered unless accompanied by a Bid Security as a guarantee that if the Bid is accepted the Bidder will execute the Agreement and file bonds and insurance as required by the Contract Documents within **15 days** from the date of the award of the Contract.

## INSTRUCTIONS TO BIDDERS

The bid security of the three (3) lowest bidders will be retained until a contract has been entered into and executed with the successful bidder and the performance and labor and material payment bonds, each in the full amount of the Contract, have been posted with the **Owner** and Certificates of Insurance indemnifying and adding as Additional Insureds, the **Owner** and **Christopher B. Burke Engineering, Ltd.**, and their officers, employees and agents, have been delivered to and reviewed by the Engineer.

### 00112 RETURN OF BID SECURITIES

The bid securities of the three lowest bidders will be held until the Agreement has been executed by the successful Bidder and he/she has filed with **Owner** the required bonds and insurance, after which bid securities will be returned to the three lowest bidders. The bid securities of the other Bidders will be returned within **15 days** after the opening of the Bids.

### 00113 CONSIDERATION OF PROPOSALS

No proposal will be accepted from or Contract awarded to any person, firm or corporation that is in arrears or is in default to the **Owner** upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the **Owner**, or had failed to perform faithfully any previous contract with the **Owner**.

The **Owner** reserves the right to accept or reject any or all bids, to waive any informalities in any bid, or to make awards in the best interest of the **Owner**. The **Owner** also reserves the right to award a partial amount of the Specification rather than the entire amount.

### 00114 BID SUBMITTAL

Any bid may be withdrawn at any time prior to the hour herein stated for the bid opening, provided that a request in writing, executed by the Bidder, or his/her duly authorized representative, for the withdrawal of such Bid is filed with **Owner** prior to the time specified for opening of Bids. The withdrawal of a Bid will not prejudice the right of a Bidder to file a new Bid.

No Bidder shall withdraw, cancel or modify his/her proposal for a period of **sixty (60)** consecutive calendar days after the specified closing time for the receipt of proposals, nor shall the successful Bidder withdraw, cancel or modify his/her proposal after having been notified that said proposal has been accepted by the **Owner**.

Bidders shall guarantee their bids for a period of **sixty (60)** consecutive calendar days from the date of receipt of bids.

### 00115 PENALTY FOR COLLUSION

If at any time it shall be found that the person, firm or corporation to whom the Contract has been awarded has, in presenting any Bid or Bids, colluded with any other party or parties, then the Contract so awarded shall be null and void, and Contractor and his/her sureties shall be liable to **Owner** for all loss or damage which **Owner** may suffer thereby, and **Owner** may advertise for new bids for said Work.

### 00116 LICENSE AND EXPERIENCE

Each Bidder shall possess state and local licenses as are required by law, **shall have an unlimited Illinois roofers license** and shall furnish satisfactory proof to **Owner** upon request that the license is in effect during the entire period of the Contract.

To be considered as eligible to submit a proposal, a Bidder shall have complied with all legal requirements to permit him/her to operate under applicable laws of the **State of Illinois**.

The Contractor bidding the project shall be actively engaged in Work of the nature of the project described and have adequate specialized workers and machines to do the Work.

### 00117 ACCEPTANCE/REJECTION OF PROPOSALS

The **Owner** expects to accept one of the proposals or reject all proposals within **thirty (30)** days from

## INSTRUCTIONS TO BIDDERS

the date of bid opening, unless the lowest responsive Bidder, upon request of the **Owner**, extends the time of acceptance to the **Owner**.

The **Owner** reserves the right to reject any and all proposals when such rejection is in the interest of the **Owner**, to reject proposal of a Bidder who has previously failed to perform properly, or complete on time, contracts of a similar nature, and to reject proposal of a Bidder who is not, in opinion of the Consultant or the **Owner**, in a position to satisfactorily perform the Work of the Contract. The **Owner** also reserves the right to waive any informalities and technicalities in bidding.

Under normal circumstance Contract will be awarded to lowest responsible Bidder, plus any accepted alternates, unless all bids are rejected. However, the **Owner** reserves the right to award Contract in its best interest, and therefore, reserves the right to select a Bidder other than lowest. The selection of Bidders and Award of Contract is subject to the **Village Board** approval.

### 00118 EFFECTIVE DATE OF AWARD

If a Contract is awarded by **Owner**, such award shall be effective when formal notice of such award, signed by the authorized representative of **Owner**, has been delivered to the Intended awardee, or mailed to him/her at the main business address shown on his/her Bid by an officer or agent of **Owner** duly authorized to give such notice.

### 00119 EXECUTION OF AGREEMENT

Copies of the Agreement in the number stated in the Contract Agreement will be supplied by the **Owner** and shall be executed by the successful Bidder, and returned, together with the required bonds and insurance, within **fifteen (15)** days from and after the date of the award of the Contract. Effective date of bonds shall be the same or later than the date of the Agreement.

### 00120 FAILURE TO EXECUTE AGREEMENT AND FILE BOND & INSURANCE

Failure of a successful Bidder to execute the Agreement and file required bonds and insurance within the required time shall be just cause for the annulment of the award. On failure of a successful Bidder to execute the Agreement and file the required bonds and insurance within the required time, he/she shall forfeit his/her Bid Security as agreed hereinbefore. Upon annulment of an award as aforesaid, **Owner** may then re-award the Contract.

### 00121 EXCEPTIONS

Any Bidder's exceptions to these terms or conditions or deviations from the written Specifications shall be shown in writing and attached to the Bid Form. However, such exceptions may be cause for rejection of the Bid.

### 00122 SUBSTITUTE MATERIAL

Where in the Technical Specifications one or more certain equipment/materials, trade names or articles of certain manufacture are mentioned, it is done for the express purpose of establishing a basis of durability and efficiency and not for the purpose of limiting competition. Other names of equipment/material can be used if, in the opinion of the Engineer and the Owner, they are equal in durability and efficiency to those mentioned and of a design in harmony with the Work as outlined; and the Engineer and Owner give a written approval of a substitution. Adequacy of the proposed substituted equipment and/or materials shall be determined during the shop drawing review process. Any substituted materials and/or equipment ordered by the Contractor prior to the shop drawing review process shall be at the Contractor's own risk. Should a substitution of equipment and/or materials be desired, the Contractor shall be required to request the change in writing within ten (10) days from the award of the Contract.

### 00123 GUARANTEE

The Contractor shall furnish a satisfactory surety bond in the sum of the full amount of the Contract in dollars guaranteeing the proper completion of the Work and the maintenance of the Work during the period of one (1) year from and after the date of the completion and acceptance of the same. The

## INSTRUCTIONS TO BIDDERS

maintenance, however, shall not include any damage to the Work or to any of the other obligations embraced by the Contractor which may be incurred by action beyond the control of the Contractor.

### 00124 PAYMENT BOND

The Contractor shall furnish a satisfactory payment bond in the full amount of the Contract guaranteeing payment of all material used and for all labor performed.

### 00125 (NOT USED)

### 00126 PREVAILING WAGE RATES

Not less than a prevailing wage rate shall be paid for labor on the Work to be performed under this Contract, as required by law. The rates for various phases of Work contemplated shall be in accordance with the prevailing wage scale. The Contractor shall be required to comply with all applicable federal, state and local laws pertaining to employment. Illinois workers shall be employed to perform Work in accordance with the provisions of Illinois Revised Statutes, Chapter 48, Section 2201 *et seq.* (1985). The Owner may at any time inquire of the Contractor as to the rates of wages being paid employees of the Contractor, any subcontractor or material men, where upon such information shall be promptly provided to the Owner. A certified payroll shall be submitted with each pay out request.

If at the time the Contract is executed, or if during the term of the Contract, there is excessive unemployment in Illinois as defined in the Employment of Illinois Workers on Public Works Act, 30 ILCS 570-0.01 *et seq.*, as two consecutive months of unemployment exceeding 5%, the Contractor agrees to employ Illinois laborers as stipulated by the Act. An "Illinois laborer" is defined as any person who has resided in Illinois for at least thirty (30) days and intends to become or remain an Illinois resident.

### 00127 EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

Each Bidder agrees as evidenced by his/her submission of a bid to comply with all terms of the Equal Employment Opportunity Clause of the Illinois Fair Employment Practices Commission: and to comply with all Illinois labor laws, particularly with regard to:

- A. "Preference to Citizens Illinois on Public Works Projects Acts" (Illinois Revised Statutes, Chapter 48, Section 289 - 275).
- B. "Wages of Employees on Public Works" (Prevailing Wage Act) (Illinois Revised Statutes, Chapter 48, Section 395-1-12).

The Contractor, in performing under the Contract, shall not discriminate against any worker, employee or applicant, or any member of the public because of race, creed, color, age, sex or national origin, nor otherwise commit an unfair employment practice. The Contractor further agrees that this article will be incorporated by the Contractor in all contracts entered into with suppliers of materials or services, contractors and subcontractors and all labor organizations, furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor or services in connection with this Contract.

### 00128 TAXES

Federal Excise Tax does not apply to materials purchased by the **Owner** by virtue of its municipality status. The **Owner** is a not-for-profit agency which has a sales tax exemption status. Owner's Tax Exemption Number will be provided (if requested) to the successful Bidder upon execution of the Agreement.

### 00129 LIQUIDATED DAMAGES

Time is of the essence in completion of the Work. The **Owner** may collect liquidated damages in the amount of **\$250** per day should the Contractor fail to complete the authorized work within the time allowed for the Project Schedule.

## INSTRUCTIONS TO BIDDERS

### 00130 DEFINED TERMS

The terms "**Village**" or "**The Village of Forest Park**", "Proposal" and "Plans" mean the same as "OWNER", "BID", and "DRAWINGS" respectively.

Where **Owner's Representative** is referenced, such reference shall be understood to mean the Engineer (when appointed by the Owner), and/or any other individual(s) duly authorized by the **Owner** to act as the representative of the **Owner**.

Terms used in these Instructions to Bidders are defined in the General Conditions of Construction Contract Document (Section 00 72 43) Unless otherwise stated, these General Conditions of Construction Contract Document shall apply to the Work of this Contract; and shall be incorporated into this Contract as the General Conditions of the Contract all of which are as fully a part of this Contract as if herein set out verbatim or if not attached, as if hereto attached.

END OF SECTION

## **RESPONSIBLE BIDDER REQUIREMENTS**

### **SECTION 00 21 16**

The Village of Forest Park has responsible bidder requirements per the Village Code.

Bidders shall submit with their proposal the following documents:

- a. Documents evidencing compliance with all applicable laws and ordinances prerequisite to doing business in Illinois.
- b. A valid federal employer tax identification number, or, if an individual, a valid social security number.
- c. A statement of compliance with the equal opportunity employer provisions of Section 2000e of Chapter 21, Title 42 of the United States Code and Federal Executive Order Number 11246, as amended, by Executive Order 11375 (known as the Equal Opportunity Employer Provision).
- d. Certificates of insurance indicating minimum insurance coverages as set forth in a bid specification, including general liability workers' compensation, completed operations, automobile, hazardous occupations and products liability.
- e. Evidence of a written sexual harassment policy in compliance with the provisions of the Illinois Human Rights Act.
- f. A statement of compliance with the provisions of the Illinois Prevailing Wage Act.
- g. Evidence of compliance with the Substance Abuse Prevention on Public Works Projects Act.
- h. Evidence of relevant experience that indicates the necessary capacity to perform the project and adequate references verifying the quality of work performed.
- i. For Village public works construction projects (construction of new Village facilities, renovation of existing Village facilities or Village road and/or utility construction projects) over fifty thousand dollars (\$50,000.00), evidence of participation in apprentice and training programs applicable to the work to be performed on the project which are approved by and registered with the United States Department of Labor Office of Apprenticeship and Training.
- j. For Village construction projects (construction of new Village facilities, renovation of existing facilities or Village road and/or utility construction projects), responsible bidders must demonstrate a good faith effort toward providing equal employment opportunities for persons to work as craftpersons, laborers, workers or mechanics consistent with the racial, ethnic and gender demographics of the labor force available in the Illinois Department of Employment Security Chicago-Naperville-Joliet Metropolitan Division which consists of Cook DeKalb, DuPage, Grundy, Kane, Kendall, McHenry and Will Counties.

END OF SECTION

## **SUPPLEMENTARY INSTRUCTIONS**

### **SECTION 00 22 00**

00201

#### **SALVAGE VALUE**

As part of the Scope of Work of this Contract the Contractor shall remove and properly dispose of all existing equipment. Equipment and items where indicated on the Drawings as "Salvage - Deliver to Owner" shall remain the property of the Owner. For all other equipment and items, a salvage value is being requested. The Owner reserves the right to accept or reject the salvage value offered at the time of bid. In the event the Owner does not accept the salvage value offered, then the equipment shall remain the property of the Owner and the Contractor shall deliver same to Owner's Public Works Building as directed by the Owner.

END OF SECTION

## DRAWINGS

### SECTION 00 31 21.16.19

DRAWING NO.

DRAWING TITLE

EXH 1

Forest Park Fire Department Roof Rehabilitation Plan

Note: Photos, Information and Record Drawings presented herein are offered for information only and may not reflect all existing conditions. Photos are not intended to depict all Work or conditions. Contractor shall be responsible for inspecting the site and determining actual conditions and Work to be performed.

If awarded the Contract and before starting Work, Contractor shall field verify for accuracy all Drawings pertinent to this project and conditions as noted thereon. Any discrepancies found shall be brought to the attention of the Owner immediately. If such discrepancies will result in changes to Contractor's prices, these changes shall be discussed with the Owner and executed before Contractor starts Work. The Owner will not accept any changes in Contract Price after start of Work which may or may not be due to any discrepancy in any Drawing.

END OF SECTION

**BID FORM**

**SECTION 00 41 43**

**TO: VILLAGE OF FOREST PARK  
517 DES PLAINES AVENUE  
FOREST PARK, IL 60130**

**PROJECT: FIRE DEPARTMENT ROOF REHABILITATION PROJECT**

**ACKNOWLEDGMENTS:** The undersigned has received the Contract Documents entitled: **"Fire Department Roof Rehabilitation Project"** and the following addenda to these documents:

Addendum No. _____	Dated _____
Addendum No. _____	Dated _____
Addendum No. _____	Dated _____
Addendum No. _____	Dated _____

All provisions of the Contract Documents and the addenda have been included in the Proposal submitted by the undersigned. The undersigned has carefully examined all of the Contract Documents and the sites and submits the following Proposal:

**AGREEMENT:** In submitting this Proposal, the undersigned agrees and/or understands:

1. Bids are to be held for **60 days** with a "Notice of Award" expected to be issued to the apparent successful bidder within **60 days** after the bid opening.
2. The prices in this bid have been arrived at independently, without consultation, communication or agreement, as to any matter relating to such prices with any other bidder or with any competitor and this Bid is in all respects fair and without collusion or fraud. Unless otherwise required by law, the prices which have been quoted in this Bid have not been knowingly disclosed and will not knowingly be disclosed prior to opening directly or indirectly to any other bidder or to any competitor. No attempt has been made nor will be made by the undersigned to induce any other person or firm to submit or not to submit a Bid for the purpose of restricting competition.
3. To enter into and execute the Contract and furnish the properly executed bonds and insurance certificates within the time and with the forms and in the amounts required by the Contract Documents if the award is made to the undersigned.
4. To accomplish the Work strictly in accordance with the Contract Documents.
5. To complete all Work within **the time periods as specified and** after Notice To Proceed is received. The Bidder, in submitting a bid offer, accepts the specified Contract Time for performing the Work. Completion of Work shall be in accordance with the time period as specified. **Contractor shall submit with the Bid a copy of the proposed construction schedule.**
6. The undersigned warrants that he/she has carefully examined the sites of the Work and all Contract Documents, that he/she is fully aware and knows of the character of the material, that he/she is fully satisfied as to the conditions to be encountered overhead, on the surface and in the spaces, and of the character, quality and quantities of Work to be performed and materials to be furnished, and the requirements of the Contract Documents. Furthermore, the undersigned has based the within Contract prices on his/her own independent examination in performing the Work and has not relied upon any information furnished to him/her by the **Owner**, any agent, servant or employee of the **Owner**. The undersigned agrees to assume all risks arising from any deficiencies in the Drawings, Specifications, or other Contract Documents and will make no claim against the **Owner** because of any such alleged deficiency or alleged breach of warrant by the **Owner**. The undersigned further assumes all risks of any unforeseen conditions to be incurred in performing the Work, either overhead, on the surface, or in spaces,

## BID FORM

and has taken these risks into consideration in preparing his/her Bid. The undersigned further warrants that he/she will perform such additional and/or corrective Work as may be required in order to insure that the Work performs its intended function satisfactorily, for the prices set forth in his/her proposal and at no additional cost to the **Owner**.

7. Before submitting this Proposal, the undersigned confirms that he/she has available the equipment, forces and materials necessary to perform the Work and made all necessary arrangements to insure that such equipment and materials be delivered to the site at such time as will enable him/her to perform all obligations of the Contract within the Construction Time herein stated. Furthermore, the undersigned also confirms that he/she has contacted the manufacturers and/or suppliers of the equipment and materials necessary to perform the Work and made all necessary arrangements to insure that such equipment and materials be delivered to the site at such time as will enable him/her to perform all obligations of the Contract within the Construction Time herein stated.
8. Accompanying this proposal is a Bid Bond complying with the provisions herein stated.
9. If this proposal is accepted and the undersigned fails to execute a contract and provide the bonds and certificate of insurance, as required, it is hereby agreed that the Bid Security shall be forfeited to the **Village of Forest Park**, not as a penalty, but as liquidated damages.
10. Each pay item listed in the Bidding Schedule and in the Schedule of Prices shall have a unit price or lump sum price and a total price.
11. The unit price shall govern if no total price is shown or if there is a discrepancy between the product of the unit price multiplied by the quantity.
12. If a unit price is omitted, the total price will be divided by the quantity in order to establish a unit price.
13. A bid will be declared unacceptable if neither a unit price nor a total price is shown.
14. 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 omission 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 the State laws prohibiting bid-rigging or bid-rotating.

**NOTE:** Bidder shall submit a price for each Item in the Bidding Schedule and in the Schedule of Prices. Failure to do so may result in rejection of the Proposal. The completed Schedule of Prices (Section 00 62 73) shall accompany the Bid Proposal. In addition, Bidder shall submit a copy of the proposed construction schedule with the Bid.

## BID FORM

### BIDDING SCHEDULE:

The undersigned, having carefully examined all of the Contract Documents for the “**Fire Department Roof Rehabilitation Project**” as well as the site of the Work and all conditions affecting the Work, including adjacent surroundings, shall furnish all services, labor, equipment and materials necessary and to complete all the Work for the prices set forth in the following Schedule:

<u>Item No.</u>	<u>Description</u>	<u>Quantity Estimate</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Price</u>
<b>BASE BID (Work to be Performed Fall 2022)</b>					
01 11 00/01	Roof Preparation	1	L.S.	\$ _____	\$ _____
01 11 00/02	Install Modified Bitumen Roofing System	1	L.S.	\$ _____	\$ _____
01 11 00/03	Install New 24 Gauge Prefinished Galvanized Counter Flashings, Perimeter Edge Metal, Slip Counter Flashings at Curbs	1	L.S.	\$ _____	\$ _____
01 11 00/04	Bonds and Insurance	1	L.S.	\$ _____	\$ _____

Total Base Bid (Fall 2022) for Roofing Work \$ \_\_\_\_\_

### **ITEMS ORDERED BY THE OWNER OR OWNER’S REPRESENTATIVE DURING CONSTRUCTION**

Note: The below listed items will be used if it is found that any of the materials listed below need to be replaced during construction only if requested by Owner or Owner’s Representative. Owner may elect to award any portion of the below listed work or increase or decrease quantities as necessary to facilitate the needs of the Village.

01 11 00/02	Gutter Removal & Repl.	150	Feet	\$ _____	\$ _____
01 11 00/03	Downspout Rem. & Repl.	150	Feet	\$ _____	\$ _____
01 11 00/04	Scupper Rem. & Repl.	1	L.S.	\$ _____	\$ _____
01 11 00/05	Roof Drain Rem. & Repl.	1	L.S.	\$ _____	\$ _____
01 11 00/08	Install New Rubberized Blocking	12	Each	\$ _____	\$ _____
01 11 00/09	Tuckpointing of Existing Masonry	100	Sq. Ft.	\$ _____	\$ _____
01 11 00/10	¾" Marine Grade Plywood	150	Sq. Ft.	\$ _____	\$ _____
01 11 00/11	Raise and Reframe Existing Power Roof Ventilators	3	Each	\$ _____	\$ _____
01 11 00/12	Extend and Reuse Natural Gas Service and Drip Lines	6	Each	\$ _____	\$ _____

## BID FORM

### **EXCEPTIONS AND DEVIATIONS**

The Bidder shall list herein all exceptions and deviations taken to the Contract Documents by Section and page number. (Use additional sheets if required and state number of sheets).

Exceptions and deviations taken to the Contract Documents are (check one): None (\_\_\_); As Stated Below (\_\_\_)/Sheet \_\_\_ of \_\_\_.

Section/Pg. No.

Description of Exception/Deviation

### **SUBCONTRACTOR LISTING**

The following list of subcontractors and class of work performed by each is submitted. Subcontractors are defined as persons, firms or corporations who supply labor and/or materials for work under this Contract.

Subcontractor

Class of Work

## BID FORM

### **BIDDER'S EXPERIENCE/QUALIFICATIONS**

To demonstrate the Bidder's experience/qualifications, the Bidder shall list herein at least five (5) similar projects equal or greater in capacity which the Bidder has successfully completed within the past three (3) years. Include under General Project Description the type and style of potable water storage tanks demo'ed as well as any work performed on buildings or structures having (or similar to) National Historic Landmark Status.

<u>Owner or</u> <u>Municipality</u>	<u>General Project Description</u>	<u>Reference</u> <u>Name and</u> <u>Phone No.</u>	<u>Year</u> <u>Completed</u>
--	------------------------------------	---	---------------------------------

**Note: Bid will be considered "Non-Responsive" if the above experience listing, qualifications and requirements are not fulfilled.**

## BID FORM

### **BID CONDITIONS**

It is expressly understood and agreed that quantities in the Bidding Schedule for Unit Price Work Items are approximate only, and that payment on the Contract will be made only on the actual quantities of Work complete in place, measured on the basis defined in the Contract Conditions and the Contract Specifications.

The undersigned has carefully checked the above Bidding Schedule against the Contract Drawings and Specifications before preparing this proposal and accepts the items listed in this Bid as substantially correct, both as to classification and amount, and as correctly listing the complete Work to be done in accordance with the Contract Drawings and Specifications.

If this Bid is accepted and the undersigned shall fail to contract as aforesaid and to give the Performance Bond and Payment Bond and to provide all insurance as required by the Contract Documents within **fifteen (15) days** after the date of the award of the Contract, the Owner may, at his/her option, determine that the Bidder has abandoned his/her Contract, and thereupon this Bid and the acceptance thereof shall be null and void, and the forfeiture of such security accompanying this Bid shall operate and the same shall be the property of the Owner as liquidated damages.

### **BID SECURITY**

Accompanying this Bid is a \_\_\_\_\_ Dollars (\$\_\_\_\_\_).

- Note:
- a. Insert the words "bid bond" or "cashier's check", or "certified check" as the case may be. In the case where bid security is not required by the contract insert the words "Not Required by Contract".
  - b. Amount must be equal to at least **ten percent (10%)** of the Total Bid Price. Where an Alternative(s) has been requested, the Bid Security shall be at least ten percent (10%) of the highest aggregate amount whether it be the Total Base Bid Price or the Total Alternative Bid Price.

**Attach Bid Security Here**

### **PROPOSAL SIGNATURE:**

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) ss

\_\_\_\_\_, being first duly sworn on oath deposes and says that the Bidder on the above Bid is organized as indicated below and that all statements herein made are made on behalf of such Bidder and that his/her deponent is authorized to make them.

\_\_\_\_\_, also deposes and says that he examined and carefully prepared his/her Bid from the Contract Drawings and Specifications and has checked the same in detail before submitting this Bid, that the statements contained herein are true and correct.

## BID FORM

(Fill Out Applicable Paragraph Below)

If Bidder is:

### An Individual

By \_\_\_\_\_ (SEAL)  
(Individual's Name)

doing business as \_\_\_\_\_

Business address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

### A Partnership

By \_\_\_\_\_ (SEAL)  
(Firm Name)

\_\_\_\_\_  
(General Partner)

Business address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

### A Corporation

By \_\_\_\_\_  
(Corporation Name)

\_\_\_\_\_  
(State of Incorporation)

By \_\_\_\_\_  
(Name of Person Authorized to Sign)

\_\_\_\_\_  
(Title)

(Corporate Seal)

Attest \_\_\_\_\_ (SEAL)  
(Secretary)

Business address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

END OF SECTION

## **WAGE RATE REQUIREMENTS**

### **SECTION 00 43 43**

#### **1. GENERAL**

- A. CONTRACTOR and Subcontractors shall pay wages not less than the prevailing hourly wage rate for each classification of employee engaged on the Work as determined by the United States Department of Labor and by the State of Illinois Department of Labor. In case of conflict, the wages paid by CONTRACTOR shall be not less than the higher of the prevailing wage determination.
- B. CONTRACTOR shall comply with the provisions of Wages of Employees on Public Works (Prevailing Wage] Act (Illinois Revised Statutes, Chapter 48, Section 39s-1 through 39s-12).
- C. The prevailing wage law does not prohibit payment of more than the prevailing rate of wages nor does it limit the hours of Work which may be performed by any employee in any particular period of time.
- D. A copy of the wage determination shall be posted by CONTRACTOR in a prominent place at the Site of the Work where it can be easily seen by the employees.
- E. If at the time the Contract is executed, or if during the term of the Contract, there is excessive unemployment in Illinois as defined in the Employment of Illinois Workers on Public Works Act, 30 ILCS 570-0.01 *et seq.*, as two consecutive months of unemployment exceeding 5%, the Contractor agrees to employ Illinois laborers as stipulated by the Act. An "Illinois laborer" is defined as any person who has resided in Illinois for at least thirty (30) days and intends to become or remain an Illinois resident.

#### **2. WAGE DETERMINATIONS**

- A. The following wage rate schedule(s) are the prevailing rate(s) of hourly wage applicable to this Contract.

If the Department of Labor revises the prevailing rate of hourly wages to be paid by the public body, the revised rate as provided by the public body shall apply to this Contract.

**AFFIDAVIT OF NON-COLLUSION**

**SECTION 00 45 19**

STATE OF ILLINOIS)  
  )SS  
  )

\_\_\_\_\_ being first duly sworn on oath deposes and states:

- a. That in connection with this procurement,
  - 1. the prices in this Bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
  - 2. the prices which have been quoted in this Bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening directly or indirectly to any other bidder or to any competitor; and
  - 3. no attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a Bid for the purpose of restricting competition.
- b. The undersigned further states
  - 1. He/She is the person in the Bidder's organization responsible within that organization for the decision as to the prices being bid herein and that he/she has not participated, and will not participate, in any action contrary to (a.1) through (a.3) above; or
  - 2. He/She is not the person in the Bidder's organization responsible within that organization for the decision as to the prices being bid herein but that he/she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to (a.1) through (a.3) above, and as their agent does hereby so certify; and (b) he/she has not participated, and will not participate, in any action contrary to (a.2) through (a.3) above.
- c. It is expressly understood that the foregoing statements, representations, and promises are made as a condition to the right of the Bidder to receive payment under any award made hereunder.

For Corporation:  
(Corporate Seal)

\_\_\_\_\_ (Name) Indicate if corporation, partnership or sole proprietor

ATTEST:

\_\_\_\_\_ (Office held in Bidder Organization)

\_\_\_\_\_  
SUBSCRIBED AND SWORN TO before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

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

END OF SECTION

**BIDDER CERTIFICATION  
IN COMPLIANCE WITH ARTICLE 33 E TO THE  
"CRIMINAL CODE OF 1961"**

**SECTION 00 45 46**

I \_\_\_\_\_, do hereby certify that:

1. I am \_\_\_\_\_ of the \_\_\_\_\_.  
Position Firm

and have authority to execute this certification on behalf of this firm.

2. This firm is not barred from bidding on this Contract as a result of a violation of either Section 33E-3, Bid-Rigging, or Section 33E-4, Bid Rotating, as set forth in Article 33E to the "Criminal Code of 1961".

Name of Firm \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Corporate Seal (where appropriate)

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me appeared  
(Name) \_\_\_\_\_ to me personally known, who, being duly sworn,  
did execute the foregoing affidavit, and did state that he or she was properly authorized by  
(Name of Firm) \_\_\_\_\_ to execute the affidavit and did so  
as his or her free act and deed.

Notary Public \_\_\_\_\_ Commission Expires \_\_\_\_\_

Notary Seal

END OF SECTION

## CONTRACT AGREEMENT

### SECTION 00 52 43

THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between the **Village of Forest Park** hereinafter called "Owner", and \_\_\_\_\_, hereinafter called "Contractor".

WITNESSETH:

WHEREAS, Owner has heretofore, solicited Bids for all the Work and improvements and for the doing of all things included within the hereinafter specified and related to the **Fire Department Roof Rehabilitation Project**.

WHEREAS, Owner did on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, find that Contractor was the lowest responsible bidder for hereinafter specified Work and did award Contractor a contract for said Work.

NOW, THEREFORE, for and in consideration of their mutual promises, covenants, undertaking and agreements, the parties hereto do hereby agree as follows:

#### ARTICLE I - WORK TO BE DONE BY CONTRACTOR

Contractor agrees, at his/her own cost and expense, to do all the Work and to furnish all the labor, materials, equipment and other property necessary to perform and complete all the Work and improvements required for and related to the **Fire Department Roof Rehabilitation Project** all in full accordance with and in compliance with and as required by the hereinafter specified Contract Documents, including any and all Addenda for said Work, and to do, at his/her own cost and expense, all other things required of the Contractor by said Contract Documents for said Work.

All Work shall be performed in accordance with applicable laws and government agency regulations and rules; Authorities having jurisdiction; OSHA regulations and rules; and any applicable rules and regulations of the **State of Illinois** or **Cook County** agencies. Furthermore, and as related to the Work, the Contractor shall give notices and comply with applicable laws, ordinances, rules, regulations, and lawful orders of all public authorities bearing on the safety of persons or property or their protection from damage, injury or loss.

#### ARTICLE II - CONTRACT DOCUMENTS

The Contract Documents herein named include all of the following component parts, all of which are as fully a part of this Contract as if herein set out verbatim, or if not attached, as if hereto attached:

1. Instructions to Bidders
2. Bidding Requirements
3. Bid Form
4. This Contract Agreement
5. General Conditions of the Contract
6. Supplementary Conditions (if any)
7. Contract Specifications
8. Contract Drawings
9. All Bonds, Insurance Certificates and Insurance Policies mentioned or referred to in the foregoing Documents.
10. Any and all other Documents or Papers included or referred to in the foregoing Documents.
11. Any and all Addenda to the foregoing.

## CONTRACT AGREEMENT

### ARTICLE III - CONTRACT PRICE

The Contractor agrees to receive and accept the following total lump sum bid price (and as may be adjusted for unit price work actually performed) as full compensation for furnishing all materials and equipment and for doing all the Work contemplated and embraced in this Agreement; also for all loss or damage arising out of the nature of the Work aforesaid, or from the action of the elements, or from any unforeseen difficulties or obstructions which may arise or be encountered in the prosecution of the Work until its acceptance by the Owner, and for all risks of every description connected with the Work; also for well and faithfully completing the Work, and the whole thereof, in the manner and according to and in compliance with the Contract Documents and the requirements of the Engineer under them; also for any and all other things required by the Contract Documents, to wit:

Owner agrees to pay Contractor for performance of Work in accordance with the Contract Documents in current funds as follows:

Total Contract Price of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_).  
(in writing) (in figures)

This Total Contract Price shall consist of the itemized prices as indicated in the Contractor's Bidding Schedule.

Plus the following (List in detail additional work, if any, and corresponding amounts):

### ARTICLE IV - CONTRACT TIME

The Work of this Contract shall include all Work in accordance with the Contract Documents prescribed and specified and as related to the **Fire Department Roof Rehabilitation Project**. The Work of this Contract shall be completed within **45 days** from the date which the Notice to Proceed is issued. The Contractor agrees to commence Work under this Contract within **10 days** after the receipt from the Owner of a fully executed Agreement and Notice to Proceed and to fully complete all Work included in this Contract to the point of final acceptance by the Owner within the previously specified time period.

### ARTICLE V - LIQUIDATED DAMAGES

OWNER and CONTRACTOR recognize that time is of the essence in this Agreement and that OWNER will suffer financial loss if the Work is not completed within the time specified above, plus any extensions thereof allowed by the Owner in writing. They also recognize the delays, expense and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by OWNER if the Work is not completed on time. Accordingly, instead of requiring any such proof, OWNER, and CONTRACTOR agree that as liquidated damages for delay (but not as a penalty) CONTRACTOR shall pay OWNER **\$250.00 for each calendar day** that expires after the specified completion time until the Work is completed and Final Acceptance is made by the Owner. In addition, the Contractor agrees that additional liquidated damages shall be paid to the Owner as applicable and in accordance with Section 01 31 19 of the Specifications and/or other provisions of the Contract Documents.

## CONTRACT AGREEMENT

### ARTICLE VI - PAYMENTS TO CONTRACTOR

General: Owner agrees with said Contractor to employ and does hereby employ, the said Contractor to provide the materials and do all the Work and do all other things hereinabove mentioned according to the terms and conditions hereinabove contained or referred to for the Total Contract Price aforesaid and hereby contracts to pay the same at the time, in the manner and upon the condition set forth or referred to hereinafter; and the said parties for themselves, their heirs, executors, administrators, successors and assigns do hereby agree to the full performance of the covenants herein contained.

Application for Payment: CONTRACTOR shall submit Applications for Payment in accordance with Article 14 of the General Conditions. Applications for Payment will be processed by ENGINEER as provided in the General Conditions.

Progress Payments: OWNER shall make progress payments on account of the Contract Price on the basis of CONTRACTOR'S Applications for Payment as recommended by ENGINEER, on or about the fifteenth day of each month during construction as provided below. All progress payments will be on the basis of the progress of the Work measured by the schedule of values provided for in Paragraph 14.1 of the General Conditions.

Retention of Payment: Retention for payment shall be as follows: For the first 50 percent of completed Work, there shall be deducted 10 percent to be retained until after the completion of the entire Work to the satisfaction of the Owner. After 50 percent or more of the Work is completed, the Owner may, at his/her discretion, certify the remaining partial payments without any further retention, provided that satisfactory progress is being made and provided that the amount retained is not less than 5 percent of the total adjusted Contract Price.

Final Payment: Upon final completion and acceptance of the Work in accordance with Paragraph 14.13 of the General Conditions, OWNER shall pay the remainder of the Contract Price as recommended by the ENGINEER as provided in said Paragraph 14.13.

## CONTRACT AGREEMENT

IN WITNESS WHEREOF, the parties hereto have caused this Instrument to be executed the day and year first above written.

\_\_\_\_\_  
Contractor

By \_\_\_\_\_

(SEAL)

Title \_\_\_\_\_

ATTEST:

\_\_\_\_\_

TITLE: \_\_\_\_\_

**VILLAGE OF FOREST PARK**

Owner

By \_\_\_\_\_

(SEAL)

Title \_\_\_\_\_

ATTEST:

\_\_\_\_\_

TITLE: \_\_\_\_\_

### IMPORTANT

**NOTE:** If the Contractor is a corporation, the legal name of the corporation shall be set forth above, together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation; if Contractor is a co-partnership, the true name of the firm shall be set forth above, together with the signatures of all partners; and if the contractor is an individual, his/her signature shall be placed above. If signature is by an agent other than an officer of a corporation or a member of a partnership, a power-of-attorney must be attached hereto. Signature of Contractor shall also be acknowledged before a Notary Public or other person authorized by law to execute such acknowledgment.

END OF SECTION

PERFORMANCE BOND

SECTION 00 61 13-13

KNOW ALL MEN BY THESE PRESENTS THAT \_\_\_\_\_

\_\_\_\_\_  
(insert the name and address or legal title of the Contractor)

as Principle, hereinafter called Contractor, and

\_\_\_\_\_  
(insert the legal title of Surety)

as Surety, hereinafter called Surety, are held firmly bound unto the **(OWNER)** \_\_\_\_\_

\_\_\_\_\_ as obligee, hereinafter called the  
Owner in the full and just sum of

\_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_)

lawful money of the UNITED STATES OF AMERICA for the payment of which sum of money well and truly to be made, we bind ourselves, heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents:

WHEREAS, the Principal has entered in to a certain written contract, dated the \_\_\_\_\_ day of

\_\_\_\_\_, A.D. 20\_\_\_\_, with the \_\_\_\_\_

for \_\_\_\_\_

complete, as described in the foregoing Contract and Articles of Agreement.

NOW THE CONDITIONS OF THIS OBLIGATION ARE SUCH that if the said Principal shall in all respects well and truly keep and perform the said Contract, and shall pay all sums of money due or to become due, for any labor, materials, apparatus, fixtures or equipment furnished for the purpose of constructing the Work provided in said Contract, and shall remove and replace any defects in workmanship or materials which may be apparent or may develop within a period of one (1) year from the Date of Final Acceptance, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

And the said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract or to the Work to be performed thereunder or the Specifications accompanying the same shall in any wise affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract or to the Work or to the Specifications.

**PERFORMANCE BOND**

IN WITNESS WHEREOF, we have hereunto set our hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
Principal (SEAL)

Witness:

\_\_\_\_\_  
(If Individual or Firm)

Attest:

\_\_\_\_\_  
(If Corporation)

\_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
(SEAL)

Attest:

\_\_\_\_\_  
(Surety)

END OF SECTION

**LABOR AND MATERIAL PAYMENT BOND**

**SECTION 00 61 13-16**

KNOW ALL MEN BY THESE PRESENTS THAT \_\_\_\_\_

\_\_\_\_\_  
(insert the name and address or legal title of the Contractor)

as Principle, hereinafter called Contractor, and

\_\_\_\_\_  
(insert the legal title of Surety)

as Surety, hereinafter called Surety, are held firmly bound unto the (OWNER)

\_\_\_\_\_ as obligee, hereinafter called the  
Owner in the full and just sum of

\_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_)

lawful money of the UNITED STATES OF AMERICA for the payment of which sum of money well and truly to be made, we bind ourselves, heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents:

WHEREAS, the Principal has entered in to a certain written contract, dated the \_\_\_\_\_ day of

\_\_\_\_\_, A.D. 20\_\_\_\_, with the \_\_\_\_\_

for \_\_\_\_\_

complete, as described in the foregoing Contract and Articles of Agreement.

NOW THE CONDITIONS OF THIS OBLIGATION ARE SUCH that if the said Principal shall in all respects well and truly keep and perform the said Contract, and shall pay all sums of money due or to become due, for any and all persons, firms, subcontractors and corporations furnishing materials for or performing labor in the prosecution of the Work provided for in the Contract, and any authorized extension or modification thereof, including all amounts due for materials, lubricants, oil, gasoline, and other fuels, repairs on machinery, equipment and tools, consumed or used in connection with the construction of such Work, and all insurance premiums on said Work, and for all labor, performed in such Work whether by subcontractor or otherwise, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

And the said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract or to the Work to be performed thereunder or the Specifications accompanying the same shall in any wise affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract or to the Work or to the Specifications.

**LABOR AND MATERIAL PAYMENT BOND**

IN WITNESS WHEREOF, we have hereunto set our hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
Principal (SEAL)

Witness:

\_\_\_\_\_  
(If Individual or Firm)

Attest:

\_\_\_\_\_  
(If Corporation)

\_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
(SEAL)

Attest:

\_\_\_\_\_  
(Surety)

IMPORTANT: Surety companies executing BONDS must be authorized to transact business in the state where the Project is located.

END OF SECTION

## CERTIFICATION OF CONTRACTOR RESPONSIBILITY

### SECTION 00 62 00

(To be submitted at Preconstruction Meeting)

The following information is hereby submitted. It is understood that this Certificate shall be submitted prior to the initiation of executing the Work of this Contract and prior to or at the time of any change in the personnel assigned as the construction supervisor or safety supervisor. It is further understood that the construction supervisor and the safety supervisor shall be available on a twenty four (24) hour will call basis.

Date: \_\_\_\_\_ By: \_\_\_\_\_  
(Name and Title)

#### PROJECT

#### **Fire Department Roof Rehabilitation Project**

Construction Supervisor:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Safety Supervisor:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

END OF SECTION

## CERTIFICATE OF INSURANCE

### SECTION 00 62 16

#### INSURANCE REQUIREMENTS

Before commencing Work, the Contractor shall obtain at his/her own expense, and agree to keep in effect during the life of this Contract, as a minimum requirement, the following insurance in a company or companies acceptable to the Owner; (and authorized to transact business under the laws of the **State of Illinois**):

1. The Contractor shall purchase and maintain liability insurance as required until all Work required under the Contract has been completed and accepted by the Owner, except as otherwise provided. The insurance required shall be written for not less than those stipulated in Section 00800 and Section 02080.
2. Contractor shall renew any policy which expires during the performance of the Contract and shall notify Owner by appropriate Certificate of Insurance of such renewal prior to the expiration date.
3. **The Village of Forest Park** (Owner) and **Christopher B. Burke Engineering, Ltd.** (Engineer) shall be added as an additional insured to the Contractor's general liability/property damage policy, automobile liability and property damage policy and employer's liability coverage. Owner/Engineer shall be named as an alternate employer on Contractor's Worker's Compensation coverage. Contractor hereby waives the right of subrogation against Owner as to any claims under worker's compensation and employer's liability policies.
4. Certificates of Insurance naming Owner and Engineer as additional insured, with insurance companies which are acceptable to the Owner, shall be filed with the Owner prior to commencement of the Work. These Certificates shall contain a provision that coverages afforded under the policies will not be canceled until at least thirty (30) days prior written notice has been given to Owner.
5. All coverages shall be provided upon an occurrence basis, unless claims-made coverages are expressly approved, in writing, by Owner's Director of Risk Management and Insurance. Contractor shall renew any policy which expires during the performance of the contract and shall notify Owner by appropriate Certificate of Insurance of such renewal prior to the expiration date.
6. The Contractor agrees to indemnify and save harmless the Owner, **Christopher B. Burke Engineering, Ltd.**, and all of their officers, partners, agents and employees from and against all loss or expense (including court costs and attorney's fees) by reason of liability imposed by law upon Owner and **Christopher B. Burke Engineering, Ltd.**, for damages because of bodily injury, including death at any time, resulting therefrom sustained by any person or persons or on account of damage to or destruction of property, real or personal, including loss of use thereof, arising out of or in consequence of performance of this Work, whether such injuries to or death of persons or damage to property is due or claimed to be due to the negligence of the Contractor, his/her Subcontractors, the Owner, **Christopher B. Burke Engineering, Ltd.**, their officers, partners, agents, and employees except only such injury, death or damage as shall have been occasioned by the sole negligence of the Owner or **Christopher B. Burke Engineering, Ltd.**

END OF SECTION

### CLARIFICATION/INTERPRETATION REQUEST

**SECTION 00 63 13**

Project:	Date:
Contractor:	Clarification Request No.:
Contract:	Re:
Attn:	
This is a request for a clarification/interpretation on the following:	
Prepared By:	Date Response Needed:
Response:	
Response Prepared By:	
Response Returned to Contractor On:	
cc: Owner	

END OF SECTION

**CHANGE ORDER**

**SECTION 00 63 63**

Order No.: \_\_\_\_\_

Date: \_\_\_\_\_

Agreement Date: \_\_\_\_\_

**NAME OF PROJECT:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OWNER:** \_\_\_\_\_

\_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_

**CHANGES TO THE CONTRACT DOCUMENTS** (Describe and/or attach description/justification) \_\_\_\_\_

**CHANGES TO THE CONTRACT PRICE**

Original CONTRACT PRICE: \$ \_\_\_\_\_

Current CONTRACT PRICE adjusted by previous CHANGE ORDER: \$ \_\_\_\_\_

The CONTRACT PRICE due to this CHANGE ORDER will be  
(Increased) (Decreased) by: \$ \_\_\_\_\_

The new CONTRACT PRICE including this CHANGE ORDER will be: \$ \_\_\_\_\_

**CHANGE TO CONTRACT TIME**

The CONTRACT TIME will (not be affected by this CHANGE ORDER) or will be  
(Increased) (Decreased) by \_\_\_\_\_ calendar days.

The date for final completion of all Work shall be \_\_\_\_\_ (Date).

Prepared By CONTRACTOR: \_\_\_\_\_ (Date)

Reviewed By ENGINEER: \_\_\_\_\_ (Date)

Accepted By OWNER: \_\_\_\_\_ (Date)

END OF SECTION

**NOTICE OF AWARD**

**SECTION 00 68 00**

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROJECT Description: \_\_\_\_\_

The OWNER has considered the BIDS received on \_\_\_\_\_, 20\_\_\_\_, for the above described WORK in response to its Advertisement for Bids dated \_\_\_\_\_, 20\_\_\_\_ and Instructions to Bidders.

You are hereby notified that your BID has been accepted for items in the amount of \$\_\_\_\_\_.

You are required by the INSTRUCTIONS TO BIDDERS to execute the AGREEMENT and furnish the required CONTRACTOR'S PERFORMANCE BOND, PAYMENT BOND and CERTIFICATE OF INSURANCE within fifteen (15) calendar days from the date of this Notice to you.

If you fail to execute said AGREEMENT and to furnish said BONDS within fifteen (15) days from the date of this NOTICE, said OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of your BID as abandoned and as a forfeiture of your BID SECURITY. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledge copy of this NOTICE OF AWARD to the OWNER.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Owner)

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

**ACCEPTANCE OF NOTICE**

Receipt of the above NOTICE OF AWARD is hereby acknowledged by \_\_\_\_\_  
\_\_\_\_\_

this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

**END OF SECTION**

**NOTICE TO PROCEED**

**SECTION 00 69 00**

TO: \_\_\_\_\_ DATE: \_\_\_\_\_  
\_\_\_\_\_  
PROJECT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You are hereby notified to commence WORK in accordance with the Agreement dated \_\_\_\_\_, 20\_\_\_\_, on or before \_\_\_\_\_, 20\_\_\_\_, and you are to fully complete the WORK of the above referenced project within **45** consecutive calendar days from the foregoing specified commencement date. The completion date of all WORK is therefore \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Owner)  
BY: \_\_\_\_\_  
TITLE: \_\_\_\_\_

**ACCEPTANCE OF NOTICE**

Receipt of the above NOTICE OF AWARD is hereby acknowledged by \_\_\_\_\_  
\_\_\_\_\_

this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

BY: \_\_\_\_\_  
TITLE: \_\_\_\_\_

**END OF SECTION**

**STANDARD GENERAL CONDITIONS OF THE CONSTRUCTION CONTRACT**

**SECTION 00 72 43**

PART 1-        GENERAL

- 1.01        Engineers Joint Contract Documents Committee 1910-8 (Latest Edition) Standard General Conditions of the Construction Contract shall apply to the Work in this Contract.

END OF SECTION

## **SUMMARY OF WORK**

### **SECTION 01 11 00**

#### **PART 1- GENERAL**

##### **1.01 DESCRIPTION OF WORK**

- A. General. The Work to be performed consists of furnishing labor, materials, equipment, and supervision as required by the Contract Documents for the **Forest Park Fire Department Roof Rehabilitation Project** as required and as herein specified, including any and all accessories associated with the installation. The Contractor shall submit a staged construction schedule so as to provide Owner verification that no portion of any roof cannot be completely rehabilitated in one working day. The Work to be performed is generally summarized to include but not be limited to the following. The Work associated with this project is to be bid as a Base Bid and Additional Items Ordered by the Engineer During Construction. The items below are broken out into the two categories for bidding purposes only to establish agreed upon unit prices for all items of work. The Village reserves the right to reject any portion or work of this Contract.

#### **BASE BID**

- B. Roof Preparation. The entire roof will be cleaned of all debris; all large blisters and gas pockets will be cut and flattened. Remove the perimeter edge and curb sheet metal flashings. All loose and unstable roof flashings will be removed and/or resecured. Apply a solid and uniform application of asphalt primer to the entire roof field and flashings.
- C. Modified Bitumen Roofing. Over the existing prepared roof a Modified Bitumen Membrane roof system will be installed, utilizing the following layers:
1. A base layer of modified bitumen base roof membrane.
  2. A cap layer of "white" mineral surfaced modified bitumen roof membrane.

Flash all walls, curbs, vents and miscellaneous roof penetrations using the same layers of modified bitumen membrane. Install preformed 2-1/2 lb. lead flashings at all plumbing vent stacks.

- D. Sheet Metal Flashing. New 24-gauge prefinished galvanized:
1. Wall counter flashings.

## SUMMARY OF WORK

2. Perimeter edge metal.
3. Slip counter flashings at curbs as needed.
4. Gutters and downspouts. (Color of Owner's choice.)

### 1.02 LOCATION OF THE WORK

The project work site is located **at 7625 Wilcox Street.**

### 1.03 PHYSICAL CONDITIONS

#### A. General

The site on which the Work is to be performed has limited access and boundary constraints, all of which the Contractor accepts full responsibility. Any construction easement(s) or staging area(s) required by the Contractor (other than those that may be shown on the Drawings) shall be the responsibility of the Contractor. Any specialized machinery and/or equipment as required due to the limited access/boundary constraints/type of work to be performed shall be the responsibility of the Contractor.

#### B. Staging Areas

Prior to staging any equipment, materials, and/or appurtenances as may be required to perform the Work, the Contractor shall obtain the permission of the Owner. Any restoration of a damaged area attributed to Contractor staging shall be the Contractor's responsibility. Any special clean up required to restore disturbed areas shall be considered incidental to the Contract.

### 1.04 ACCESS TO JOB SITE

Access to the project site is possible via **existing roadways.**

The Contractor shall comply with the conditions and regulations of controlling agencies of public roads, access, rights-of-way restrictions, and other limitations affecting transportation and ingress and egress at the job site.

### 1.05 PROJECT BOUNDARIES AND CONTRACTORS USE OF PREMISES

The area of the project is indicated by the photographs included for information. Subject to restrictions placed upon the Contractor by the Owner, the Contractor may locate his/her facilities within the area as will best suit his/her operations; except that at no time shall the

## SUMMARY OF WORK

Contractor locate his/her facilities, equipment, or materials in a manner to obstruct access or in any way interfere with the normal operation of the surrounding community and/or the existing facilities.

### 1.06 ADDRESSING CORRESPONDENCE

All mail pertinent to the Work shall be sent by special delivery unless delivery by regular mail can be accomplished within three days. Receipt of such mail will be promptly acknowledged when acknowledgment is requested. If acknowledgment is requested and is not received in reasonable time, duplicate copies shall be forwarded.

On all correspondence the name and official position of the signer shall be typewritten or printed immediately below the handwritten signature.

All correspondence relating to contractual matters, including prices, delivery and changes in Scope of Work, shall be directed to the Owner with two copies to the Engineer.

The address of the **Owner** is:

**The Village of Forest Park  
517 Des Plaines Avenue  
Forest Park, IL 60130**

Attention: **Mr. Steve Glinke  
Building Commissioner**

### 1.07 MEASUREMENT AND PAYMENT

#### A. Measurement

Measurement will not be made for the Work specified in this Section.

#### B. Payment

Payment for the Work specified in this Section will be made at the lump sum prices for the below listed Items, in the Schedule of Prices:

01 11 00/01;	Roof Preparation
01 11 00/02;	Install Modified Bitumen Roofing System
01 11 00/03;	Install New 24-Gauge Prefinished Galvanized Counter Flashings, Perimeter Edge Metal, Slip Counter Flashings at

## SUMMARY OF WORK

Curbs

01 11 00/04; Bonds and Insurance

- C. This price shall be full compensation for furnishing and installing all materials; and for all preparation; and for all labor, equipment, tools and incidentals necessary for the Work as required by the Specifications and Drawings.
- D. Payment will not be made for any other Items except as listed above. All other costs associated with such Work shall be considered incidental and shall be included in the prices bid for the various items to which they pertain.

END OF SECTION

## PROJECT MEETINGS

### SECTION 01 31 19

#### PART 1- GENERAL

##### 1.01 PRECONSTRUCTION CONFERENCE

###### A. General

Within 10 days after issuance of the Notice to Proceed, a preconstruction conference will be held at the location, date, and time to be designated by the Owner. Contractor shall be readily available to attend this meeting and shall make the necessary arrangements to have those individuals (including subcontractors) experienced and knowledgeable, and who will be in the direct charge of the Work, to also attend the meeting.

###### B. Agenda

The matters to be discussed will include:

1. Set final completion date for the Work of this Contract in accordance with Notice to Proceed and identify time period.
2. Details of construction sequence, including the bar chart submitted with the Bid, lead times of equipment procurement, as well as the date by which the Contractor must place his/her material or equipment order to complete the Work within the construction schedule time limitations set in Section 000300 Paragraph 5.
3. Communication and general correspondence procedures between the involved parties. The Owner will designate his/her representative and/or Engineer at the time of this meeting.
4. The names and titles of all persons authorized by the Contractor to represent and execute documents for the Contractor.
5. The names, addresses, and telephone numbers of all those authorized by the Contractor to act for him/her in emergencies. Contractor to provide phone/fax/pager numbers of those individuals who will be available and responsible for the Work on a 24-hour per day basis, 7 days per week.
6. Access and rights-of-way furnished by the Owner.

## PROJECT MEETINGS

7. Forms and procedures for Contractor's Submittals as described in Section 01 33 23.
8. Construction equipment and methods proposed by the Contractor. The Contractor shall submit a list of equipment to be used in the Work.
9. Administrative and general matters as needed.
10. Parking areas for public and Contractor.
11. Subcontractors.
12. Payment estimates and submittals for payment.
13. Progress meetings during the course of the Work.

### 1.02 WEEKLY CONSTRUCTION MEETINGS

Construction meetings shall be held once every week or more frequently as needed or called by the Contractor or the Owner. All matters bearing on the progress and performance of the Work since the preceding progress meetings shall be discussed and resolved, including, without limitation, any previously unresolved matters, deficiencies in the Work or the methods being employed for the Work, and problems, difficulties, or delays which may be encountered, in order that the Work may be constructed on schedule and within cost.

### PART 2- PRODUCT

Minutes of construction meetings shall be prepared by the Contractor subject to the review of the Owner or Owners Representative having participated in the meeting.

### PART 3- EXECUTION

Minutes of construction meetings shall be submitted to the Owner or Owners Representative no later than 72 hours following the meeting.

### PART 4- MEASUREMENT AND PAYMENT

Separate measurement or payment will not be made for the Work specified in this Section. All cost of such Work shall be considered incidental and shall be included in the prices bid for the various items to which they pertain in the Schedule of Prices.

END OF SECTION

## **MATERIAL AND EQUIPMENT**

### **SECTION 01 33 16**

#### **PART 1- GENERAL**

##### **1.01 SCOPE**

###### **A. Description**

This Section covers minimum general requirements related to and including, but not limited to the following:

1. Products.
2. Transportation and handling.
3. Storage and protection.
4. Product options.
5. Substitutions.

###### **B. Related Work**

1. All Sections of the Contract Documents including Bidding Documents and Drawings.
2. Refer to related Specification Sections for details.

##### **1.02 PRODUCTS**

- A. Products: Means new material, machinery, components, equipment, fixtures and systems forming the Work. Does not include machinery and equipment used for preparation, fabrication, conveying and erection of the Work. Products may also include existing materials or components required for reuse.
- B. Do not use materials and equipment removed from existing facilities or premises, except as specifically permitted by the Contract Documents.
- C. Provide interchangeable components of the same manufacturer, for similar components.

##### **1.03 TRANSPORTATION AND HANDLING**

- A. Transport and handle products in accordance with manufacturer's instructions.
- B. Promptly inspect shipments to assure that products comply with requirements, quantities are correct and products are

## **MATERIAL AND EQUIPMENT**

undamaged.

- C. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement or damage.

### 1.04 STORAGE AND PROTECTION

- A. Store and protect products in accordance with manufacturer's instructions, with seals and labels intact and legible. Store sensitive products in weather-tight, climate controlled enclosures.
- B. For exterior storage of fabricated products, place on sloped supports, above ground.
- C. Provide off-site storage and protection when site does not permit on-site storage or protection.
- D. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to avoid condensation.
- E. Store loose granular materials on solid flat surfaces in a well-drained area. Do not allow mixing with foreign matter.
- F. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
- G. Arrange storage of products to permit access for inspection. Periodically inspect to assure products are undamaged and are maintained under specified conditions.

### 1.05 PRODUCT OPTIONS

- A. Products Specified by Reference Standards or by Description Only: Any product meeting those standards or description.
- B. Products Specified by Naming One or More Manufacturers: Products of manufacturers named and meeting specifications.

### 1.06 SUBSTITUTIONS

- A. Owner will consider requests for Substitutions only at time of Bid. Where Specifications indicate "No Substitutions Allowed", the Contractor shall provide the designated manufacturers equipment without exception.
- B. Substitutions may be considered when a product becomes unavailable through no fault of the Contractor.
- C. Document request with complete data substantiating compliance of proposed Substitution with Contract Documents.

## **MATERIAL AND EQUIPMENT**

- D. A request constitutes a representation that the Contractor:
  - 1. Has investigated proposed product and determined that it meets or exceeds the quality level of the specified product.
  - 2. Will provide the same warranty for the Substitution as for the specified product.
  - 3. Will coordinate installation and make changes to other Work which may be required for the Work to be complete with no additional cost to Owner.
  - 4. Waives claims for additional costs or time extension which may subsequently become apparent.
  - 5. Will reimburse Owner for review or redesign services associated with re-approval by authorities.
- E. Substitutions will not be considered when they are indicated or implied on shop drawing or product data submittals, without separate written request, or when acceptance will require revision to the Contract Documents.
- F. Substitution Submittal Procedure:
  - 1. Submit three copies of request for Substitution for consideration 10 days prior to bid date. Limit each request to one proposed Substitution.
  - 2. Submit shop drawings, product data and certified test results attesting to the proposed product equivalence.
  - 3. The Owner will notify Contractor, in writing, of decision to accept or reject request.

END OF SECTION

## **EQUIPMENT & MATERIAL SUBMITTALS**

### **SECTION 01 33 23**

#### **PART 1- GENERAL**

##### **1.01 SCOPE**

- A. This Section establishes minimum requirements and procedures for Equipment Submittals made by the Contractor for materials and equipment provided for under the Work of this Contract. Specific details for additional drawings, data and information to be submitted shall be in accordance with the applicable requirements of other Sections of these Specifications.
- B. Acceptable Manufacturers and Equipment Suppliers for various items of equipment are specified in respective Sections of these Contract Documents. For convenience of designation in the Contract Documents, certain equipment, articles, materials, and processes are designated by manufacturer trade name or catalog name and number. Such designation shall be deemed to be followed by the words "or equal" whether such words are shown or not. The Contractor may offer material or processes which are equal to that so indicated or specified at the time of Bid. The burden of proof as to comparative quality and suitability of alternatives shall be upon the Contractor. Specified items are preferred.

##### **1.02 SUBMITTAL SCHEDULE**

The Contractor shall, within 10 days after receiving the Notice to Proceed, prepare and submit for review a detailed list of all the submittals which he/she proposes to make to meet the requirements stated herein and those cited in other Sections of the Contract Documents including the dates on which he/she proposes to make such submittals. The list shall include Working Drawings, Field Detail Drawings, Project Record Documents, Quality Control Procedures, and all other items for which a submittal is required. The list shall include identifying references for each item to relate it to the specific item of the Contract Documents.

With each revision or certification of the Construction Schedule, the Contractor shall either revise this schedule of submittals and submit it for review or certify that the previously furnished schedule is still in effect.

After the Submittal Schedule is reviewed by the Owner's Representative, it shall become the basis for the submittal of all items by the Contractor.

## **EQUIPMENT & MATERIAL SUBMITTALS**

### 1.03 SUBMITTAL REQUIREMENTS

#### A. General

The Contractor shall furnish for review his/her Submittals as outlined herein and in the Specifications. Submittals shall confirm compliance with the requirements of the Contract Documents. Submittals of equipment drawings shall be made prior to the fabrication of the equipment. The sequence of submission shall be such that information is available for review of each Submittal when it is received. All Submittals furnished formally shall bear an approval stamp or a certification. The stamp or certification shall be signed by an authorized representative of the Contractor. The Contractor's stamp or certification on any Submittals shall constitute a representation to the Owner that the Contractor has either determined and verified all quantities, dimensions, field construction criteria, materials, catalog numbers, and similar data, or that he/she assumes full responsibility for doing so, and that he/she has reviewed and coordinated each Submittal with the requirements of the Contract Documents. Before submitting any drawings for review, the Contractor shall obtain approval of the list of drawings he/she proposes to submit, showing sequence of submittal and submittal dates. All drawings shall be submitted in accordance with the Submittal Schedule as previously specified herein.

- B. All submittals shall be addressed to the Owner or as otherwise directed by the Owner.

#### C. Outline Drawings

The Contractor shall submit outline drawings of the equipment to be furnished together with estimated weights, operating forces, external forces, anchoring details, and sufficient overall dimensions, to facilitate preparation of final designs of the structures into which the equipment is to be incorporated.

#### D. Wiring Diagrams

The Contractor shall submit complete schematic and full-line wiring diagrams for all equipment furnished by him/her. The Contractor shall furnish drawings of switch developments for all instrument and control switches and internal connection diagrams for all instruments, relays, regulators, and other devices. One print of each wiring diagram will be returned on which will be marked the wire notations and cable numbers for outgoing circuits where this information is not otherwise available to the Contractor. The Contractor shall add this

## **EQUIPMENT & MATERIAL SUBMITTALS**

information to his/her drawings. Adequate space shall be allowed on the wiring diagrams to accomplish this.

### **E. Detail Drawings and Erection Drawing**

Before proceeding with fabrication or manufacture of the material and equipment designed and furnished by him/her, the Contractor shall submit the designs, design computations when requested, apparatus ratings, detailed specifications, general assembly drawings, sufficient subassembly drawings, details, and control and wiring diagrams to demonstrate fully that all parts will conform to the provisions and intent of the Contract Documents and to the requirements of their installations, operations, and maintenance. These drawings shall substantially conform to the Bid and Contract Drawings and shall show all necessary dimensions; all field joints and subassemblies in which the Contractor proposes to ship the equipment; locations and sizes of auxiliary connections for oil, grease, water and air; and the terminal boxes and wire sizes for electrical circuits. Before proceeding with fabrication or purchase, the Contractor shall submit shop drawings and/or catalog cuts as appropriate of items designed but not detailed on the Contract Drawings including, but not limited to structural steel and metal frames, covers, and gratings.

### **F. Field Detail Drawings**

Layout drawings for any and all embedded components of the equipment such as but not limited to, piping, conduit, anchor bolts/plates, thimbles, etc. shall be submitted. These drawings shall be based on the Contract Drawings and shall contain sufficient detail for construction in the field.

### **G. Review of Drawings**

1. Four print copies on durable paper with dark lines on a white background and one durable paper type reproducible shall be furnished of each drawing submitted. All drawings submitted shall, insofar as practicable, be of one standard size, measuring approximately 24 x 36 inches. The Contractor's drawings shall have a blank area of 4 x 4 inches adjacent to the drawing title block for the review stamp of the Owner's Representative. The Contractor shall verify by inspection of sample reproductions that good legible reproductions can be obtained from the reproducible before submittal.
2. Within two weeks of receipt of shop drawings or manufacturer's data, the Owner's Representative will

## **EQUIPMENT & MATERIAL SUBMITTALS**

return one copy of each drawing and/or data sheet marked to indicate the result of the Owner's Representative's review, as follows:

- a. "REVIEWED" - Revision of drawing or data will not be required.
  - b. "REVIEWED WITH CORRECTIONS" - Contractor shall revise the drawings or data and shall submit four print copies and one reproducible copy for Owner's Representative's records.
  - c. "REVISE AND RESUBMIT" - Contractor shall revise the drawing or data and shall resubmit the revised drawing or data to the Owner's Representative for review.
  - d. "REJECTED" - Drawings are non-conforming and do not meet intent of Specifications.
3. Copies marked "REVIEWED" or "REVIEWED WITH CORRECTIONS" authorize the Contractor to proceed with construction or fabrication covered by those drawings or data sheets with corrections, if any, incorporated.
  4. Review will not relieve the Contractor of responsibility for conformity to the Contract Documents and correct detail and fit of parts when installed.
  5. If minor revisions are made after a drawing has been returned to the Contractor marked "REVIEWED", the Contractor shall furnish without delay one print copy and one reproducible copy subsequent to each revision. No major revision affecting the design shall be made after a drawing has been marked "REVIEWED" without resubmitting the drawing.
  6. When prints of drawings have been marked "REVIEWED WITH CORRECTIONS" or "REVISE AND RESUBMIT" the Contractor shall make the necessary corrections and submit four print copies and one paper-type reproducible. Every revision shall be shown by number, date, and subject in a revision block, and in addition, each revised drawing shall have its latest revision clearly indicated. Submitted drawings which do not illustrate these indications will be considered non-conforming.
  7. The applicable parts of the requirements of the above paragraphs with reference to the drawings shall apply equally to design data, catalog cuts, illustrations, printed specifications, draft reports or any other

## **EQUIPMENT & MATERIAL SUBMITTALS**

submittals furnished for review.

8. The Contractor shall make any changes in the designs which are necessary to make the equipment conform to the provisions and intent of the Contract Documents, without additional cost to the Owner.
9. Should an error be found in a Contractor's drawing during the erection of structures or installation of equipment, the correction, including any field changes found necessary, shall be noted on the drawing, and it shall be resubmitted for review, and recorded as outlined above.

### **H. Record Drawings**

Prior to completion of the Work under the Contract Documents, the Contractor shall furnish one complete set of full-size permanent reproducible copies of approved quality and type and 3 full size sets of prints of all Contractor's drawings and equipment as finally built, including any field changes.

### **I. Operating and Maintenance Instructions**

1. Six sets of detailed operating and maintenance instruction manuals which shall include reduced-size copies of applicable drawings, applicable parts lists and catalogs covering all equipment furnished and which may be needed or useful in operation, maintenance, repairs, dismantling or assembling, and for repair and identification of parts for ordering replacements, shall be furnished as specified.
2. Furnish operation and maintenance manuals for the various types of equipment and systems, as required by the Contract Documents. Unless otherwise indicated, a separate manual shall be furnished for each piece of equipment and/or system. The manual shall include complete information necessary to operate, maintain and repair the equipment and/or system and shall include the following specific requirements:
  - a. Table of contents and index.
  - b. Brief description of the equipment/system and principal components.
  - c. Starting and stopping procedures both normal and emergency.

## **EQUIPMENT & MATERIAL SUBMITTALS**

- d. Installation, maintenance and overhaul instructions which shall include detailed assembly drawings with parts list and numbers, and recommended spare parts list with recommended quantity, manufacturer's price, suppliers address and telephone number.
  - e. Recommended schedule for servicing including technical data sheets that indicate weights and types of oil, grease or other lubricants recommended for use and their application procedures.
  - f. One copy of each component wiring diagram and the system wiring diagram showing wire size and identification.
  - g. One approved copy of each submittal with any changes made during construction properly noted including test certificates, characteristic curves, factory and field test results.
  - h. For electrical systems include dimensioned installation drawings, single line diagrams, control diagrams, wiring and connection diagrams, list of material for contactors, relays and controls, outline drawings showing relays and controls, outline drawings showing relays, meters, controls and indication equipment mounted on the equipment or inside cubicles, control and protective schematics and recommended relay settings.
3. Submittal Requirements: Six preliminary copies of manuals shall be submitted no later than the date of shipment of equipment, and installation shall not begin until they are accepted by the Owner's Representative. Six approved copies of complete manuals shall be delivered to the Owner's Representative prior to Owner's Representative inspections and tests.

### **J. Language**

All drawings, design data, reports, instructions, catalogs, illustrations, and printed specifications shall be submitted in English.

### **K. System of Units of Measurement**

All units of measurement used shall be in the U.S. Customary System.

## **EQUIPMENT & MATERIAL SUBMITTALS**

### PART 2- PRODUCTS

(Refer to Paragraph 1.03, Submittal Requirements, of this Section.)

### PART 3- EXECUTION

(Refer to Paragraph 1.02, Submittal Schedule, of this Section.)

### PART 4- MEASUREMENT AND PAYMENT

Separate measurement or payment will not be made for the Work specified in this Section. All costs of such Work shall be considered incidental and shall be included in the prices bid for the various items to which they pertain in the Schedule of Prices.

END OF SECTION

## **SPECIAL PROJECT PROCEDURES**

### **SECTION 01 35 13**

#### **PART 1- GENERAL**

##### **1.01 SCOPE**

This Section establishes certain minimum requirements for special project procedures unique to the area which the Contractor shall be responsible for during the execution of the Work of this Contract.

##### **1.02 CONTRACTOR CONDUCT**

The Contractor and all of the Contractor's personnel shall at all times behave and conduct themselves professionally in every way and manner when performing the Work of this Contract. Any conduct deemed unbecoming and/or non-professional shall be grounds for immediate discharge of the individuals behaving in said manner.

#### **PART 2- PRODUCTS**

(Not applicable to this Section.)

#### **PART 3- EXECUTION**

##### **3.00 CONTRACTOR'S SITE SUPERVISOR**

- A. The Contractor shall be responsible for providing a full-time site supervisor, who shall be fluent in English and skilled in all phases of the Work of this Contract. The Contractor's site supervisor shall act as a liaison between the general public and users of the facility who may be affected in some way by this Project, and shall be on-site and available whenever Work of this Project is being performed. The Contractor's site supervisor shall be experienced in the actual Work to be performed.

##### **3.01 GENERAL NOTIFICATION**

The Contractor shall notify Christopher B. Burke Engineering, Ltd. at 847-823-0500, attention: Mr. Gerry Hennelly and the **Village of Forest Park** at 708-366-4876, Mr. Steve Glinke at least two (2) working days (48 hours) in advance of commencement of construction. (Notification to the Engineer and Owner shall be in writing.)

##### **3.02 NOTICE TO GENERAL PUBLIC**

Whenever the Contractor anticipates starting Work, whether at the beginning of the Contract or starting a phase, or after

## **SPECIAL PROJECT PROCEDURES**

any cessation of Work, the Contractor shall at least two (2) working days (48 hours) prior to starting said Work, post notifications at the Work site location. Such notifications shall first be approved by the **Village**.

The Contractor shall also notify users of the facility, individual property owner's and/or tenants in close proximity of anticipated Work and/or affected in any way (either directly or indirectly) by the Work. Such notification shall be coordinated with the **Village** prior to notification.

The Contractor shall utilize an approved Notification Form for notification. An example copy of this Notification Form shall be subject to the review of the Owner and the Owner's Representative. The Contractor shall submit a copy of the proposed Notification Form for review at the Preconstruction Meeting in accordance with Section 01200.

### 3.03 PROPERTY ACCESS

The Contractor shall be required to always provide fully unimpeded access to the Fire Department facility during construction operations.

### 3.04 LANDSCAPE & TREE PROTECTION

Protect all landscaping and trees as may be required.

### 3.05 INITIAL CLEAN-UP

All garbage and debris shall be removed from the site daily in accordance with the applicable requirements of Section 01 74 16, Maintenance of Work Site and Daily Clean-Up. Under no circumstances shall any type of garbage or debris be placed in containers other than as provided by the Contractor.

All pavement areas shall be kept clear and clean on a daily basis during the course of the Work.

END OF SECTION

## MOBILIZATION AND DEMOBILIZATION

### SECTION 01 71 13

#### PART 1- GENERAL

##### 1.01 MOBILIZATION

Mobilization shall include, but is not necessarily limited to the following:

Moving of construction materials, tools, supplies, equipment, accessories, and personnel to the job site.

Setting up the Contractor's complete construction/ erection equipment, and other construction facilities.

##### 1.02 DEMOBILIZATION

Demobilization shall include the removal from the job site of all construction/erection equipment, equipment and accessories, materials, supplies, appurtenances, construction debris, and the like upon completion of the Work.

##### 1.03 NOTIFICATION

Provide Owner and **Owner's Representative** 48 hours advance notice of any mobilization/demobilization activities.

END OF SECTION

## **CUTTING AND PATCHING**

### **SECTION 01 73 29**

#### **PART 1- GENERAL**

##### **1.01 SCOPE**

This Section covers cutting and patching where required to perform the Work of these Contract Documents.

##### **1.02 QUALITY ASSURANCE**

Cutting and patching shall be performed in accordance with recognized and applicable standards of construction using materials equal to or exceeding those of the parent structure.

##### **1.03 SUBMITTALS**

- A. Before doing any cutting as required to complete the Work, submit a written notice to Owner's Representative, and the Owner of the specific item involved requesting consent, including:

Description of affected work

Necessity for cutting

Scope of cutting and patching

Trades and products to be used and extent of refinishing

- B. Prior to doing cutting and patching identified in writing by Owner's Representative as additional work, submit a cost estimate.

#### **PART 2- PRODUCT**

Materials used for replacement of work removed shall be of the same type, style, size, thickness, etc. of like new materials for the type of work to be performed.

#### **PART 3- EXECUTION**

##### **3.01 GENERAL**

- A. Perform all cutting and patching required to complete the Work.
- B. Cutting and patching shall include the cutting, fitting, or patching necessary to:

## CUTTING AND PATCHING

1. Accomplish/perform modifications to existing structures as shown on the Drawings.
  2. Remove and replace defective or deteriorated work.
  3. Remove and replace work not conforming to the Contract Documents.
- C. All Work shall be performed by skilled workers licensed to perform the Work of the trade involved and/or as may be required.

### 3.02 EXECUTION

- A. Protect adjacent portions of the Work and existing facilities from damage due to cutting and patching operations.
- B. Restore work which has been cut or removed. Install new products to provide completed Work meeting all requirements of the Contract Documents.
- C. Refinish entire surfaces as necessary to provide an even and uniform finish.

END OF SECTION

## **MAINTENANCE OF WORK SITE & DAILY CLEAN-UP**

### **SECTION 01 74 16**

#### **PART 1- GENERAL**

This Section covers general maintenance of the Work Site and daily clean-up which the Contractor shall be responsible for the duration of the Project, and includes, but is not limited to storage, stockpiling and/or protection of materials and Work.

#### **PART 2- PRODUCTS**

(Not applicable to this Section.)

#### **PART 3- EXECUTION**

##### **3.00 GENERAL**

Contractor shall comply with all applicable requirements specified in Section 01 35 13.

##### **3.01 MAINTENANCE OF WORK SITE**

The Contractor shall keep the site of the Work and adjacent premises as free from material, debris and rubbish as is practicable, and shall remove same from any portion of the site, if, in the opinion of the Owner's Representative, such material, debris, or rubbish constitutes a nuisance or is objectionable in any way to the public. The Contractor shall remove all machinery, materials, barricades, staging, false-work, debris and rubbish connected with, or caused by said Work, immediately upon the completion of the same and shall clean all structures and Work constructed under this Contract to the satisfaction of the Owner's Representative and leave the premises in an approved condition insofar as affected by the Work under this Contract.

##### **3.02 DAILY CLEAN-UP**

Each day before the Contractor shuts down Work operations for the day, the Contractor shall clean all areas in/around/adjacent to the Work site of all dirt, mud, debris, or other items deposited thereupon resulting from the Work.

##### **3.03 RESPONSIBILITY FOR PROTECTION OF MATERIALS**

The Contractor shall be responsible for the safe storage of all equipment and materials furnished by, or to, or accepted by the Contractor, and intended for the Work until such equipment or material has been incorporated into the completed Project. Such equipment and materials as well as their related

## **MAINTENANCE OF WORK SITE & DAILY CLEAN-UP**

appurtenances and accessories shall, unless otherwise directed by the Owner, be unloaded at the "staging site" point of delivery, hauled to, and distributed as necessary to the specific Work site of the Project, by the Contractor. They shall at all times be handled with care to avoid damage.

All construction shall be protected by the Contractor to prevent accidental or pre-meditated damage. All cost associated with the supervision, the repair, or the replacement of damaged areas shall be considered incidental to the Contract.

### **3.04      STOCKPILING MATERIAL**

Materials shall be so stockpiled as not to endanger the Work and so that free access may be had at any time to all parts of the Work, and shall be kept neatly piled so as not to inconvenience public travel, private property owners, or adjoining tenants.

At no time shall material be stored in the street.

END OF SECTION

## **FINAL INSPECTION AND ACCEPTANCE**

### **SECTION 01 80 00**

#### **PART 1- GENERAL**

- 1.01 Upon completion of all Work specified in the Contract Documents, the Contractor shall perform final field alignments, adjustments, and tests to verify that the overall performance as specified have been satisfied. Acceptance tests conducted on the completed installation will be witnessed and subject to the approval of the Owner's Representative.
- 1.02 When all Work has been completed and the equipment has been installed, tested, placed into operation, and subsequently has satisfactorily operated, a thorough inspection will be made by the Owner in the company of the Contractor and the Owner's Representative, and if the Work is found to comply with the Specifications, the Work will be formally accepted and the Contractor so notified in writing as to the Final Acceptance of the Work by the Owner.
- 1.03 Should any Work be found to be inadequate, faulty, or otherwise not in accordance with these Specifications, it shall be the Contractor's responsibility to correct such Work at the Contractor's own expense, prior to Final Acceptance.
- 1.04 The period of equipment and workmanship guarantees shall commence immediately after Final Acceptance. Upon being notified of the Final Acceptance, the Contractor shall supply, to the Owner, a certificate of guarantee which shall guarantee all equipment and workmanship for a period of not less than one year or as otherwise specified in subsequent Sections of the Specifications. Guarantees shall be unconditional. Limited guarantees are not acceptable.

#### **PART 2- PRODUCT**

A "Final Inspection" report prepared by the Contractor shall be submitted to the Owner's Representative documenting the results of the Final Inspection.

#### **PART 3- EXECUTION**

Advise Owner's Representative a minimum of 72 hours prior to performing the Final Inspection.

#### **PART 4- MEASUREMENT AND PAYMENT**

Separate measurement or payment will not be made for the Work specified in this Section. All costs of such Work shall be considered incidental and shall be included in the prices bid

**FINAL INSPECTION AND ACCEPTANCE**

for the various items to which they pertain in the Schedule of Prices.

END OF SECTION

## MODIFIED BITUMEN ROOFING SYSTEM

### SECTION 07 52 00

#### PART 1- GENERAL

##### 1.01 SCOPE

This Section covers the installation of a new bitumen roof system, to be furnished, installed and tested. The Work shall include but not be limited to preparing the existing roofing system of building including tapered insulation system, and install a new modified bitumen roof system, in the following manner:

- (APP) modified bitumen membrane granulated white, laid with a minimum 3" side laps and 6" end laps. Reinforced at all walls and roof projections with an additional layer of membrane.
- Replacing all soil stacks, chimney cones and pitch pans.
- Replacing roof drains, installing new sheet leads.
- Install cant strip along all walls, and roof curbs.
- Fabricate and install new prefinished 24 ga metal gravel stop flashing.
- Run new roof membrane up under new metal parapet wall cap apron and HVAC roof curbs.

##### 1.02 QUALITY ASSURANCE

- A. Use products produced by manufacturers regularly engaged in manufacture of similar items and with a history of successful production acceptable to the Owner's Representative.
- B. Furnish written thirty (30) year unlimited warranty providing a guarantee to repair without expense to Owner any leaks that may occur due to defective materials or faulty installation.

##### 1.03 SUBMITTALS

Submittals shall include but not be limited to product description, specifications and certification of UL classification required by these Specifications. Submit samples as requested by Owner's Representative.

#### PART 2- PRODUCTS

##### 2.01 ROOF MATERIALS

- A. Manufacturer John Mansville or equal.
- B. Product (2) Ply IV Fiberglass Felts set in hot mopped Type III steep asphalt.

## MODIFIED BITUMEN ROOFING SYSTEM

- C. Wind Resistance Self sealing, UL rated.
- D. Color To be approved by Owner; (match existing white).
- E. Material Fiberglass.
- F. Warranty Unlimited 30 year warranty.

### 2.02 OTHER MATERIALS

- A. Provide other materials, not specifically described but required for a complete and proper installation, as selected by Contractor subject to the approval of the Owner's Representative.
- B. Underlayment to be continuous. See Specification Section 07 21 00 - Rigid Board Insulation.

## PART 3- EXECUTION

### 3.00 DELIVERY, STORAGE, AND HANDLING

Materials shall be delivered to site in unbroken bundles, with labels affixed to each identifying manufacturer. Bundles which show visible signs of damage shall be cause for rejection. Store and protect materials in accordance with manufacturer's recommendations.

### 3.01 INSPECT SURFACE CONDITIONS

Inspect surfaces to which materials are to be applied. Examine the areas and conditions under which the Work of this Section will be performed. Correct conditions detrimental to timely and proper completion of the Work. Do not proceed until unsatisfactory conditions are corrected.

### 3.02 INSTALLATION AND TESTING

- A. Use adequate numbers of skilled workmen who are thoroughly trained and experienced in the necessary crafts and who are completely familiar with the specified requirements and the methods needed for proper performance of the Work of this Section.
- B. Install the Work of this Section in strict accordance with the manufacturer's recommendations. Final installation shall be leak proof. Contractor shall demonstrate same by hose test in the presence of the Owner's Representative.

END OF SECTION

## **METAL FLASHING**

### **SECTION 07 61 00**

#### **PART 1- GENERAL**

##### **1.01 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

##### **1.02 SUMMARY**

###### **A. Section Includes:**

- 1. Standing-seam metal roofing, custom fabricated or on-site, roll formed.

###### **B. Related Sections:**

- 1. Division 07 Section "Gutters and Downspouts" and flashings that are not part of sheet metal roofing.

##### **1.03 PERFORMANCE REQUIREMENTS**

- A. General Performance: Sheet metal roofing system including, but not limited to, metal roof panels, cleats, clips, anchors and fasteners, sheet metal flashing integral with sheet metal roofing, fascia panels, trim, underlayment, and accessories shall comply with requirements indicated without failure due to defective manufacture, fabrication, installation, or other defects in construction. Sheet metal roofing shall remain watertight.

- B. Thermal Movements: Provide sheet metal roofing that allows for thermal movements from ambient and surface temperature changes. Base calculations on surface temperatures of materials due to both solar heat gain and nighttime-sky heat loss.

- 1. Temperature Change (Range): 120 deg F, ambient; material surfaces.

- C. Solar Reflectance Index: Not less than 78 when calculated according to ASTM E 1980 based on testing identical products by a qualified testing agency.

## METAL FLASHING

### 1.04 ACTION SUBMITTALS

- A. Product Data: For each type of product indicated. Include construction details, material descriptions, dimensions of individual components and profiles, and finishes for each manufactured product and accessory.
- B. LEED Submittals:
  - 1. Product Test Reports for Credit SS 7.2: For roof panels, documentation indicating that panels comply with Solar Reflectance Index requirement.
- C. Shop Drawings: Show fabrication and installation layouts of sheet metal roofing, including plans, elevations, expansion joint locations, and keyed details. Distinguish between shop- and field-assembled work. Include the following:
  - 1. Details for forming sheet metal roofing, including seams and dimensions.
  - 2. Details for joining and securing sheet metal roofing, including layout of fasteners, cleats, clips, and other attachments. Include pattern of seams.
  - 3. Details of termination points and assemblies, including fixed points.
  - 4. Details of expansion joints, including showing direction of expansion and contraction.
  - 5. Details of roof penetrations.
  - 6. Details of edge conditions, including eaves, ridges, valleys, rakes, crickets, and counterflashings.
  - 7. Details of special conditions.
  - 8. Details of connections to adjoining work.
  - 9. Detail the following accessory items:
    - a. Flashing and trim.
    - b. Gutters and downspouts as they relate to adjacent sheet metal roofing.
    - c. Roof curbs.
    - d. Snow guards.
- D. Samples for Initial Selection: For each type of sheet metal roofing indicated, with factory-applied color finishes.
  - 1. Include similar Samples of trim and accessories involving color selection.

## METAL FLASHING

E. Samples for Verification: For each type of exposed finish required, prepared on Samples of size indicated below:

1. Sheet Metal Roofing: 12 inches long by actual width of unit, including finished seam and in required profile. Include fasteners and other attachments.
2. Trim and Metal Closures: 12 inches long and in required profile. Include fasteners and other exposed accessories.
3. Snow Guards: Full-size Sample.
4. Other Accessories: 12-inch long samples for each type of other accessory.

### 1.05 INFORMATIONAL SUBMITTALS

A. Coordination Drawings: Roof plans drawn to scale with coordinated details for penetrations and roof-mounted items. Show the following:

1. Sheet metal roofing and attachments.
2. Roof-mounted items including roof hatches, equipment supports, pipe supports and penetrations, lighting fixtures, snow guards, and items mounted on roof curbs.

B. Portable Roll-Forming Equipment Certificate: Issued by UL for equipment manufacturer's portable roll-forming equipment capable of producing panels that comply with UL requirements. Show expiration date no earlier than two months after scheduled completion of sheet metal roofing.

1. Submit certificates indicating recertification of equipment whose certification has expired during the construction period.

C. Qualification Data: For qualified Installer.

D. Product Test Reports: Based on evaluation of comprehensive tests performed by a qualified testing agency, for each product.

E. Warranties: Sample of special warranties.

### 1.06 CLOSEOUT SUBMITTALS

A. Maintenance Data: For roofing sheet metals and accessories to include in maintenance manuals.

## METAL FLASHING

### 1.07 QUALITY ASSURANCE

- A. Custom-Fabricated Sheet Metal Roofing Fabricator Qualifications: Shop that employs skilled workers who custom fabricate sheet metal roofing similar to that required for this Project and whose products have a record of successful in-service performance.
- B. Roll-Formed Sheet Metal Roofing Fabricator Qualifications: Fabricator authorized by portable roll-forming equipment manufacturer to fabricate and install sheet metal roofing units required for this Project, and who maintains current UL certification of its portable roll-forming equipment.
- C. UL-Certified, Portable Roll-Forming Equipment: UL-certified, portable roll-forming equipment capable of producing roofing panels for sheet metal roofing assemblies that comply with UL 580 for Class 90 wind-uplift resistance. Maintain UL certification of portable roll-forming equipment for duration of sheet metal roofing work.
- D. Sheet Metal Roofing Standard: Comply with SMACNA's "Architectural Sheet Metal Manual" unless more stringent requirements are specified or shown on Drawings.
- E. Mockups: Build mockups to verify selections made under sample submittals and to demonstrate aesthetic effects and set quality standards for fabrication and installation.
  - 1. Build mockup of typical roof area and eave, including fascia and soffit as shown on Drawings; approximately 48 inches square by full thickness, including attachments, underlayment, and accessories.
    - a. Each type of exposed seam and seam termination.
  - 2. Approval of mockups does not constitute approval of deviations from the Contract Documents contained in mockups unless Architect specifically approves such deviations in writing.
  - 3. Approved mockups may become part of the completed Work if undisturbed at time of Substantial Completion.
- F. Preliminary Roofing Conference: Before starting roof sheathing construction, conduct conference at Project site. Comply with requirements for preinstallation

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conferences in Division 01 Section "Project Management and Coordination."

1. Review methods and procedures related to roof sheathing construction and sheet metal roofing including, but not limited to, items listed for the Preinstallation Conference.

G. Preinstallation Conference: Conduct conference at Project site.

1. Meet with Owner, Owner's Representative, sheet metal roofing Installer, metal deck Installer, and installers whose work interfaces with or affects sheet metal roofing including installers of roof accessories and roof-mounted equipment.
2. Review and finalize construction schedule and verify availability of materials, Installer's personnel, equipment, and facilities needed to make progress and avoid delays.
3. Review methods and procedures related to sheet metal roofing installation.
4. Examine conditions for compliance with requirements, including flatness and attachment to structural members.
5. Review structural loading limitations of sheathing during and after roofing installation.
6. Review flashings, special roofing details, roof drainage, roof penetrations, equipment curbs, and condition of other construction that will affect sheet metal roofing.
7. Review governing regulations and requirements for insurance, certificates, and testing and inspecting if applicable.
8. Review temporary protection requirements for sheet metal roofing during and after roofing installation.
9. Review roof observation and repair procedures after sheet metal roofing installation.
10. Document proceedings, including corrective measures and actions required, and furnish copy of record to each participant.

### 1.08 DELIVERY, STORAGE, AND HANDLING

- A. Do not store sheet metal roofing materials in contact with other materials that might cause staining, denting, or other surface damage. Store sheet metal roofing materials away from uncured concrete and masonry.
- B. Protect strippable protective covering on sheet metal roofing from exposure to sunlight and high humidity,

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except to the extent necessary for the period of sheet metal roofing installation.

### 1.09 COORDINATION

- A. Coordinate installation of roof curbs, equipment supports, and roof penetrations, which are specified in other Sections.
- B. Coordinate sheet metal roofing with rain drainage work, flashing, trim, and construction of parapets, walls, and other adjoining work to provide a leakproof, secure, and noncorrosive installation.

### 1.10 WARRANTY

- A. Special Warranty: Warranty form at the end of this Section in which Installer agrees to repair or replace components of sheet metal roofing that fail in materials or workmanship within specified warranty period.

- 1. Failures include, but are not limited to, the following:

- a. Structural failures, including but not limited to rupturing, cracking, or puncturing.
    - b. Wrinkling or buckling.
    - c. Loose parts.
    - d. Failure to remain weathertight, including uncontrolled water leakage.
    - e. Deterioration of metals, metal finishes, and other materials beyond normal weathering, including non-uniformity of color or finish.
    - f. Galvanic action between sheet metal roofing and dissimilar materials.

- 2. Warranty Period: Two years from date of Substantial Completion.

- B. Special Warranty on Finishes: Manufacturer's standard form in which manufacturer agrees to repair finish or replace sheet metal roofing that shows evidence of deterioration of factory-applied finishes within specified warranty period.

- 1. Exposed Panel Finish: Deterioration includes, but is not limited to, the following:

- a. Color fading more than 5 Hunter units when tested according to ASTM D 2244.

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- b. Chalking in excess of a No. 8 rating when tested according to ASTM D 4214.
- c. Cracking, checking, peeling, or failure of paint to adhere to bare metal.

- 2. Finish Warranty Period: 20 years from date of Substantial Completion.

### PART 2- PRODUCTS

#### 2.01 ROOFING SHEET METALS

- A. General: Protect mechanical and other finishes on exposed surfaces from damage by applying a strippable, temporary protective film before shipping.
- B. Metallic-Coated Steel Sheet: Restricted flatness steel sheet, metallic coated by the hot-dip process and prepainted by the coil-coating process to comply with ASTM A 755/A 755M.
  - 1. Zinc-Coated Steel Sheet: ASTM A 653/A 653M, G90 (Z275) coating designation; structural quality.
  - 2. Aluminum-Zinc Alloy-Coated Steel Sheet: ASTM A 792/A 792M, Class AZ50 coating designation, Grade 40 (Class AZM150 coating designation, Grade 275); structural quality.
  - 3. Thickness: Nominal 0.028 inch unless otherwise indicated.
    - a. Batten Caps: Nominal 0.028 inch thick.
  - 4. Surface: Smooth, flat.
  - 5. Exposed Coil-Coated Finish:
    - a. Two-Coat Fluoropolymer: AAMA 621. Fluoropolymer finish containing not less than 70 percent PVDF resin by weight in color coat. Prepare, pretreat, and apply coating to exposed metal surfaces to comply with coating and resin manufacturers' written instructions.
  - 6. Color: As selected by Owner from manufacturer's full range of catalog cuts.
  - 7. Concealed Finish: Pretreat with manufacturer's standard white or light-colored acrylic or polyester-backer finish, consisting of prime coat and wash coat with a minimum total dry film thickness of 0.5 mil.

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- C. Aluminum Sheet: ASTM B 209 (ASTM B 209M), alloy as standard with manufacturer for finish required, with temper as required to suit forming operations and performance required.
1. Thickness: 0.040 inch unless otherwise indicated.
    - a. Batten Caps: 0.050 inch thick.
  2. As-Milled Finish: Standard one-side bright finish.
  3. Alclad Finish: Metallurgically bonded surfacing to both sides, forming a composite aluminum sheet with reflective luster.
  4. Surface: Smooth, flat.
  5. Factory Prime Coating: Where painting after installation is indicated, pretreat with white or light-colored, factory-applied, baked-on epoxy primer coat; minimum dry film thickness of 0.2 mil.
  6. Exposed Coil-Coated Finish:
    - a. Two-Coat Fluoropolymer: AAMA 620. Fluoropolymer finish containing not less than 70 percent PVDF resin by weight in color coat. Prepare, pretreat, and apply coating to exposed metal surfaces to comply with coating and resin manufacturers' written instructions.
  7. Color: As selected by Owner from manufacturer's full range of catalog cuts.
  8. Concealed Finish: Pretreat with manufacturer's standard white or light-colored acrylic or polyester-backer finish, consisting of prime coat and wash coat with a minimum total dry film thickness of 0.5 mil.

### 2.02 UNDERLAYMENT MATERIALS

- A. Polyethylene Sheet: 6-mil thick polyethylene sheet complying with ASTM D 4397.
- B. Felts: ASTM D 226, Type II (No. 30), asphalt-saturated organic felts.
- C. Self-Adhering, High-Temperature Sheet: Minimum 30 to 40 mils thick, consisting of slip-resisting polyethylene-film top surface laminated to layer of butyl or SBS-modified asphalt adhesive, with release-paper backing; cold applied. Provide primer when recommended by underlayment manufacturer.

## METAL FLASHING

1. Thermal Stability: ASTM D 1970; stable after testing at 240 deg F.
2. Low-Temperature Flexibility: ASTM D 1970; passes after testing at minus 20 deg F.
3. Products: Subject to compliance with requirements, provide one of the following:
  - a. Carlisle Coatings & Waterproofing Inc.; CCW WIP 300HT.
  - b. Grace Construction Products, a unit of W. R. Grace & Co.; Ultra.
  - c. Henry Company; Blueskin PE200 HT.
  - d. Metal-Fab Manufacturing, LLC; MetShield.
  - e. Owens Corning; WeatherLock Metal High-Temperature Underlayment.

- D. Slip Sheet: Building paper, 3-lb/100 sq. ft. minimum, rosin sized.

### 2.03 MISCELLANEOUS MATERIALS

- A. General: Provide materials and types of fasteners, solder, welding rods, protective coatings, separators, sealants, and other miscellaneous items as required for a complete roofing system and as recommended by fabricator for sheet metal roofing.
- B. Wood Battens: Lumber complying with requirements in Division 06 Section "Rough Carpentry" and treated with exterior-type fire retardant.
- C. Snap-On Seams: Provide snap-on seams integrated with panel-edge profile as recommended by portable roll-forming equipment manufacturer to produce sheet metal roofing assemblies that comply with UL 580 for wind-uplift resistance classification specified in "Quality Assurance" Article.
- D. Snap-on Batten Caps: Provide batten clips integrated with snap-on caps as recommended by portable roll-forming equipment manufacturer to produce sheet metal roofing assemblies that comply with UL 580 for wind-uplift resistance classification specified in "Quality Assurance" Article.
- E. Fasteners: Wood screws, annular-threaded nails, self-tapping screws, self-locking rivets and bolts, and other suitable fasteners designed to withstand design loads.

1. General:

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- a. Exposed Fasteners: Heads matching color of sheet metal roofing using plastic caps or factory-applied coating.
  - b. Fasteners for Flashing and Trim: Blind fasteners or self-drilling screws, gasketed, with hex-washer head.
  - c. Blind Fasteners: High-strength aluminum or stainless-steel rivets suitable for metal being fastened.
2. Fasteners for Zinc-Coated Steel Sheet: Hot-dip galvanized steel according to ASTM A 153/A 153M, ASTM F 2329, or Series 300 stainless steel.
  3. Fasteners for Aluminum Sheet: Aluminum or Series 300 stainless steel.

### F. Solder:

1. For Zinc-Coated (Galvanized) Steel: ASTM B 32, Grade Sn50, 50 percent tin and 50 percent lead or Grade Sn60, 60 percent tin and 40 percent lead.

### G. Sealant Tape: Pressure-sensitive, 100 percent solids, gray polyisobutylene compound sealant tape with release-paper backing. Provide permanently elastic, nonsag, nontoxic, nonstaining tape 1/2 inch wide and 1/8 inch thick.

### H. Elastomeric Sealant: ASTM C 920, elastomeric silicone polymer sealant as recommended by portable roll-forming equipment manufacturer for installation indicated; low modulus; of type, grade, class, and use classifications required to seal joints in sheet metal roofing and remain watertight.

### I. Butyl Sealant: ASTM C 1311, single-component, solvent-release butyl rubber sealant; polyisobutylene plasticized; heavy bodied for hooked-type expansion joints with limited movement.

### J. Bituminous Coating: Cold-applied asphalt emulsion complying with ASTM D 1187.

## 2.04 ACCESSORIES

- A. Sheet Metal Accessories: Provide components required for a complete sheet metal roofing assembly including trim, copings, fasciae, corner units, clips, flashings, sealants, gaskets, fillers, metal closures, closure strips, and similar items. Match material and finish of sheet metal roofing unless otherwise indicated.

## METAL FLASHING

1. Provide accessories as recommended by portable roll-forming equipment manufacturer to produce sheet metal roofing assemblies that comply with UL 580 for wind-uplift resistance classification specified in "Quality Assurance" Article.
  2. Cleats: For mechanically seaming into joints and formed from the following materials:
    - a. Metallic-Coated Steel Aluminum Roofing: 0.0250-inch thick stainless steel.
  3. Clips: Minimum 0.0625-inch thick, stainless-steel panel clips designed to withstand negative-load requirements.
  4. Backing Plates: Plates at roofing splices, fabricated from material recommended by SMACNA.
  5. Closure Strips: Closed-cell, expanded, cellular, rubber or crosslinked, polyolefin foam or closed-cell laminated polyethylene; minimum 1-inch thick, flexible-closure strips; cut or premolded to match sheet metal roofing profile. Provide closure strips where indicated or necessary to ensure weathertight construction.
  6. Flashing and Trim: Formed from same material and with same finish as sheet metal roofing, minimum 0.018 inch thick.
- B. Pipe Flashing: Premolded, EPDM pipe collar with flexible aluminum ring bonded to base.
- C. Roof Curbs: Fabricated from same material and finish as sheet metal roofing, minimum thickness matching the sheet metal roofing; with bottom of skirt profiled to match roof panel profiles; with weatherproof top box and integral full-length cricket. Fabricate curb subframing of nominal 0.062-inch thick, angle-, C-, or Z-shaped galvanized steel or stainless-steel sheet. Fabricate curb and subframing to withstand indicated loads of size and height indicated. Coordinate dimensions with rough-in information or Shop Drawings of equipment to be supported.
1. Insulate curbs with 1-inch thick, rigid insulation.
  2. Install wood nailers at tops of curbs.

### 2.05 SNOW GUARDS

- A. Snow Guards, General: Prefabricated, noncorrosive units designed to be installed without penetrating sheet metal roofing; complete with predrilled holes, clamps, or hooks for anchoring.

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- B. Surface-Mounted, Plastic, Stop-Type Snow Guards: Integral-color polycarbonate stops designed for attachment to panel surface of sheet metal roofing using construction adhesive, silicone or polyurethane sealant, or adhesive tape.
1. Products: Subject to compliance with requirements, provide one of the following:
    - a. Berger Bros. Co.
    - b. Chemlink, Inc.
    - c. Polar Blox.
    - d. SNOBLOX.
    - e. Sno-Gem, Inc.
    - f. Snojax Inc.
- C. Surface-Mounted, Metal, Stop-Type Snow Guards: Cast-aluminum stops designed for attachment to panel surface of sheet metal roofing using construction adhesive, silicone or polyurethane sealant, or adhesive tape.
1. Products: Subject to compliance with requirements, provide one of the following:
    - a. Berger Bros. Co.
    - b. Mullane, M. J. Company, Inc.
    - c. Precision Molding Co., Inc.
    - d. Sno-Gem, Inc.
    - e. Zaleski Snow-Guards & Roofing Specialties.

## 2.06 FABRICATION

- A. General: Custom fabricate sheet metal roofing to comply with details shown and recommendations in SMACNA's "Architectural Sheet Metal Manual" that apply to the design, dimensions (panel width and seam height), geometry, metal thickness, and other characteristics of installation indicated. Fabricate sheet metal roofing and accessories at the shop to greatest extent possible.
1. Standing-Seam Roofing: Form standing-seam panels with finished seam height of 1 inch.
- B. General: Fabricate roll-formed sheet metal roofing panels with UL-certified, portable roll-forming equipment capable of producing roofing panels for sheet metal roofing assemblies that comply with UL 580 for wind-uplift resistance classification specified in "Quality Assurance" Article. Fabricate roll-formed sheet metal according to equipment manufacturer's written instructions and to comply with details shown.

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- C. Fabrication Tolerances: Fabricate sheet metal roofing that is capable of installation to a tolerance of 1/4 inch in 20 feet on slope and location lines as indicated and within 1/8-inch offset of adjoining faces and of alignment of matching profiles.
- D. Fabrication Tolerances: Fabricate sheet metal roofing that is capable of installation to tolerances specified in MCA's "Guide Specification for Residential Metal Roofing."
- E. Form exposed sheet metal work to fit substrates without excessive oil canning, buckling, and tool marks; true to line and levels indicated; and with exposed edges folded back to form hems.
  - 1. Lay out sheet metal roofing so transverse seams, if required, are made in direction of flow with higher panels overlapping lower panels.
  - 2. Offset transverse seams from each other 12 inches.
  - 3. Fold and cleat eaves and transverse seams in the shop.
  - 4. Form and fabricate sheets, seams, strips, cleats, valleys, ridges, edge treatments, integral flashings, and other components of metal roofing to profiles, patterns, and drainage arrangements shown on Drawings and as required for leakproof construction.
- F. Expansion Provisions: Fabricate sheet metal roofing to allow for expansion in running work sufficient to prevent leakage, damage, and deterioration of the Work. Where lapped expansion provisions cannot be used, form expansion joints of intermeshing hooked flanges, not less than 1 inch deep, filled with butyl sealant concealed within joints.
- G. Sealant Joints: Where movable, nonexpansion-type joints are indicated or required to produce weathertight seams, form metal to provide for proper installation of elastomeric sealant in compliance with SMACNA standards.
- H. Metal Protection: Where dissimilar metals will contact each other, protect against galvanic action by painting contact surfaces with bituminous coating, by applying self-adhering sheet underlayment to each contact surface, or by other permanent separation as recommended by fabricator of sheet metal roofing or manufacturers of the metals in contact.

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- I. Sheet Metal Accessories: Custom fabricate flashings and trim to comply with recommendations in SMACNA's "Architectural Sheet Metal Manual" that apply to design, dimensions, metal, and other characteristics of item indicated. Obtain field measurements for accurate fit before shop fabrication.
1. Form exposed sheet metal accessories without excessive oil canning, buckling, and tool marks and true to line and levels indicated, with exposed edges folded back to form hems.
  2. Seams: Fabricate nonmoving seams with flat-lock seams. Tin edges to be seamed, form seams, and solder.
  3. Seams: Fabricate nonmoving seams with flat-lock seams. Form seams and seal with elastomeric sealant unless otherwise recommended by sealant manufacturer for intended use.
  4. Sealed Joints: Form nonexpansion but movable joints in metal to accommodate elastomeric sealant.
  5. Conceal fasteners and expansion provisions where possible. Exposed fasteners are not allowed on faces of accessories exposed to view.
  6. Fabricate cleats and attachment devices of sizes as recommended by SMACNA's "Architectural Sheet Metal Manual" for application, but not less than thickness of metal being secured.
- J. Do not use graphite pencils to mark metal surfaces.

### PART 3- EXECUTION

#### 3.01 EXAMINATION

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for installation tolerances, substrate, and other conditions affecting performance of the Work.
1. Examine solid roof sheathing to verify that sheathing joints are supported by framing or blocking, that tops of fasteners are flush with surface, and that installation is within flatness tolerances required for finished roofing installation.
  2. Verify that substrate is sound, dry, smooth, clean, sloped for drainage, and completely anchored, and that provision has been made for drainage, flashings, and penetrations through sheet metal roofing.

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- B. For the record, prepare written report, endorsed by Installer, listing conditions detrimental to performance of the Work.
- C. Examine roughing-in for components and systems penetrating sheet metal roofing to verify actual locations of penetrations relative to seam locations of sheet metal roofing before installation.
- D. Proceed with installation only after unsatisfactory conditions have been corrected.

### 3.02 PREPARATION

- A. Lay out and nail or screw battens to wood sheathing before installation of sheet metal roofing.
  - 1. Space fasteners not more than 18 inches o.c.
  - 2. Space fasteners as required by portable roll-forming equipment manufacturer for specified UL classification for wind-uplift resistance.

### 3.03 UNDERLAYMENT INSTALLATION

- A. Self-Adhering Sheet Underlayment: Install self-adhering sheet underlayment, wrinkle free, on roof sheathing under sheet metal roofing. Apply primer if required by underlayment manufacturer. Comply with temperature restrictions of underlayment manufacturer for installation; use primer rather than nails for installing underlayment at low temperatures. Apply at locations indicated, in shingle fashion to shed water, with end laps of not less than 6 inches staggered 24 inches between courses. Overlap side edges not less than 3-1/2 inches. Roll laps with roller. Cover underlayment within 14 days.
  - 1. Roof perimeter for a distance up from eaves of 24 inches beyond interior wall line.
  - 2. Valleys, from lowest to highest point, for a distance on each side of 18 inches. Overlap ends of sheets not less than 6 inches.
  - 3. Rake edges for a distance of 18 inches.
  - 4. Hips and ridges for a distance on each side of 12 inches.
  - 5. Roof to wall intersections for a distance from wall of 18 inches.
  - 6. Around dormers, chimneys, skylights, and other penetrating elements for a distance from element of 18 inches.

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- B. Install flashings to cover underlayment to comply with requirements in Division 07 Section "Sheet Metal Flashing and Trim."
- C. Apply slip sheet before installing sheet metal roofing.

### 3.04 INSTALLATION, GENERAL

- A. General: Anchor sheet metal roofing and other components of the Work securely in place, with provisions for thermal and structural movement. Install fasteners, solder, welding rods, protective coatings, separators, sealants, and other miscellaneous items as required for a complete roofing system and as recommended by fabricator for sheet metal roofing.
  - 1. Field cutting of sheet metal roofing by torch is not permitted.
  - 2. Provide metal closures at peaks, eaves and each side of ridge and hip caps.
  - 3. Flash and seal sheet metal roofing with closure strips at eaves, rakes, and perimeter of all openings. Fasten with self-tapping screws.
  - 4. Locate and space fastenings in uniform vertical and horizontal alignment. Pre-drill panels for fasteners.
  - 5. Install ridge and hip caps as sheet metal roofing work proceeds.
  - 6. Locate roofing splices over, but not attached to, structural supports. Stagger roofing splices and end laps to avoid a four-panel lap splice condition. Install backing plates at roofing splices.
  - 7. Install sealant tape where indicated.
  - 8. Lap metal flashing over sheet metal roofing to allow moisture to run over and off the material.
  - 9. Do not use graphite pencils to mark metal surfaces.
- B. Thermal Movement: Rigidly fasten metal roof panels to structure at only one location for each panel. Allow remainder of panel to move freely for thermal expansion and contraction.
  - 1. Point of Fixity: Fasten each panel along a single line of fixing located at eave or ridge.
  - 2. Avoid attaching accessories through roof panels in a manner that will inhibit thermal movement.
- C. Fasteners: Use fasteners of sizes that will penetrate wood sheathing not less than 1-1/4 inches for nails and not less than 3/4 inch for wood screws.

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- D. Metal Protection: Where dissimilar metals will contact each other or corrosive substrates, protect against galvanic action by painting contact surfaces with bituminous coating, by applying self-adhering sheet underlayment to each contact surface, or by other permanent separation as recommended by SMACNA.
1. Coat back side of uncoated aluminum and stainless-steel sheet metal roofing with bituminous coating where roofing will contact wood, ferrous metal, or cementitious construction.
- E. Conceal fasteners and expansion provisions where possible in exposed work and locate to minimize possibility of leakage. Cover and seal fasteners and anchors as required for a tight installation.
- F. Fasciae: Align bottom of sheet metal roofing and fasten with blind rivets, bolts, or self-tapping screws. Flash and seal sheet metal roofing with closure strips where fasciae meet soffits, along lower panel edges, and at perimeter of all openings.

### 3.05 CUSTOM-FABRICATED SHEET METAL ROOFING INSTALLATION

- A. Fabricate and install work with lines and corners of exposed units true and accurate. Form exposed faces flat and free of buckles, excessive waves, and avoidable tool marks, considering temper and reflectivity of metal. Provide uniform, neat seams with minimum exposure of solder, welds, and sealant. Fold back sheet metal to form a hem on concealed side of exposed edges unless otherwise indicated.
1. Install cleats to hold sheet metal panels in position. Attach each cleat with two fasteners to prevent rotation.
  2. Fasten cleats not more than 12 inches o.c. Bend tabs over fastener head.
  3. Provide expansion-type cleats and clips for roof panels that exceed 30 feet in length.
- B. Seal joints as shown and as required for watertight construction. For roofing with 3:12 slopes or less, use cleats at transverse seams.
1. Where sealant-filled joints are used, embed hooked flanges of joint members not less than 1 inch into sealant. Form joints to completely conceal sealant. When ambient temperature at time of installation is moderate, between 40 and 70 deg F, set joint members

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for 50 percent movement each way. Adjust setting proportionately for installation at higher ambient temperatures. Do not install sealant-type joints at temperatures below 40 deg F.

2. Prepare joints and apply sealants to comply with requirements in Division 07.

- C. Standing-Seam Roofing: Attach standing-seam metal panels to substrate with cleats, double fastened at 12 inches o.c. Install panels reaching from eave to ridge before moving to adjacent panels. Before panels are interlocked, apply continuous bead of sealant to top of flange of lower panel. Lock standing seams by folding over twice so cleat and panel edges are completely engaged.

1. Lock each panel to panel below with sealed transverse seam.
2. Loose-lock panels at eave edges to continuous cleats and flanges at roof edge at gutters.
3. Loose-lock panels at eave edges to continuous edge flashing exposed 24 inches from roof edge. Attach edge flashing to face of roof edge with continuous cleat fastened to roof substrate at 12 inches o.c. Lock panels to edge flashing.
4. Fold over seams after locking at ridges and hips.

- D. Field Painting: Paint exposed surfaces of zinc-tin alloy-coated steel with one coat of zinc-tin alloy-coated steel primer and one coat of zinc-tin alloy-coated steel finish coat as soon as possible after installation; apply each coat at a dry film thickness of not less than 2.5 mils. Comply with manufacturer's written instructions.

### 3.06 ON-SITE, ROLL-FORMED SHEET METAL ROOFING INSTALLATION

- A. General: Install on-site, roll-formed sheet metal roofing fabricated from UL-certified equipment to comply with equipment manufacturer's written instructions for UL wind-uplift resistance class indicated. Provide sheet metal roofing of full length from eave to ridge unless otherwise restricted by on-site or shipping limitations.

- B. Standing-Seam Sheet Metal Roofing: Fasten sheet metal roofing to supports with concealed clips at each standing-seam joint at location, at spacing, and with fasteners recommended by manufacturer of portable roll-forming equipment.

1. Install clips to substrate with self-tapping fasteners.

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2. Install pressure plates at locations indicated in equipment manufacturer's written installation instructions.
  3. Before panels are joined, apply continuous bead of sealant to top of flange of lower panel.
  4. Snap-On Seam: Nest standing seams and fasten together by interlocking and completely engaging field-applied sealant.
  5. Seamed Joint: Crimp standing seams with manufacturer-approved motorized seamer tool so cleat, sheet metal roofing, and field-applied sealant are completely engaged.
- C. Seal joints as shown and as required for watertight construction. For roofing with 3:12 slopes or less, use cleats at transverse seams.
1. Where sealant-filled joints are used, embed hooked flanges of joint members not less than 1 inch into sealant. Form joints to completely conceal sealant. When ambient temperature at time of installation is moderate, between 40 and 70 deg F, set joint members for 50 percent movement either way. Adjust setting proportionately for installation at higher ambient temperatures. Do not install sealant-type joints at temperatures below 40 deg F.
  2. Prepare joints and apply sealants to comply with requirements in Division 07.

### 3.07 ACCESSORY INSTALLATION

- A. General: Install accessories with positive anchorage to building and weathertight mounting and provide for thermal expansion. Coordinate installation with flashings and other components.
1. Install components required for a complete sheet metal roofing assembly including trim, copings, seam covers, flashings, sealants, gaskets, fillers, metal closures, closure strips, and similar items.
  2. Install accessories integral to sheet metal roofing that are specified in Division 07 Section "Sheet Metal Flashing and Trim" to comply with that Section's requirements.
- B. Flashing and Trim: Comply with performance requirements, manufacturer's written installation instructions, and SMACNA's "Architectural Sheet Metal Manual." Provide concealed fasteners where possible, and set units true to line and level as indicated. Install work with laps,

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joints, and seams that will be permanently watertight and weather resistant.

1. Install flashing and trim as required to seal against weather and to provide finished appearance. Locations include, but are not limited to, eaves, rakes, corners, bases, framed openings, ridges, fasciae, and fillers.
  2. Install continuous strip of self-adhering underlayment at edge of continuous flashing overlapping self-adhering underlayment, where "continuous seal strip" is indicated in SMACNA's "Architectural Sheet Metal Manual," and where indicated on Drawings.
  3. Install exposed flashing and trim without excessive oil canning, buckling, and tool marks and true to line and levels indicated, with exposed edges folded back to form hems. Install sheet metal flashing and trim to fit substrates and to result in waterproof and weather-resistant performance.
  4. Expansion Provisions: Provide for thermal expansion of exposed flashing and trim. Space movement joints at a maximum of 10 feet with no joints allowed within 24 inches of corner or intersection. Where lapped expansion provisions cannot be used or would not be sufficiently weather resistant and waterproof, form expansion joints of intermeshing hooked flanges, not less than 1 inch deep, and filled with butyl sealant concealed within joints.
- C. Pipe Flashing: Form flashing around pipe penetration and sheet metal roofing. Fasten and seal to sheet metal roofing as recommended by SMACNA.
- D. Roof Curbs: Install curbs at locations indicated on Drawings. Install flashing around bases where they meet sheet metal roofing.
- E. Stop-Type Snow Guards: Attach snow guards to sheet metal roofing with adhesive or adhesive tape, as recommended by manufacturer. Do not use fasteners that will penetrate sheet metal roofing.
1. Provide adequate number of rows of snow guards, at locations indicated on Drawings, spaced as recommended by the manufacturer, beginning up from roof edge at gutter, with each snow guard centered between sheet metal roofing ribs.

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### 3.08 ERECTION TOLERANCES

- A. Installation Tolerances: Shim and align sheet metal roofing within installed tolerance of 1/4 inch in 20 feet on slope and location lines as indicated and within 1/8-inch offset of adjoining faces and of alignment of matching profiles.
- B. Installation Tolerances: Shim and align sheet metal roofing within installed tolerances specified in MCA's "Guide Specification for Residential Metal Roofing."

### 3.09 CLEANING AND PROTECTION

- A. Clean exposed metal surfaces of substances that interfere with uniform oxidation and weathering.
- B. Clean and neutralize flux materials. Clean off excess solder.
- C. Clean off excess sealants.
- D. Remove temporary protective coverings and strippable films as sheet metal roofing is installed unless otherwise indicated in manufacturer's written installation instructions. On completion of sheet metal roofing installation, clean finished surfaces as recommended by sheet metal roofing manufacturer. Maintain sheet metal roofing in a clean condition during construction.
- E. Replace sheet metal roofing components that have been damaged or have deteriorated beyond successful repair by finish touchup or similar minor repair procedures.

### 3.10 ROOFING INSTALLER'S WARRANTY

- A. WHEREAS \_\_\_\_\_ of \_\_\_\_\_, herein called the "Roofing Installer," has performed roofing and associated work ("work") on the following project:

- 1. Owner: Village of Forest Park
- 2. Address: 517 Des Plaines Avenue, Forest Park, IL 60130.
- 3. Building Name/Type: Village Hall.
- 4. Address: 517 Des Plaines Avenue.
- 5. Area of Work: Roof.
- 6. Acceptance Date:
- 7. Warranty Period:
- 8. Expiration Date:

## METAL FLASHING

- B. AND WHEREAS Roofing Installer has contracted with the Owner ("Village") to warrant said work against leaks and faulty or defective materials and workmanship for designated Warranty Period,
- C. NOW THEREFORE Roofing Installer hereby warrants, subject to terms and conditions herein set forth, that during Warranty Period he will, at his own cost and expense, make or cause to be made such repairs to or replacements of said work as are necessary to correct faulty and defective work and as are necessary to maintain said work in a watertight condition.
- D. This Warranty is made subject to the following terms and conditions:
1. Specifically excluded from this Warranty are damages to work and other parts of the building, and to building contents, caused by:
    - a. Lightning;
    - b. Peak gust wind speed exceeding 90 mph;
    - c. Fire;
    - d. Failure of roofing system substrate, including cracking, settlement, excessive deflection, deterioration, and decomposition;
    - e. Faulty construction of parapet walls, copings, chimneys, skylights, vents, equipment supports, and other edge conditions and penetrations of the work;
    - f. Vapor condensation on bottom of roofing; and
    - g. Activity on roofing by others, including construction contractors, maintenance personnel, other persons, and animals, whether authorized or unauthorized by Owner.
  2. When work has been damaged by any of foregoing causes, Warranty shall be null and void until such damage has been repaired by Roofing Installer and until cost and expense thereof have been paid by Owner or by another responsible party so designated.
  3. Roofing Installer is responsible for damage to work covered by this Warranty but is not liable for consequential damages to building or building contents resulting from leaks or faults or defects of work.
  4. During Warranty Period, if Owner allows alteration of work by anyone other than Roofing Installer, including cutting, patching, and maintenance in connection with penetrations, attachment of other work, and positioning of anything on roof, this

## METAL FLASHING

Warranty shall become null and void on date of said alterations, but only to the extent said alterations affect work covered by this Warranty. If Owner engages Roofing Installer to perform said alterations, Warranty shall not become null and void unless Roofing Installer, before starting said work, shall have notified Owner in writing, showing reasonable cause for claim, that said alterations would likely damage or deteriorate work, thereby reasonably justifying a limitation or termination of this Warranty.

5. During Warranty Period, if original use of roof is changed and it becomes used for, but was not originally specified for, a promenade, work deck, spray-cooled surface, flooded basin, or other use or service more severe than originally specified, this Warranty shall become null and void on date of said change, but only to the extent said change affects work covered by this Warranty.
6. Owner shall promptly notify Roofing Installer of observed, known, or suspected leaks, defects, or deterioration and shall afford reasonable opportunity for Roofing Installer to inspect work and to examine evidence of such leaks, defects, or deterioration.
7. This Warranty is recognized to be the only warranty of Roofing Installer on said work and shall not operate to restrict or cut off Owner from other remedies and resources lawfully available to Owner in cases of roofing failure. Specifically, this Warranty shall not operate to relieve Roofing Installer of responsibility for performance of original work according to requirements of the Contract Documents, regardless of whether Contract was a contract directly with Owner or a subcontract with Owner's General Contractor.

E. IN WITNESS THEREOF, this instrument has been duly executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

1. Authorized Signature:
2. Name:
3. Title:

END OF SECTION

## **GUTTERS AND DOWNSPOUTS**

### **SECTION 07 71 00**

#### **PART 1- GENERAL**

##### **1.01 SCOPE**

This Section covers damaged rain drainage units consisting of gutters, downspouts and related accessories to be furnished installed and tested. Fittings, connectors, supports and anchors, where required, shall be included under this Section of Work.

##### **1.02 QUALITY ASSURANCE**

###### **A. Acceptable Materials & Manufacturer**

Gutters and downspouts shall be aluminum as manufactured by Peterson Aluminum, Alcoa, or equal.

###### **B. Warranties**

Furnish written fifteen (15) year unlimited warrantee providing a guarantee to repair without expense to the Owner any leaks that may occur due to defective materials or faulty installation.

###### **C. Field Coordination**

Coordinate rain drainage work with roofing, flashing, trim, and the construction of decks, parapets, walls, and other adjoining work, to provide a permanently leak-proof, secure, and non-corrosive installation.

##### **1.03 SUBMITTALS**

A. Submit material list of proposed products to be provided under this Section.

B. Submit manufacturer's printed specifications and installation instructions and drawings, and other data needed to prove compliance with the specified requirements.

C. Submit three 12-inch square samples of specified metal typical of gauge, color, finish, and texture required. (Contractor to coordinate final color selection directly with Owner).

D. Submit shop drawings showing the manner of forming, jointing, and securing the metal to form rain drainage units. If required, show expansion joint details and waterproof connections to adjoining work and at obstructions and

## **GUTTERS AND DOWNSPOUTS**

penetrations.

### PART 2- PRODUCTS

Replacement gutters and downspouts shall match existing. Replacement gutters shall be 24 gauge galvanized and provided in 10 foot sections, with shape to match existing.

### PART 3- EXECUTION

#### 3.00 COORDINATION

Coordinate the Work with other Work for the correct sequencing of items which make up the entire system of weatherproofing and rain drainage. Flashing and sheet metal Work shall be permanently watertight and not deteriorate.

#### 3.01 PREPARATION

- A. Do not proceed with this Work until nailer and prior construction to receive this Work is completed.
- B. Examine the surfaces and the conditions under which this Work is to be performed, and notify Engineer of unsatisfactory conditions. Proceed with the Work only when corrections have been made that are acceptable to Engineer.

#### 3.02 INSTALLATION

- A. All Installation: By qualified workmen, in strict compliance with workmanlike procedures and installation and assembly drawing as approved by Engineer.
- B. Coat all metal to metal contacts and provide all erection sealing required using proper sealant.
- C. Coordinate Work and cooperate with other trades in a manner to avoid delays.
- D. Lines and corners of exposed units shall be true and accurate. Exposed faces shall be formed flat and free of buckles, excessive waves, and tool marks. Provide uniform, neat seams with minimum exposure of solder, welds, and sealant. Fold back the sheet metal to form a hem on the concealed side of exposed edges.
- E. Provide concealed cleat-type anchorages where practical, arranged to relieve stresses in the rain drainage work resulting from building movement and thermal expansion.

## GUTTERS AND DOWNSPOUTS

### 3.03 WORKMANSHIP

#### A. General

1. Form sheet metal accurately and to the dimensions and shapes required, finishing molded and broken surfaces with true, sharp, and straight lines and angles and, where intercepting other members, coping to an accurate fit and soldering securely.
2. Unless otherwise specifically permitted by the Owner's Representative, turn exposed edges back 1/2-inch.

- B. Form, fabricate, and install sheet metal so as to adequately provide for expansion and contraction in the finished Work.

#### C. Weatherproofing

1. Finish watertight and weathertight where so required.
2. Where lap seams are not soldered, lap according to pitch, but in no case less than 3-inches.
3. Make flat and lap seams in the direction of flow.

#### D. Joints

1. Join parts with rivets or sheet metal screws where necessary for strength and stiffness.
2. Provide suitable watertight expansion joints for runs exceeding 40 feet, except where closer spacing is indicated on the Drawings or required for proper installation.

#### E. Nailing

1. Whenever possible, secure metal by means of clips or cleats, without nailing through the exterior metal.
2. In general, space nails, rivets, and screws not more than 8-inches apart, and where exposed to the weather use lead washers.
3. For nailing into wood, use barbed aluminum nails.
4. For nailing into concrete or masonry, use drilled plug holes and plugs.

### 3.04 TESTS

- A. After completing installation of rain drainage units perform water testing to verify conveyance to downspouts.
- B. Upon request of the Owner's Representative, demonstrate by hose or standing water that the Work is completely watertight and leak proof.

END OF SECTION

## PAINTING

### SECTION 09 91 13

#### PART 1- GENERAL

##### 1.01 SCOPE

###### A. Description

This Section covers painting materials to be furnished and applied, including preparing surfaces and providing adequate conditions for proper workmanship, as shown on the Drawings and as specified herein.

###### B. Related Work

1. Sections 01 33 00.

##### 1.02 QUALITY ASSURANCE

A. Acceptable Materials and Manufacturers shall conform to the herein specified material and construction standards.

###### B. Applicable Standards

All Work shall conform to the applicable provisions of codes, standards and Specifications, as specified herein as follows:

<u>Name</u>	<u>Abbreviation</u>
National Fire Protection Association	NFPA
Steel Structure Painting Council	SSPC
Ten State Standards	--
American Water Works Association	AWWA

C. The paint products mentioned in the following specifications are set up as standards of quality. The standard "or equal" clause shall apply. No substitution will be considered unless a written request for approval has been received by the Engineer at least 10 days prior to the date for receipt of bids. Each such request shall include the name of the specified material for which a substitute is being requested; the name of the proposed substitute material; and a complete description of the proposed substitute including performance and test data and any other information necessary for an evaluation. The burden of proof of the merit of the proposed substitute is upon the proposer. The decision of the Engineer regarding approval or disapproval of the proposed substitution shall be final.

## PAINTING

All material shall be brought to the job site in the original sealed and labeled containers of the paint manufacturer and shall be subject to inspection by the Engineer. Colors, where not specified, shall be selected by the Engineer.

The Contractor shall submit to the Engineer, immediately upon completion of the job, certification from the paint manufacturer indicating that the quantity of each coating purchased was sufficient to coat all surfaces in accordance with the specifications and manufacturer's recommendations.

### 1.03 SUBMITTALS

- A. The Contractor shall submit to the Owner's Representative for review product specification of paint materials and descriptions of surface preparation contemplated for the Work to illustrate compliance with applicable requirements of this Section and other Related Work Sections. Submittals shall be in accordance with Section 013300 and as herein specified.
- B. Submittals shall include, but not be limited to the following:
  - 1. Project schedule.
  - 2. Surface preparation details including containment methods when and where containments are utilized.
  - 3. Application instructions for each type of coating to be used.
  - 4. Maintenance recommendations for each type of coating used.
  - 5. Color samples for selection and scheduling. (Note: Color to be selected by **Owner**)

### PART 2- PRODUCT

#### **I. Standing Metal Seam Roof**

- A. Surface Preparation: Uniformly and thoroughly abrade all surfaces to be coated by brush off blast cleaning using low pressure and a fine abrasive or hand sanding. Power wash all surfaces to be coated prior to painting.
- B. Prime Coat: Apply one coat of Themec Series 27 FC Typoxy to all surfaces at a dry film thickness of 2.0 - 3.0

## PAINTING

mils. Color shall be selected by Tnemec's color lab.

- C. Finish Coat: Apply one complete coat of Tnemec Series 1071V Fluoronar at a dry film thickness of 2.0 - 3.0 mils.
- D. Color: Tnemec 91 GN Balsam

## II. Fascias and Soffits

### A. Galvanized - Normal Exposure

Galvanized ferrous metal surfaces, normal exposure; for example: interior or exterior gutters, downspouts, exposed ductwork, handrails, doors, door frames, tanks, vents, electrical conduit and boxes, and like items.

1. Step one: Remove all rust to sound surface, solvent clean, wash, and let dry.
2. Step two: Spot prime former rust areas with one of the following primers.
3. Step three: Apply one of the following alkyd enamel systems.

Devoe: 4.5 mils system

One coat 13201 Mirrolac Galvanized Metal Primer, 1.5 mils

Two coats 70xx Mirrolac Gloss Alkyd Enamel, Interior-Exterior, 1.5 mils each.

PPG: 5.5 mils system

Spot prime 6-204 Zinc Chromate Primer.

One coat 6-209 Galvanized Steel Primer, 1.5 mils.

Two coats Speedhide Exterior-Interior Alkyd Gloss Enamel, 2 mils each.

P & L: 4.3 mils system

One coat Galvanized Metal Latex Primer, 1.3 mils.

## **PAINTING**

Two coats Effecto Enamel Gloss, 1.5 mils each.

Valspar: 4.5 mils system

One coat 79-W-1 Latex Primer, 1.5 mils dry.

Two coats 42 Series Gloss Acrylic Latex, 1.5 mils dry per coat.

Sherwin: 6.0 mils system

One coat Galvite Primer B50 W 3, 2.0 mils.

Two coats Industrial Enamel, B54 Series, 2.0 mils each.

### PART 3- EXECUTION

#### 3.01 GENERAL

- A. Do not proceed with the application of paint until the following conditions are met: Proper temperature and humidity, dust free spaces, proper surface preparation. Starting Work constitutes acceptance of conditions and substrates and full responsibility for the quality and suitability of the finished Work.
- B. Furnish inspection devices, in good working condition, for the detection of holidays and the measurement of coating film thickness (wet and dry). Inspect surfaces to be painted and conditions of the area before starting Work. Report any defects that render any area or surface unfit to receive paint.
- C. Handle and store materials in accordance with the provisions of the Flammable and Combustible Liquids Code, NFPA 30. All materials shall be handled and stored to avoid fire and explosion.
- D. Provide masks, gloves, and other protective materials or clothing and furnish special ventilation as necessary or recommended by the paint manufacturer.
- E. During surface preparation, contain and dispose of any and all paint chips/flakes in accordance with Federal, State and/or local requirements, or as otherwise specified.

## **PAINTING**

### 3.02 DELIVERY TO SITE

All materials furnished shall be labeled. Each label shall indicate the manufacturer's name, the brand name, the type of material as specified, the class of flammability or combustibility if applicable, the color, and the mixing and application instructions. Each container shall be stenciled or embossed at the factory with the product number and name as it appears in the manufacturer's catalog. Deliver materials to the site in unbroken, unopened containers, with labels affixed on each container by the manufacturer. Containers delivered to site which are damaged shall be cause for rejection.

### 3.03 CONDITIONS FOR APPLYING MATERIALS

- A. Materials other than water-thinned materials shall be applied only to surfaces that are free of surface moisture as determined by sight or touch.
- B. Materials shall not be applied when the temperature of the surfaces to be covered are below recommended levels, or the surrounding atmosphere is below recommended levels, or when the relative humidity exceeds 85 percent.
- C. Prepare all surfaces to receive materials as required herein or as required by the coatings manufacturer. Clean surfaces to remove all foreign matter. Roughen surface as recommended by the coating manufacturer for proper adhesion of coating to the substrate.

### 3.04 APPLICATION

- A. The Contractor shall apply each coating in accordance with these specifications and the paint manufacturer's recommendations. The coating shall be applied at the specified thickness. If the specified thickness is not obtained, an additional coat(s) of paint shall be applied.

All paint shall be applied in strict accordance with the applicable manufacturer's printed data sheet and container label outlining recommended minimum and maximum surface and air temperatures required for application. Paint shall not be applied to wet or damp surfaces and shall not be applied in rain, snow, fog or mist, or when the relative humidity exceeds 85%.

No paint shall be applied when it is expected that the relative humidity will exceed 85% and/or the air temperature will drop below recommended levels within 12

## PAINTING

hours after paint application. Dew or moisture condensation should be anticipated, and if such conditions are prevalent, painting shall be delayed until certain that the surfaces are dry. Painting should be completed well in advance of the probable time of day when condensation will occur in order to permit the film an appropriate drying time prior to the formation of moisture on the surface.

- B. Dry Film Thickness: Dry film thickness shall be measured in accordance with current SSPC PA2, "Dry Paint Thickness with Magnetic Gauges".

Existing paint systems containing lead and / or other heavy metals may require compliance with certain environmental safety and health regulations during surface procedures. Always reference applicable federal, state and local regulations prior to proceeding.

- C. Containment/Disposal Requirements: When required by federal, state or local regulation, the entire structure shall be enclosed and surface preparation debris contained. Refer to SSPC-GUIDE 6 (CON), "Guide for Containing Debris Generated During Paint Removal Operations".

Refer to SSPC-GUIDE 7 (DIS). NOTE: All surface preparation debris must be disposed of in accordance with applicable federal, state and local regulations.

The owner is the generator of and is responsible for the proper containment and disposal of all waste resulting from the surface preparation of these structures. As part of this contract, the contractor shall arrange and pay for all containment, tests, permits, transportation and disposal of all waste resulting from the surface preparation of these structures in strict accordance with Illinois EPA regulations. Copies of all documentation required by Illinois EPA regulations shall be submitted to the owner for verification prior to the submission of the contractor's request for final payment.

- D. First Anniversary Inspection: Approximately 11 months after the completion of the work, the CONTRACTOR and CITY and or the CITY'S representative shall inspect all work to determine if any repair work is necessary.

- E. Guarantee: The Bid shall be construed to contain a guarantee for a minimum of one (1) year for all materials and workmanship.

## **PAINTING**

Any work proving defective within one year for the date of acceptance shall be redone without additional expense to the CITY or for labor or materials.

- F. Do not paint code required labels, (Underwriters Laboratories, Inc., Factory Mutual, or the like) or any equipment identification, performance ratings, name, or nomenclature plates. Remove any paint inadvertently or previously applied to such items.
- G. Protect adjacent surroundings against splash or overspray. Remove materials from surfaces not designated to receive such materials.
- H. Finished surfaces shall be uniformly coated with the thickness specified, free of runs, drips, sags, brush marks, holidays, or other defects. Such defects shall be corrected without change in Contract Price.
- I. Remove waste rags and coating debris on a daily basis. Keep storage spaces and work areas neat and clean.

### 3.05 COMPLETION OF WORK

- A. When Work is complete leave all materials properly coated to conform to the above Specifications. Remove and/or clean-up dry fall, overspray, droppings, or spatter from adjacent materials and properties. Repair damage to other work to the satisfaction of Owner's Representative.
- B. Furnish two copies and all instructions, manufacturers' certificates, and documents to Owner's Representative.

## PART 4- MEASUREMENT AND PAYMENT

### 4.01 MEASUREMENT

Measurement will not be made for the Work specified in this Section.

### 4.02 PAYMENT

- A. Payment for the Work specified in this Section will be made at the lump sum price for Item 09 91 13/01, Painting (All) in the Schedule of Prices.
- B. This price shall be full compensation for furnishing all materials; and for all preparation; and for all labor, equipment, tools, and incidentals necessary for the Work as required by the Specifications and Drawings.

## **PAINTING**

- C. Payment will not be made for any other items except as listed above. All other costs associated with such Work shall be considered incidental and shall be included in the prices bid for the various items to which they pertain.

END OF SECTION

**RESOLUTION NO. R-\_\_\_\_\_-22**

**A RESOLUTION APPROVING PAY REQUEST #1 (FINAL) FOR THE  
HARLEM AVENUE AND HARRISON STREET EMERGENCY WATER MAIN  
INTERCONNECT ABANDONMENT FROM GALAXY UNDERGROUND, INC.**

WHEREAS, the Village of Forest Park, Cook County, Illinois ("Village"), awarded the contract for the Harlem Avenue and Harrison Street Emergency Water Main Interconnect Abandonment ("Project") to Galaxy Underground, Inc. ("Contractor"); and

WHEREAS, Contractor has submitted its Pay Request #1 (Final) for completion of the work to date under the Project, a copy of which is attached hereto and made a part hereof; and

WHEREAS, the Pay Request #1 (Final) has been reviewed by the Village Engineer, who has determined that Contractor is entitled to compensation for its performance under the Project to date, pursuant to the Pay Request #1 (Final); and

WHEREAS, the Village will be obligated to make a payment on Pay Request #1 (Final) to Contractor in the amount of Twenty-Four Thousand Two Hundred and 00/100 Dollars (\$24,200.00); and

WHEREAS, it is necessary that the Mayor and Council of the Village approve Pay Request #1 (Final) to Contractor under the contract for the Project.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Village of Forest Park, Cook County, Illinois, as follows:

Section 1. The Council of the Village hereby approves Pay Request #1 (Final) to Contractor in the amount of Twenty-Four Thousand Two Hundred and 00/100 Dollars (\$24,200.00) under the contract for the Project with Contractor.

Section 2. The Village Clerk is directed to attest to the Mayor's signature on any and all documents, as necessary.

Section 3. This Resolution shall be in full force and effect upon its passage in the manner provided by law.

RESOLVED by the Council of the Village of Forest Park, Cook County, Illinois this 11<sup>th</sup> day of July, 2022.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED by me this 11<sup>th</sup> day of July, 2022.

\_\_\_\_\_  
Rory E. Hoskins, Mayor

ATTESTED and filed in my office,  
and published in pamphlet form  
this \_\_\_\_\_ day of July, 2022.

\_\_\_\_\_  
Vanessa Moritz, Village Clerk

**HARLEM AVENUE AND HARRISON STREET**  
**EMERGENCY WATER MAIN INTERCONNECT ABANDONMENT**  
**PAY REQUEST #1 (FINAL)**



**CHRISTOPHER B. BURKE ENGINEERING, LTD.**

9575 West Higgins Road Suite 600 Rosemont, Illinois 60018 TEL (847) 823-0500 FAX (847) 823-0520

June 23, 2022

Village of Forest Park  
517 Des Plaines Avenue  
Forest Park, Illinois 60130

Attention: Sal Stella – Director of Public Works

Subject: Harlem Avenue and Harrison Street  
Abandonment of Emergency Water Main Interconnect  
**Pay Request 1 and FINAL**  
(CBBEL Project No. 00-23.General)

Dear Mr. Stella:

Christopher B. Burke Engineering, Ltd. (CBBEL) has reviewed Pay Request #1 and FINAL submitted by Galaxy Underground, Inc. in the amount of **\$24,200.00** for the work completed so far. The payment will be:

1.	Contract Amount	\$	24,200.00
2.	Work Completed to Date	\$	24,200.00
3.	Less Previous Payments	\$	0.00
4.	Less No Retainage (0%)	\$	0.00
5.	Amount Due	\$	<b>24,200.00</b>

We recommend payment in the amount of **\$24,200.00** to Galaxy Underground, Inc.

Please find enclosed the invoice, final waiver of lien and certified payrolls.

If you have any further questions, please do not hesitate to contact me.

Sincerely,

James F. Amelio, PE  
Senior Project Manager

cc: Moses Amidei – Village of Forest Park



Galaxy Underground, Inc  
1075 Morse Avenue  
Schaumburg, IL 60193-4503  
(847)455-8522 FAX (847)455-8533

INVOICE NO: 9192  
PAY APPLICATION NO: 1  
PERIOD TO: 6/23/2022  
APPLICATION DATE: 6/23/2022  
JOB NUMBER: 22-36601

## MONTHLY PAY APPLICATION

TO: Village of Forest Park  
517 Des Plaines Ave.  
Forest Park, IL 60130

CONTRACT #: 1003442.1  
PROJECT: Harlem and Garfield St.  
Harlem and Garfield Street  
Forest Park  
Forest Park, IL 60130

LINE	ITEM NO	DESCRIPTION	UNIT	BID QUANTITY	UNIT PRICE	SCHEDULED VALUE	PREVIOUS QUANTITY	PREVIOUS AMOUNT	CURRENT QUANTITY	CURRENT AMOUNT	TO DATE QUANTITY	TO DATE AMOUNT	% COMP
1	1	PLUG AND BLOCK 6" WATER MAIN CONCRETE PATCH	EACH	1.00	12,850.00	12,850.00		0.00	1.00	12,850.00	1.00	12,850.00	100.00%
2	2	REMOVE ENTERANCE COVER FILL WITH CLSM	EACH	1.00	5,650.00	5,650.00		0.00	1.00	5,650.00	1.00	5,650.00	100.00%
3	3	REMOVE VALVE BOX TOP SECTION FILL WITH CLSM	EACH	2.00	2,850.00	5,700.00		0.00	2.00	5,700.00	2.00	5,700.00	100.00%

					CURRENT		TO DATE	
CONTRACT TOTAL: \$					24,200.00	\$	24,200.00	100.00%
					TOTAL: \$		\$	
					RETAINAGE: \$		\$	
					LESS PREVIOUS BILLINGS:		\$	
					CURRENT AMOUNT DUE: \$	24,200.00	\$	24,200.00

STATE OF ILLINOIS  
COUNTY OF COOK

} SS

**FINAL WAIVER OF LIEN**

Gty # \_\_\_\_\_

Escrow # \_\_\_\_\_

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by \_\_\_\_\_ Village of Forest Park  
to furnish \_\_\_\_\_ storm sewer installation  
for the premises known as \_\_\_\_\_ Harlem and Garfield Street-Forest Park  
of which \_\_\_\_\_ Village of Forest Park \_\_\_\_\_ is the owner.

THE undersigned, for and in consideration of Twenty Four Thousand Two Hundred Dollars and No Cents  
(\$ 24,200.00 ) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es) hereby waive  
and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect to and on  
said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys,  
funds or other considerations due or to become due from the owner, on account of all labor services, material, fixtures, apparatus or machinery,  
heretofore furnished, or which may be furnished at any time hereafter, by the undersigned for the above-described premises, INCLUDING EXTRAS.\*

DATE 06/23/2022 COMPANY NAME Galaxy Underground, Inc  
ADDRESS 1075 Morse Avenue Schaumburg, IL 601934503

SIGNATURE AND TITLE  President

\* Extras include but are not limited to change orders, both oral and written, to the contract.

STATE OF ILLINOIS  
COUNTY OF COOK

} SS

**CONTRACTOR'S AFFIDAVIT**


TO WHOM IT MAY CONCERN:

The undersigned \_\_\_\_\_ Nica Ruggieri \_\_\_\_\_ being duly sworn, deposes  
and says that he or she is \_\_\_\_\_ President \_\_\_\_\_  
of \_\_\_\_\_ Galaxy Underground, Inc \_\_\_\_\_ who is the  
contractor furnishing \_\_\_\_\_ storm sewer installation \_\_\_\_\_ work on the building  
located at \_\_\_\_\_ Harlem and Garfield Street-Forest Park \_\_\_\_\_  
owned by \_\_\_\_\_ Village of Forest Park \_\_\_\_\_

That the total amount of the contract including extras\* is \$ 24,200.00 on which he has received payment of  
\$ 0.00 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no  
claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all parties who have furnished  
materials or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work or for material entering  
into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and materials required to  
complete said work according to plans and specifications:

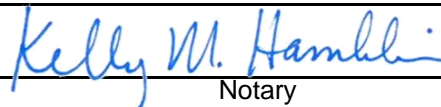
NAME AND ADDRESSES	WHAT FOR	CONTRACT PRICE INCLDG EXTRAS*	AMOUNT PAID	THIS PAYMENT	TOTAL DUE
Galaxy Underground, Inc	Labor and Equipment	24,200.00	0.00	24,200.00	0.00
All material taken from fully paid stock and delivered to the job site in our own vehicles					
Total Labor And Material Including Extras* To Complete		24,200.00	0.00	24,200.00	0.00

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any  
kind done upon or in connection with said work other than above stated.

DATE 06/23/2022 Signature:   
Subscribed and sworn before me this 23rd day of June, 2022

\*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE  
ORDERS, BOTH ORAL AND WRITTEN TO THE CONTRACT.



  
Notary

VILLAGE OF



BIG CITY ACCESS

SMALL TOWN CHARM  
[www.forestpark.net](http://www.forestpark.net)

OFFICE OF THE MAYOR

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**Rory E. Hoskins**

To: The Honorable Commissioners

Date: July 6, 2022

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Dear Commissioners.

I am seeking your support in the appointment of the following candidates to fill vacancies in their corresponding boards and commissions. Their applications are attached for your review.

Cara Smith                      Board of Fire and Police Commissioners

Heather Vickery              Recreation Board

Your favorable support would be appreciated,

Mayor Hoskins

RESUME FOR BOARD/COMMISSION CANDIDATES		1. NAME OF BOARD/COMMISSION FOR WHICH YOU ARE APPLYING <i>Board of Fire and Police Commissioners</i>	
2. PRINT NAME <i>Cala Lefebour Smith</i>		3. <div style="display: flex; justify-content: space-between;"> <div> Female <input checked="" type="checkbox"/>  Male <input type="checkbox"/> </div> <div> <p><b>American Indian or Alaskan Native.</b> A person having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community.</p> <p><b>Asian or Pacific Islander.</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.</p> <p><b>Black not of Hispanic Origin.</b> A person having origins in any of the black racial groups of Africa.</p> <p><b>Spanish or Hispanic.</b> A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race.</p> <p><b>White not of Hispanic Origin.</b> A person having origins in any of the original people of Europe, North Africa or the Middle East.</p> <p><b>Other:</b> _____</p> </div> </div>	
4. RESIDENCE ADDRESS (Street, City, State, ZIP Code) [REDACTED], Forest Park, IL 60130			
5. E-MAIL ADDRESS(S) [REDACTED]			
6. SOCIAL SECURITY NUMBER [REDACTED]	7. DRIVER'S LICENSE NUMBER [REDACTED]		
8. TELEPHONE NUMBER HOME: BUSINESS: CELL: [REDACTED]	9. COUNTY OF RESIDENCE <i>Cook</i>		
10. PLACE OF BIRTH <i>Chicago</i>	11. DATE OF BIRTH (M/D/Y) [REDACTED]		
12. Have you ever been convicted of any criminal offense (s) in Illinois, or in another state, or in federal court (other than minor traffic violations)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, attach explanation stating the date and place of conviction (s) and the nature of such offense (s).</i>			
13. EDUCATION			
A. HIGH SCHOOL - Name and Location of Institution <i>OPRF, Oak Park, Illinois</i>			GRADUATED? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
B. COLLEGE - UNDERGRADUATE/BACCALAUREATE - Name and Location of Institution <i>Wilbur Wright Jr. College, Chicago IL</i>			GRADUATED? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
NUMBER OF YEARS ATTENDED <i>2</i>	CURRICULUM <i>Liberal Arts</i> Major ____ Minor	TYPE OF DEGREE GRANTED <i>A.A.</i>	DATE DEGREE ISSUED <i>1983</i>
COLLEGE - UNDERGRADUATE/BACCALAUREATE - Name and Location of Institution <i>Univ. of Illinois, Chicago</i>			
NUMBER OF YEARS ATTENDED <i>3</i>	CURRICULUM <i>Liberal Arts</i> Major ____ Minor	TYPE OF DEGREE GRANTED <i>B.A.</i>	DATE DEGREE ISSUED <i>1985</i>
C. COLLEGE - POSTGRADUATE - Name and Location of Institution <i>Loyola Univ. School of Law</i>			
TYPE OF CURRICULUM <i>Law</i>		TYPE OF DEGREE GRANTED <i>J.D.</i>	DATE DEGREE ISSUED <i>1992</i>
COLLEGE - POSTGRADUATE - Name and Location of Institution			
TYPE OF CURRICULUM		TYPE OF DEGREE GRANTED	DATE DEGREE ISSUED

14. Do you possess any professional License Qualifications, if Yes please complete below.

Type of Licensure	License Number	Date of Licensure	State of Licensure	Current?
Law	6210104		IL.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

15. PROFESSIONAL EXPERIENCE - Time must be accounted for from graduation to present.

DATE		EMPLOYER NAME AND ADDRESS	DESCRIPTION OF EXPERIENCE
From	To		
		Please see attached	

16. PROFESSIONAL ASSOCIATIONS/ACTIVITIES


17. HONORS/PUBLICATIONS/OTHER


I, Cara L. Smith, authorize the Village of Forest Park, Ill., to conduct an investigation into all aspects of my qualifications and background. I authorize any individual, organization, or agency which maintains records relating to me to provide these records upon request to any agency of the Village of Forest Park, Ill., conducting such an investigation. This authorization includes, but is not limited to, employment records, credit records, and criminal history records. I release any individual, organization, or agency from any and all liability incurred as a result of providing such records.

Signature

Date Submitted

6-20-22

## CONFLICT OF INTEREST QUESTIONNAIRE

If answer is "YES" to any of the following, please explain.	YES	NO
1. Have you or your company entered into any business or consulting contracts with the Village in the last three years? If so, list your partners (if any), and identify all Village departments with which you or your company have had a contract in the last three years.		X
2. If you answered "Yes" to question number 1, please list the work performed		
3. Have you ever been named a party to any lawsuit or administrative proceeding? If so, please list county and year filed. <i>I was named as a defendant in connection with my roles in the Cook County Sheriff's office. I was also</i>	X	
4. Have you ever been arrested or convicted of a felony? <i>named as a defendant in a matter I had no knowledge of regarding property owned by</i>		X
5. Are you aware of any investigation of your conduct by any federal, state or local law enforcement agency? <i>my husband.</i>		X
6. Have you ever served on a Village Commission or Board?		X
7. If you answered yes to question #6 please list what board and when you served?		
8. Do you have any government-guaranteed loan outstanding?		X
9. Is any member of your immediate family employed by the Village?		X
10. Is there anything in your background, including any investments or real estate holdings, which might create or appear to create any conflict of interest with your appointment?		X
11. Is there anything in your background which, if it were disclosed, might prove to be embarrassing to you or to the Mayor?		X

Print Name of Applicant: Cara Lefevor Smith

Date: 6.20.22

Signature of Applicant: \_\_\_\_\_

### Authorization for Appointment Credit Report

I authorize the Forest Park Police to obtain a credit report on myself through the credit reporting agency of its choice.

Signature



Print Name

Cara L. Smith

Current Address



City / State

Forest Park, GA 60130

Date

6.20.22

### Appointment Process Statement

**Appointments to Village Boards and Commissions are the privilege of the Mayor with the advice and consent of the Village Council. Completing this application is not a guarantee that you will be appointed. This is just one step in the appointment process.**

Signature



Print Name

Cara L. Smith

Date

6.20.22

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## PROFESSIONAL EXPERIENCE

### **DIRECTOR, OFFICE OF STATEWIDE PRETRIAL SERVICES** September, 2021-present

- Responsible for establishing a statewide agency to provide pretrial services to at least 69 Illinois counties by January 1, 2023.

### **COOK COUNTY CIRCUIT COURT JUDGE** June, 2019 – September, 2021

Appointed by Supreme Court Justice Anne M. Burke on June 17, 2019.

- *First Municipal District, Traffic Division* June, 2019 – March, 2020
- *Juvenile Justice Division, arraignment call* March, 2020-present

### **OFFICE OF COOK COUNTY SHERIFF THOMAS J. DART**

*Chief Policy Officer*

July, 2015 – June, 2019

- Responsible for all aspects of the mission and the strategic vision of the Sheriff's Office, including reforming incarceration policies, addressing use of force and transparency and developing and implementing the Sheriff's policy, social justice and violence prevention agendas. Duties include development and implementation of strategies and legislation to address poverty prevention, violence reduction, unjust incarceration, use of force, re-entry and community corrections, housing policy, and convening, organizing and collaborating with criminal justice stakeholders.
- Additional responsibilities included securing compliance with the terms of the Agreed Order entered in *USA v. Cook County, et al.* 10 C 2946. Worked to develop action plans for the various provisions of the Order and secure substantial compliance with every provision, resulting in the dismissal of the Sheriff's Office from the litigation. Extensive experience working with consent decrees, contract and transactional matters and court appointed monitors.
- Additional duties include crafting and advancing the Sheriff's legislative agenda, engaging with federal, state and local elected officials, identifying and addressing vulnerabilities throughout the office and collaborating with Health and Hospital System on delivery of medical and mental health care.

### *Executive Director, Cook County Department of Corrections*

December, 2013 – July, 2015

- Responsible for oversight and management of all aspects of the Cook County Department of Corrections, the largest single site jail in the nation.

### *Chief – Policy and Communications*

November, 2012 – present

- Responsible for development of major policy and legislative initiatives.
- Responsibilities also include development of communication strategies and communicating and coordinating with local, state and federal officials on a wide range of issues impacting Cook County.

**OFFICE OF ILLINOIS ATTORNEY GENERAL LISA MADIGAN**

*Deputy Chief of Staff*

July, 2011 – November, 2012

- Responsible for development and implementation of key policy and legislative initiatives with an emphasis on significant criminal justice, open government, social justice and consumer issues.
- Responsibilities also include developing strategies to empower communities and engage state, local and federal agencies in a wide variety of matters impacting Illinois.

**ILLINOIS DEPARTMENT OF CORRECTIONS**

*Chief of Staff*

January, 2011 – July, 2011

- Responsible for managing all aspects of the Department's 27 adult prisons and over 11,000 employees.
- Responsibilities included overseeing the Department's training, community corrections, labor relations, staff development and policy units.

**OFFICE OF ILLINOIS ATTORNEY GENERAL LISA MADIGAN**

*Public Access Counselor*

January, 2010-January, 2011

- Managed and oversaw compliance with Illinois' Freedom of Information Act and Open Meetings Act.

*Deputy Chief of Staff*

January, 2007-January, 2011

- Managed the Attorney General's Policy, Press and Strategic Communications Divisions.
- Responsible for identifying, developing and implementing the Attorney General's statewide policy initiatives and agenda and communicating these initiatives to the media and the people of the State of Illinois.
- Drafted legislation in the areas of criminal justice, DNA, violence reduction, violence against women, human trafficking, consumer protection, children's product safety, labor and open government.

*Press Secretary*

July, 2006-January 2007

- Managed all aspects of the Attorney General's press office, including writing and issuing press releases, planning press events, responding to press inquiries and message development.

*Director of Policy*

May, 2003-January, 2007

- Identified and implemented the Attorney General's Policy Agenda, drafted significant legislation in the areas of sex offender management, DNA, elder abuse and neglect, violence against women and product safety.
- Duties also included speech writing and coordination of press events.

**ILLINOIS DEPARTMENT OF CORRECTIONS**

*Legal Counsel*

June, 2000-May, 2003

- Provided comprehensive legal support to the state prison and parole systems. Served as primary legal counsel to the Department's parole and juvenile divisions and developed significant policy initiatives around public safety and the management of and custodial policies applicable to inmates and releasees suffering from serious mental illness. In addition, worked extensively in the areas of DNA, parole and department wide re-entry initiatives.

**LAW OFFICES OF ROBERT E. SENECHALLE**

Associate

April, 1999- April, 2000

- Civil litigation associate.

**PACE SUBURBAN BUS***Legal Counsel*

July, 1997 - April, 1999

- Provided legal support to the suburban public transportation agency in a wide range of matters, including human resources, purchasing, personal injury/risk management.

**OFFICE OF THE ILLINOIS ATTORNEY GENERAL***Assistant Attorney General – General Law Division*

December, 1992 - July, 1997

- Represented the State of Illinois, its agencies and employees in a wide variety of civil litigation matters.
- Extensive trial experience in federal and state court.

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**EDUCATION****Loyola University of Chicago School of Law, Chicago, IL - Juris Doctor, 1992****University of Illinois Chicago, Chicago, IL – Bachelor of Arts, 1985**

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**PROFESSIONAL REFERENCES**

- Chief Justice Anne M. Burke, [aburke@illinoiscourts.gov](mailto:aburke@illinoiscourts.gov)
- Honorable Lisa Madigan, [lisa.madigan@kirkland.com](mailto:lisa.madigan@kirkland.com); 312-862-2374
- Honorable Iain Johnston, United States District Court: [ian\\_johnston@ilnd.uscourts.gov](mailto:ian_johnston@ilnd.uscourts.gov); 815-987-4255
- Thomas Geraghty, Professor, Northwestern University School of Law; 312-503-8574

RESUME FOR BOARD/COMMISSION CANDIDATES		1. NAME OF BOARD/COMMISSION FOR WHICH YOU ARE APPLYING <div style="font-size: 1.2em; font-family: cursive;">Recreation Board</div>			
2. PRINT NAME <div style="font-size: 1.2em; font-family: cursive;">Heather Vickery</div>		3. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>Female</b>   <input type="checkbox"/>    <input type="checkbox"/>    <input type="checkbox"/>    <input checked="" type="checkbox"/>   <input type="checkbox"/> </td> <td style="width: 50%; vertical-align: top;"> <b>Male</b>   <input type="checkbox"/> <b>American Indian or Alaskan Native.</b> A person having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community.   <input type="checkbox"/> <b>Asian or Pacific Islander.</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.   <input type="checkbox"/> <b>Black not of Hispanic Origin.</b> A person having origins in any of the black racial groups of Africa.   <input type="checkbox"/> <b>Spanish or Hispanic.</b> A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race.   <input type="checkbox"/> <b>White not of Hispanic Origin.</b> A person having origins in any of the original people of Europe, North Africa or the Middle East.   <input type="checkbox"/> <b>Other:</b> _____               </td> </tr> </table>		<b>Female</b>  <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>   <input checked="" type="checkbox"/>  <input type="checkbox"/>	<b>Male</b>  <input type="checkbox"/> <b>American Indian or Alaskan Native.</b> A person having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community.  <input type="checkbox"/> <b>Asian or Pacific Islander.</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.  <input type="checkbox"/> <b>Black not of Hispanic Origin.</b> A person having origins in any of the black racial groups of Africa.  <input type="checkbox"/> <b>Spanish or Hispanic.</b> A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race.  <input type="checkbox"/> <b>White not of Hispanic Origin.</b> A person having origins in any of the original people of Europe, North Africa or the Middle East.  <input type="checkbox"/> <b>Other:</b> _____
<b>Female</b>  <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>   <input checked="" type="checkbox"/>  <input type="checkbox"/>	<b>Male</b>  <input type="checkbox"/> <b>American Indian or Alaskan Native.</b> A person having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community.  <input type="checkbox"/> <b>Asian or Pacific Islander.</b> A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.  <input type="checkbox"/> <b>Black not of Hispanic Origin.</b> A person having origins in any of the black racial groups of Africa.  <input type="checkbox"/> <b>Spanish or Hispanic.</b> A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race.  <input type="checkbox"/> <b>White not of Hispanic Origin.</b> A person having origins in any of the original people of Europe, North Africa or the Middle East.  <input type="checkbox"/> <b>Other:</b> _____				
4. RESIDENCE ADDRESS (Street, City, State, ZIP Code) <div style="background-color: black; height: 20px; width: 100%;"></div> <div style="font-size: 1.2em; font-family: cursive;">Forest Park, IL 60130</div>					
5. E-MAIL ADDRESS(S) <div style="background-color: black; height: 20px; width: 100%;"></div>					
6. SOCIAL SECURITY NUMBER	7. DRIVER'S LICENSE NUMBER				
8. TELEPHONE NUMBER HOME: <div style="background-color: black; height: 20px; width: 100%;"></div> BUSINESS: <div style="background-color: black; height: 20px; width: 100%;"></div> CELL: <div style="background-color: black; height: 20px; width: 100%;"></div>	9. COUNTY OF RESIDENCE <div style="font-size: 1.2em; font-family: cursive;">US</div>				
10. PLACE OF BIRTH <div style="font-size: 1.2em; font-family: cursive;">Indianapolis</div>	11. DATE OF BIRTH (M/D/Y) <div style="background-color: black; height: 20px; width: 100%;"></div>				
12. Have you ever been convicted of any criminal offense(s) in Illinois, or in another state, or in federal court (other than minor traffic violations)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, attach explanation stating the date and place of conviction(s) and the nature of such offense(s).					
13. EDUCATION					
A. HIGH SCHOOL - Name and Location of Institution <div style="font-size: 1.2em; font-family: cursive;">North Central High School - Indianapolis</div>			GRADUATED? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
B. COLLEGE - UNDERGRADUATE/BACCALAUREATE - Name and Location of Institution <div style="font-size: 1.2em; font-family: cursive;">Wittenberg University, Springfield OH</div>			GRADUATED? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
NUMBER OF YEARS ATTENDED <div style="font-size: 1.2em; font-family: cursive;">4</div>	CURRICULUM <div style="font-size: 1.2em; font-family: cursive;">English Major Theater Minor</div>	TYPE OF DEGREE GRANTED <div style="font-size: 1.2em; font-family: cursive;">BA</div>	DATE DEGREE ISSUED <div style="font-size: 1.2em; font-family: cursive;">May 1997</div>		
COLLEGE - UNDERGRADUATE/BACCALAUREATE - Name and Location of Institution					
NUMBER OF YEARS ATTENDED	CURRICULUM ____ Major ____ Minor	TYPE OF DEGREE GRANTED	DATE DEGREE ISSUED		
C. COLLEGE - POSTGRADUATE - Name and Location of Institution					
TYPE OF CURRICULUM	TYPE OF DEGREE GRANTED	DATE DEGREE ISSUED			
COLLEGE - POSTGRADUATE - Name and Location of Institution					
TYPE OF CURRICULUM	TYPE OF DEGREE GRANTED	DATE DEGREE ISSUED			

14. Do you possess any professional License Qualifications, if Yes please complete below.				
Type of Licensure	License Number	Date of Licensure	State of Licensure	Current?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

15. PROFESSIONAL EXPERIENCE - Time must be accounted for from graduation to present.

DATE		EMPLOYER NAME AND ADDRESS	DESCRIPTION OF EXPERIENCE
From	To		
1997 - 1999		American Cancer Society	Event Planner
1999 - 2000		Special Olympics IL	Event Planner / Director
2000 - 2002		W Hotels	Event Planner
2002 - 2014		Greatest Expectations Special events	Owner / Event Planner
2014 - Current		Vickery and Co	Owner Coach, Speaker, Podcaster, Author

16. PROFESSIONAL ASSOCIATIONS/ACTIVITIES


17. HONORS/PUBLICATIONS/OTHER

Best selling Author
"Shirley Star" Award from Wish You a Wedding

I, [REDACTED], authorize the Village of Forest Park, Ill., to conduct an investigation into all aspects of my qualifications and background. I authorize any individual, organization, or agency which maintains records relating to me to provide these records upon request to any agency of the Village of Forest Park, Ill., conducting such an investigation. This authorization includes, but is not limited to, employment records, credit records, and criminal history records. I release any individual, organization, or agency from any and all liability incurred as a result of providing such records.

Signature

Date Submitted

6-29-22

## Authorization for Appointment Credit Report

I authorize the Forest Park Police to obtain a credit report on myself through the credit reporting agency of its choice.

Signature

Print Name

Current Address

City / State

Date

## Appointment Process Statement

Appointments to Village Boards and Commissions are the privilege of the Mayor with the advice and consent of the Village Council. Completing this application is not a guarantee that you will be appointed. This is just one step in the appointment process.

Signature

Print Name

Date

Heather Nickery

7-4-22

## AGENDA MEMO

### Village Council Meeting

Forest Park, Illinois

July 11, 2022

#### Issue Statement

Request for Village Council action related to the adoption of a Resolution Confirming the Appointment of the Members of the Forest Park Recreation Board

#### Background

On the Village Council Meeting Agenda this evening is a proposed appointment to the Forest Park Recreation Board. Prior to today's meeting, there were two vacancies on said Board; both vacancies have term expiration dates of 2026 based upon an analysis that was previously done by Village Staff after looking at Village Code, dates of past appointment histories, etc.

This resolution, like similar previous resolutions, confirms the exact appointment slots of existing members to ensure conformance with the term cycle that is outlined in the Village Code for this particular Board.

As Village Staff has stated before, once appointments to each Board are made in the future, an analysis of the particular Board/Commission/Committee will take place in the event it is apparent that ambiguity exists where it cannot be determined what appointment slot either a proposed or current appointee shall be slated into.

Proposed appointments appearing on future Village Council Meeting Agendas will contain the individual's name along with the exact date of when their term will expire.

#### Attachments

- Resolution confirming appointment terms of the members of the Forest Park Recreation Board

**A RESOLUTION CONFIRMING THE APPOINTMENT OF  
THE MEMBERS TO THE FOREST PARK RECREATION BOARD**

**WHEREAS**, the corporate authorities of the Village of Forest Park (“Village”) are authorized though Section 2-4 of the Village Code of the Village of Forest Park to appoint a Recreation Board of seven (7) members, each of which are to be Village residents, and to have terms of five (5) years each; and,

**WHEREAS**, appointments shall be made so that in each five (5) year period, the terms of three (3) members shall expire in one (1) year, and the term of one (1) member shall expire in each of the remaining four (4) years; and,

**WHEREAS**, the corporate authorities of the Village have appointed Village residents at various times to serve as members of the Recreation Board for five (5) year terms; and,

**WHEREAS**, the corporate authorities of the Village have reviewed the appointments and terms of current Recreation Board members and desire to confirm and ratify the appointments and term expirations.

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Village Council of the Village of Forest Park, Cook County, Illinois, as follows:

**Section 1.** The corporate authorities of the Village hereby confirm and ratify the appointments of the following members to the Forest Park Recreation Board:

<u>Appointees</u>	<u>Appointment Term Expiration</u>
Vacant	April 30, 2026
Heather Vickery	April 30, 2026
Amy Binns-Calvey	April 30, 2026
KC Mutchler	April 30, 2025
Bob Dorneker	April 30, 2024
Monica Angelo	April 30, 2023
Brittany Tamul	April 30, 2022

**Section 2.** This Resolution shall be in full force and effect upon its adoption.

ADOPTED by the Council of the Village of Forest Park, Cook County, Illinois this 11<sup>th</sup>  
day of July, 2022.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED by me this 11<sup>th</sup> day of July, 2022.

\_\_\_\_\_  
Rory E. Hoskins, Mayor

ATTESTED and filed in my office,  
and published in pamphlet form  
this \_\_\_\_\_ day of July, 2022.

\_\_\_\_\_  
Vanessa Moritz, Clerk



Village of Forest Park  
517 Des Plaines Avenue  
Forest Park, IL 60130  
Fax: 708-488-0361  
[www.forestpark.net](http://www.forestpark.net)

Office Use Only

License # \_\_\_\_\_

Fee (If Applicable): \_\_\_\_\_

Date: \_\_\_\_\_

Cash: \_\_\_\_\_ Check: \_\_\_\_\_

Charge: \_\_\_\_\_

Initial: \_\_\_\_\_

Village Council Approval Date: \_\_\_\_\_

**Entertainment License Application**

*Pursuant to Section 3-3-12 of Forest Park Liquor Code*

Date of Application: 06/10/2022

Name of Liquor License Establishment: Lathrop House cafe

Class of Forest Park Liquor License: a

Name of Applicant(s): Patrick OBrien

Business Address: 26 Lathrop

Telephone Number(s): 7084665251

E-mail Address(es): chefpob@gmail.com

Square Footage of Licensed Premises: 2000 sf


Please describe in detail the type of entertainment (as defined below) that will be offered on the premises. Be sure to include the location of the entertainment being offered, dates and times that the entertainment will be offered and efforts that will be made to ensure that the entertainment will not have noise or other types of impacts outside of the licensed premises. You are welcome to attach/use additional documentation to this application in efforts to provide the Local Liquor Commissioner and Village Council a better understanding of what type(s) of entertainment will be offered at the licensed premises.

Live Acoustic music <sup>9</sup> 7-10pm outdoors

August 5,6,12,13,19,20,26,27

1 supper club Rat Pack impersonator 630-930 Wed Aug 17th

I hereby certify I am the owner of the above-described liquor license establishment. I understand that the issuance and continuation of this license is conditional upon compliance with all applicable Village Codes and Ordinances and the result of any inspection of the above premises at this time or any subsequent inspection while this license is in force. I acknowledge that I am signing this application under the penalty of perjury and that all information is true and correct.

Signature: 

Date: 06/01/2022

**FOREST PARK LIQUOR CODE**

*As of 10/12/2021*

**3-3-12: ENTERTAINMENT LICENSE:**

- A. "Entertainment" as used herein shall include, but not be limited to, any public show, theatrical, animate or inanimate exhibition, live bands performing music (maximum of 5 performers), DJ's, karaoke, or any other amusement, diversion, production, etc. offered, operated, presented or exhibited to the public.
- B. No licensee shall sponsor, conduct, or permit entertainment (as defined above) in any licensed premises unless the application for a license therefor has been submitted to and approved by the local liquor commissioner and the village council.
- C. Indoor entertainment shall cease at 11:00 p.m.

3-3-9-F: Live Music: In any premises upon which the sale of alcoholic liquor is licensed, all exterior windows and doors to the licensed premises shall remain closed during the playing or performing of any live music.

3-3-5-M-2: No amplified live entertainment shall be permitted on the patio area (beer garden) of the licensed premises. Acoustic entertainment shall be permitted, subject to the premises being issued an Entertainment License by the Village Council, in accordance with Section 3-3-12 of this Chapter 3.

3-3-5-M-5: Permitted live entertainment on the patios of liquor licensed establishments shall cease at 9:00 p.m. on each permitted day.