



# **P R O J E C T M A N U A L**

for

**Fiction Area Interior Renovation Project**

for

**Schaumburg Township District Library**

at

**130 South Roselle Road**

**Schaumburg, IL 60193**

**Release Date: April 23, 2018**

**2018-BP-012-Carpeting**

**PROJECT MANUAL  
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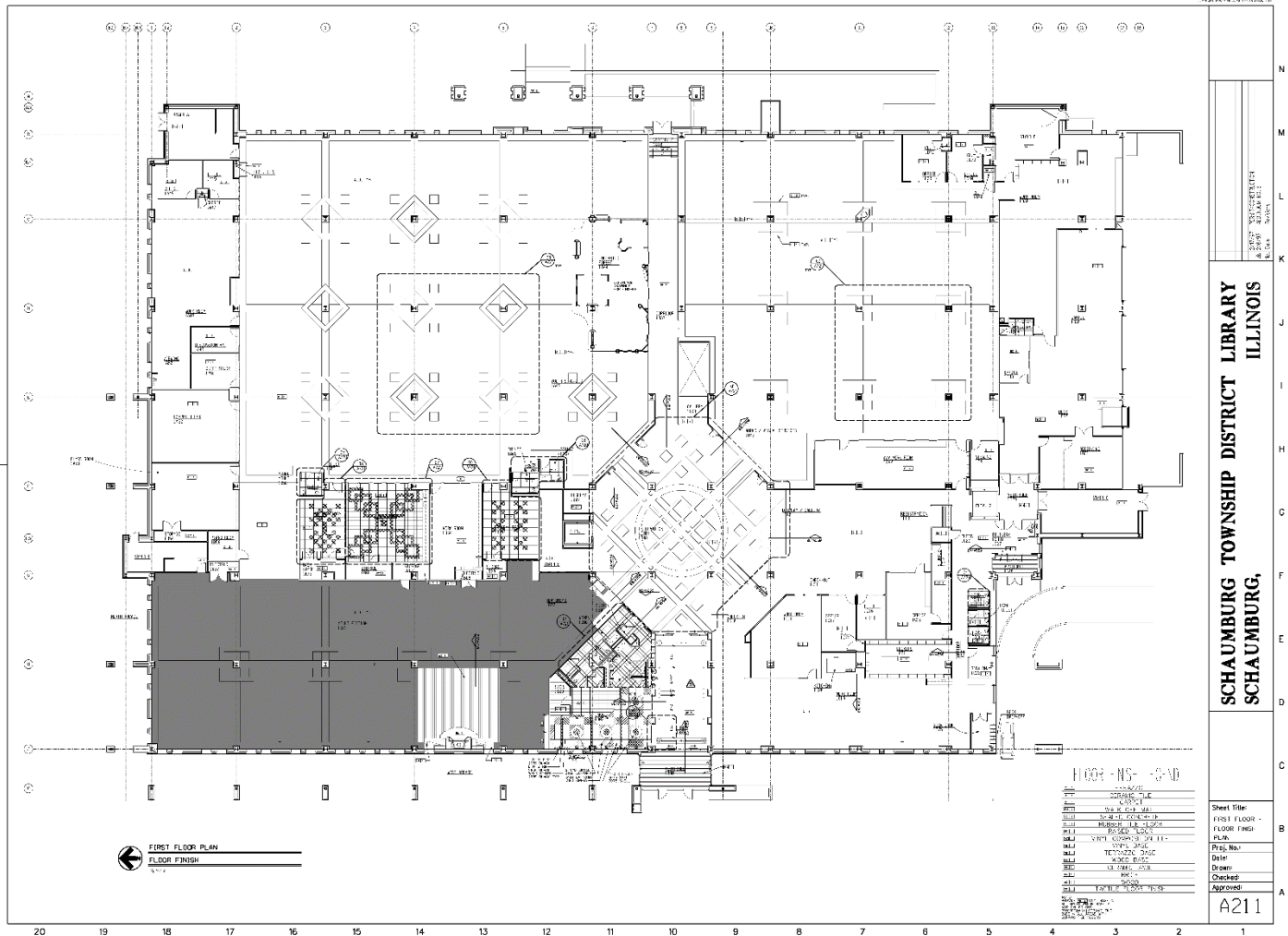
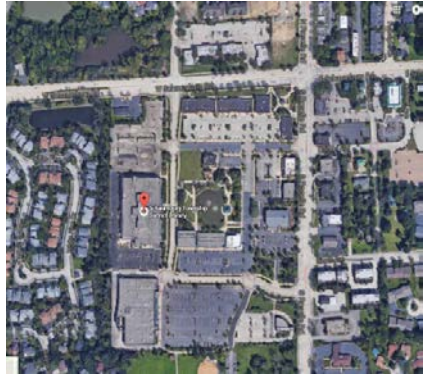
# FICTION AREA INTERIOR RENOVATION PROJECT

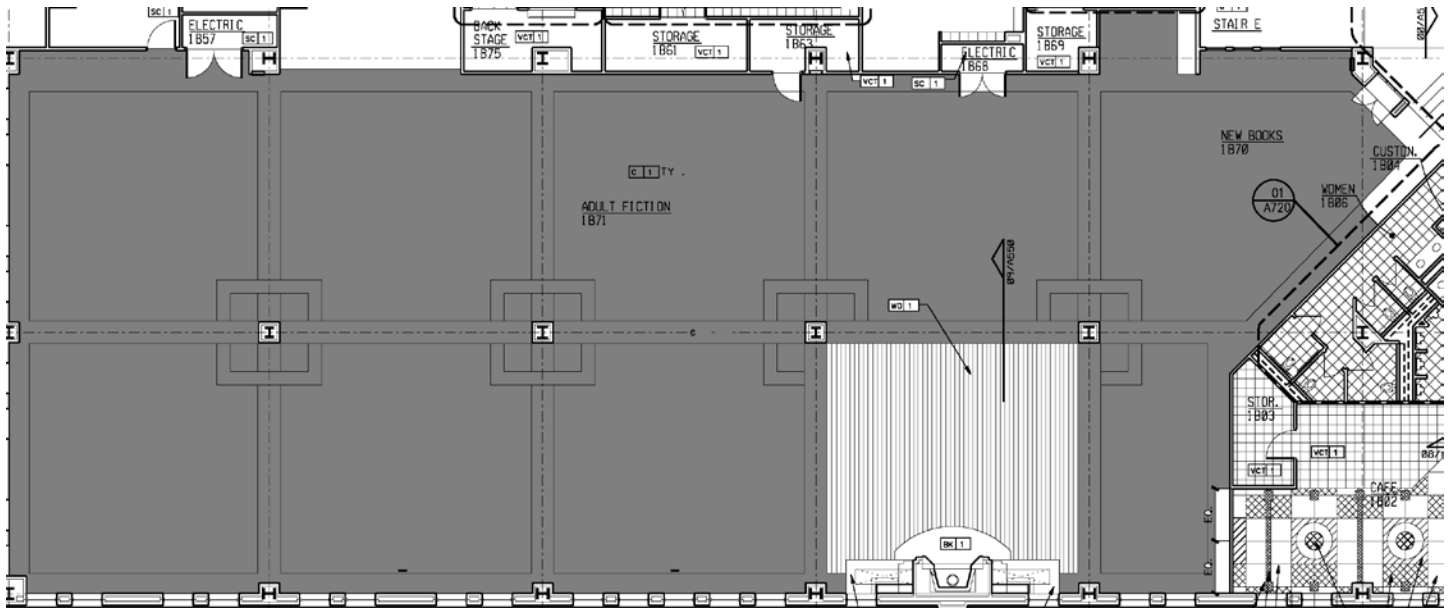
## For

## SCHAUMBURG TOWNSHIP DISTRICT LIBRARY

### At

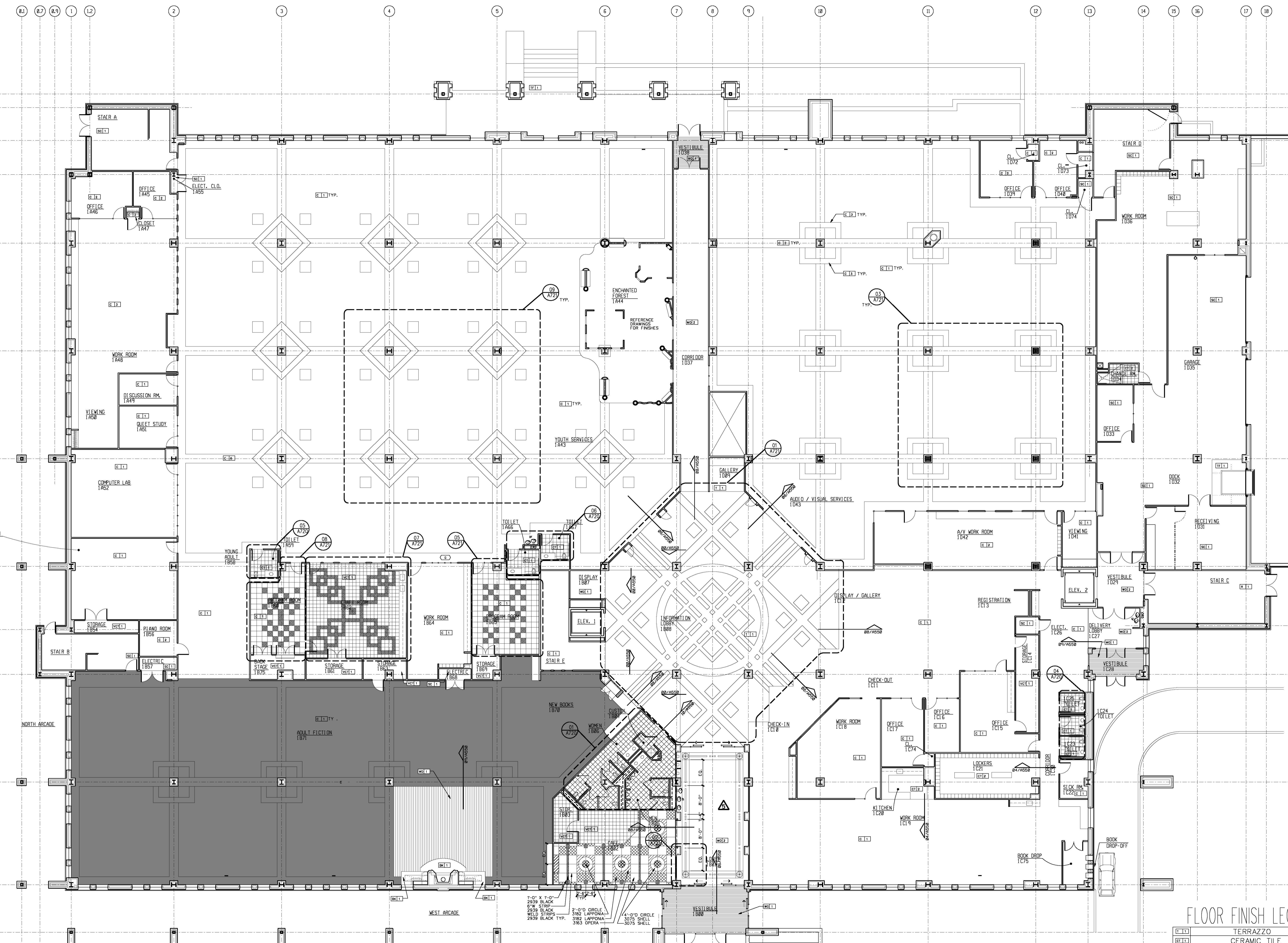
### 130 SOUTH ROSELLE ROAD, SCHAUMBURG IL 60193





1. HIGHLIGHTED GRAY AREA INDICATES REMOVAL OF EXISTING CARPET AND CARPET TILE.
2. VISIT SITE AND VERIFY EXISTING CONDITIONS PRIOR TO BID SUBMISSION. DISCREPANCIES BETWEEN CONSTRUCTION INDICATED ON DRAWINGS AND ACTUAL SITE CONDITIONS SHALL BE BROUGHT TO DEPUTY DIRECTOR'S ATTENTION IMMEDIATELY IN WRITING.
3. DEMOLISHED ITEMS NOT INDICATED TO BE "DELIVERED TO OWNER" OR "TO BE RELOCATED" SHALL BE REMOVED FROM SITE AS SOON AS POSSIBLE UNLESS THEY ARE TO BE USED FOR REQUIRED PATCHING AND INFILLING OF EXISTING CONSTRUCTION THAT IS TO REMAIN. NO OTHER DEMOLISHED ITEMS SHALL BE STORED ON SITE.
4. ITEMS INDICATED "TO REMAIN" THAT ARE DAMAGED DURING THE PERFORMANCE OF THE DEMOLITION WORK SHALL BE REPORTED TO DEPUTY DIRECTOR IMMEDIATELY, AND SUBMIT A REPAIR SOLUTION TO DEPUTY DIRECTOR FOR REVIEW.
5. COORDINATE DEMOLITION WORK WITH NEW CONSTRUCTION WORK IN EACH AREA OF DEMOLITION. EXISTING CONSTRUCTION IN AREAS ADJACENT TO DEMOLITION WORK SHALL BE PATCHED AND REPAIRED TO MATCH ORIGINAL EXISTING CONDITION AS REQUIRED TO PROVIDE FOR NEW CONSTRUCTION WORK IN AREA OF DEMOLITION.
6. AT LOCATIONS WHERE AN ITEM IS TO BE REMOVED FROM A SURFACE THAT IS TO REMAIN, PATCH AND REPAIR EXISTING SURFACE TO MATCH EXISTING ADJACENT SURFACE, UNLESS INDICATED OTHERWISE.
7. EXISTING ITEMS ANCHORED TO CONSTRUCTION THAT IS INDICATED TO BE DEMOLISHED SHALL BE CONSIDERED A PART OF DEMOLISHED CONSTRUCTION AND SHALL BE DEMOLISHED WITH THE INDICATED CONSTRUCTION, UNLESS NOTED OTHERWISE.
8. CONSTRUCT TEMPORARY DUST PARTITIONS TO CONTAIN DEMOLITION WORK AND PREVENT CONSTRUCTION DUST FROM ENTERING ADJACENT EXISTING CONSTRUCTION. SUBMIT LOCATIONS OF THESE PARTITIONS FOR APPROVAL BY DEPUTY DIRECTOR. PARTITION LOCATIONS SHALL NOT IMPEDE OR HINDER EMERGENCY EGRESS FROM BUILDING. REFER TO SPECIFICATIONS FOR CONSTRUCTION OF DUST PARTITIONS.

END OF SECTION 00 02 11



**FIRST FLOOR PLAN**  
**FLOOR FINISH**  
3/8" = 1'-0"

**FLOOR FINISH LEGEND**

010	TERRAZZO
020	CERAMIC TILE
030	CARPET
040	WALK OFF MAT
050	SEALED CONCRETE
060	RUBBER TILE FLOOR
070	RAISED FLOOR
080	VINYL COMPOSITION TILE
090	VINYL BASE
100	TERRAZZO BASE
110	WOOD BASE
120	CERAMIC BASE
130	BRICK
140	WOOD
150	TACTILE FLOOR FINISH

NOTE:  
PROVIDE (010) VINYL BASE IN ALL AREAS WHERE BASE IS NOT CALLED OUT.  
PROVIDE (020) CERAMIC TILE BASE IN ALL AREAS WITH CERAMIC TILE FLOORS.

**SCHAUMBURG TOWNSHIP DISTRICT LIBRARY ILLINOIS**  
**SCHAUMBURG, ILLINOIS**

Sheet Title:  
FIRST FLOOR - FLOOR FINISH PLAN  
Proj. No.:  
Date:  
Drawn:  
Checked:  
Approved:

A211

No.	Date	Revisions
2/17/97		PERMIT/CONSTRUCTION
2/6/97		ADDENDUM NO. 5

# SCHAUMBURG TOWNSHIP DISTRICT LIBRARY

## Legal Notice Advertisement for Bids

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The Library Board of Trustees of the Schaumburg Township District Library will receive and accept sealed bids for the following contracts for the Fiction Area Interior Renovation Project.

2018-BP-02-Carpeting

Specifications and all Bid/Contract Documents are only available on-line on the Schaumburg Township District Library's "Current Bids" web page at <https://www.schaumburglibrary.org/bids>. Prices quoted must be valid for a minimum of 60 days from the date of the bid opening.

The Contractor must pay the Prevailing Wage Rates for all work per Illinois Law. It is the policy of Schaumburg Township District Library to provide equal opportunity to all qualified businesses in the awarding of contracts and accordingly promotes the utilization of diversified businesses to the maximum extent feasible in any contract issued against this invitation to bid.

There will be a Pre-Bid Meeting for all interested bidders. Any bidders submitting a bid on these projects are encouraged to attend this meeting. Location and date/time are as follows: Location: Schaumburg Township District Library, 130 S. Roselle Rd., Schaumburg, IL 60193 - North Rasmussen Room  
Date: **Thursday, April 26, 2018 Time: 8:00 AM.**

Sealed bids for the above services must be received on or before **10:00 a.m., Local Time, Wednesday, May 9, 2018.** Bids must be addressed to:

Ms. Annie Miskewitch  
Schaumburg Township District Library  
130 South Roselle Road, Schaumburg, Illinois, 60193  
**Bid Response Fiction Area Interior Renovation Project - 2018-BP-02-Carpeting**

All bids will be publicly opened immediately thereafter at the **North Rasmussen Room**. Late bids will be rejected.

The Schaumburg Township District Library reserves the right to reject any and all bids or to waive any technicalities, discrepancies, or information in the bids. The Schaumburg Township District Library does not discriminate in admission, access to, treatment, or employment in its programs and activities.

General questions regarding this Legal Notice and all detailed questions concerning the actual bid specification are to be forwarded by e-mail to [bids@stdl.org](mailto:bids@stdl.org) no less than five (5) business days prior to the scheduled bid opening date.

Following the bid opening, review, and the Purchasing Department's receipt of an award recommendation, pending contract awards will be posted on the Library's Internet web site.

Individuals with disabilities who plan to attend this meeting and who require certain accommodations to allow them to observe and/or participate in this meeting are requested to contact (847) 923-3209 at least one (1) week prior to this public meeting if possible.

By: The Library Board of Trustees of the  
Schaumburg Township District Library  
Cook County, Illinois  
130 S. Roselle Road  
Schaumburg, IL. 60193

Published: April 23, 2018

**SCHAUMBURG TOWNSHIP DISTRICT LIBRARY**  
**FICTION AREA INTERIOR RENOVATION PROJECT**  
**2018-BP-02-CARPETING**

**INSTRUCTIONS TO BIDDERS**

**1. GENERAL REQUIREMENTS**

A. The general rules and conditions that follow apply to all bids requested and accepted by the Schaumburg Township District Library unless otherwise specified in connection with the Fiction Area Interior Renovation Project for Schaumburg Township District Library. Bidders or their authorized representatives are expected to fully familiarize themselves with the conditions, requirements, and specifications as reflected in the bid documents before submitting proposals. By submitting a bid, each bidder represents that it has inspected the location of the Work and has satisfied itself as to the condition thereof, including without limitation, all structural, surface and subsurface conditions. Bidders shall undertake such further investigations and studies as may be approved by the Schaumburg Township District Library and may be necessary or useful to determine surface and subsurface conditions. By submitting a bid, the bidder acknowledges that it is familiar with, and intends to comply with, all conditions unless otherwise noted.

B. Bidders, with prior notice given to the Owner, shall visit the site and take such other action as may be reasonably necessary to ascertain the nature and location of the work, conditions of the property upon which the work is to be performed, the character and accessibility of the site, available facilities, location and character of existing work within or adjacent thereto, and all other general and local conditions, including labor, which may affect the work or the cost thereof. Failure to do so shall not relieve bidders from the responsibility for estimating properly the difficulty and cost of successfully performing the work. The Schaumburg Township District Library, hereinafter referred to as the "Owner", assumes no responsibility for any understanding or representation concerning the nature of the work of the general and local conditions or conditions of the property made by any of its officers, agents, or employees, unless committed to writing in the Contract Documents.

C. **BIDDER'S QUALIFICATIONS:** No award will be made to any Bidder who cannot confirm to the Schaumburg Township District Library's satisfaction that they have sufficient ability and experience in this class of work, as well as sufficient capital and equipment to do the job and complete the work successfully within the time named. The Schaumburg Township District Library's decision or judgment on these matters shall be final, conclusive and binding. Before a bid is considered for award, the bidder shall submit, under oath, to the construction manager with the bid package submittal the following information;

a. Submit Contractor's Qualification Statement.

b. Submit a statement regarding the bidder's previous experience in performing comparable work including a current list with a minimum of two previous Owner references for similar projects you have completed within the last twelve months. List the owner, contact name, and telephone number. Indicate a detailed description of the project including the scope of work.

**2. DRAWINGS AND SPECIFICATIONS**

A. The work called for is described in the Contract Documents.

B. All addenda issued prior to opening of bids are to be incorporated in the proposal and will become a part of the contract. Indicate addenda numbers on proposal forms.

C. Title to all bid documents, including but not limited to, plans, drawings, and specifications, are the property of the owner and shall remain with the Owner.

### 3. BIDS

A The sealed proposal for this bid package will be received in accordance with the Advertisement for Bids.

B. Proposal shall be submitted using the forms provided. The proposed sum of monies required for doing the work shall be stated both in writing and in figures, and in the event of a discrepancy, the written amount shall govern. The signature shall be longhand. The completed form shall be without interlineations, alteration, or erasure.

C. Proposals shall be submitted with the name of the bidder on the outside of the envelope, and the envelope shall be clearly marked with the bid date opening, and addressed as follows:

Proposals shall be addressed and submitted to:

Schaumburg Township District Library  
Attn: Ms. Annie Miskewitch  
Bid Response Fiction Area Interior Renovation Project – **2018-BP-02-Carpeting**  
130 S. Roselle Road, Schaumburg, Illinois, 60193

D. Hand-delivered bid forms must be done during library business hours, so they can be given to Business Office Personnel.

E. Bids are to be submitted on a fixed cost basis for the completion of all the work strictly in accordance with the Contract Documents **with no substitutions whatsoever**. Following award of the Contract, no substitution of materials or equipment shall be permitted, unless authorized by the Owner. It is not the desire or the intent of the Schaumburg Township District Library to eliminate or exclude any company from submitting a bid because of minor, non-material deviations, alternates, or changes.

F. Accompanying the proposal will be a Bid Bond in the amount of not less than three percent of the bid (or a certified check in the same amount), payable to the Schaumburg Township District Library, which it is agreed will be forfeited if the undersigned fails to execute the Contract as specified, within five (5) days after award of the Contract.

### 4. CAUSES FOR REJECTION

A. Bids arriving after the specified time, whether sent by mail, courier, or in person, will not be accepted. The Schaumburg Township District Library, whose duty it is to open bids, will decide when the specified time has arrived, and no bid received thereafter will be considered. These bids will either be refused or returned unopened. It is the bidder's responsibility for timely delivery regardless of the methods used. Mailed bids which are delivered after the specified hour will not be accepted regardless of the postmarked time on the envelope.

B. Any alteration, interlineations, or erasure in the Proposal Form as originally prepared and submitted by the bidder may render such proposal invalid. When an error is made in extending total prices, the unit bid price will govern. Otherwise, the bidder is not relieved from errors in bid preparation. Erasures in a bid must be explained over an authorized company signature.

C. No bid will be accepted from or contract awarded to any person, firm or corporation that is in arrears or is in default to the Schaumburg Township District Library upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the Schaumburg Township District Library or has failed to perform faithfully any previous contract with the Schaumburg Township District Library.

The person, firm or corporation if requested, shall present, within 48 hours, evidence satisfactory to the Schaumburg Township District Library of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of these specifications and contract documents.



D. The Schaumburg Township District Library reserves the right to reject and/or award any and all bids or parts thereof and to waive any formalities and technicalities according to the best interests of the Schaumburg Township District Library.

Companies shall make all investigations necessary to thoroughly inform themselves regarding the supplies and/or service to be furnished in accordance with the bid. No plea of ignorance by the bidder of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the bidder to make the necessary examinations and investigations will be accepted as a basis for varying the requirements of the Schaumburg Township District Library of the compensation to the bidder.

#### 5. WITHDRAWALS

A written request for the withdrawal of a bid or any part thereof may be granted if the request is received by the construction manager prior to the specified time of opening. After the opening, a company cannot withdraw his/her bid for a period of Sixty (60) days. Furthermore, the contractor/vendor so agrees to these conditions and terms in submitting a bid.

#### 6. AWARD OF CONTRACT

A. A contract will be awarded to the lowest responsible, responsive, bidder complying with the conditions of the contract documents only when it is in the best interest of the Schaumburg Township District Library to accept the bid. The Schaumburg Township District Library shall be the sole judge of compliance with the specifications and reserves the right to accept or reject any and/or all bids or parts thereof.

B. As a condition precedent to Contract award, type of work completed, bidder's financial status, and his proposed subcontractors (if any) will be considered.

#### 7. COMMENCEMENT AND COMPLETION OF WORK

The date of beginning, rate of progress, and the time of completion of the work to be done under the Contract are essential conditions thereof, and it shall be mutually agreed that the work covered in the contract shall be commenced immediately after Award of Contract, in accordance with the General Conditions and Special Conditions.

#### 8. INSURANCE VERIFICATION

The Bidder will complete the "Certificate of Insurance" form contained in the bid documents, ensuring that the form is duly signed by an authorized representative of the insurance carrier. The completed form must accompany the bid proposal form, in duplicate.

## 9. PREVAILING WAGES

All contracts and subcontracts for this Project will be subject to the provisions of the Illinois Prevailing Wage Act (820 ILCS 130/0.01 et seq.), providing for the payment of the prevailing rate of wage to all laborers, workmen and mechanics engaged in the Work. Contractor shall pay prevailing rates of wages in accordance with the wage determination included with the Contract Documents and any subsequent determinations issued by the Illinois Department of Labor which shall supersede the determination included in the Contract Documents, all in accordance with applicable law. All bidders are responsible for determining the applicable prevailing wage rates at the time of bid submission and at the time of performance of the Work. Failure of bidders to make such determination shall not relieve them from their obligations in accordance with the Contract Documents. Contractors will be required to comply with all other requirements of the Act including without limitation those pertaining to inclusion of required language in subcontracts and maintenance of records. Contracts with all subcontractors shall also require compliance with the Illinois Prevailing Wage Act.

END OF SECTION 00 04 13

## PROJECT SCHEDULE

Division 1 – Section 00 05 14

The Flooring Contractor, sub-contractors and suppliers are to apprise themselves of the following Project Schedule which must be conformed to. All contractors/suppliers shall ascertain they can perform within these time constraints and prepare their bids accordingly.

### **SCHEDULE**

Bid Documents Released	April 23, 2018
Pre-Bid Meeting	April 26, 2018 8:00 a.m.
Bid due Date/Time	May 9, 2018 10:00 a.m.
Board Review/Award	May 21, 2018
Contractor Letter of Intent	Week of May 21, 2018
Contract Execution	May 28, 2018
Preconstruction Activities	June 15, 2018
Construction Substantial Completion	July 6, 2018

END OF SECTION 00 05 14

**Fiction Area Interior Renovation Project**

**Schaumburg Township District Library  
130 South Roselle Road  
Schaumburg, IL 60193**

Division 1 – Section 00 06 15

**NOTICE:**

All Bids shall be submitted without modification or reservation on this form, with each space properly filled.

Bids will be received on the work as follows:

❖ **Bid No. 1) 2018-BP-02-Carpeting**

To: **Schaumburg Township District Library  
130 South Roselle Road  
Schaumburg, IL 60193**

\_\_\_\_\_, 2018

The undersigned, having familiarized himself with the local conditions affecting the cost of the Work, and with the Bid Documents, including the Instructions To Bidders, Contract Form, Bid Form, General Conditions, drawings and specifications on file in the Business Office of Schaumburg Township District Library 130 South Roselle Road, Schaumburg, IL 60193 hereby proposes to perform everything required to be performed and to provide and furnish all the labor, materials, necessary tools, expendable equipment, and all utility and transportation services in connection with Fiction Area Interior Renovation Project in accordance with plans and specifications as prepared by Schaumburg Township District Library including Addenda Nos.\_\_\_\_, \_\_\_\_\_, and \_\_\_issued thereto. If a Bid is not submitted for any one or more of the items of work, the blank spaces provided for entering the amount for that portion of the work shall have the word "NONE" inserted in the blank space provided. Bids not on this form will not be considered.

**Base Bid:**

Bid Sum: \_\_\_\_\_ Dollars \$ \_\_\_\_\_

**Alternate Base Bid with afterhours schedule:**

Bid Sum: \_\_\_\_\_ Dollars \$ \_\_\_\_\_

The undersigned Contractor agrees to **substantially complete** this work **by July 6, 2018.**

**BIDDER'S NAME:** \_\_\_\_\_

**(If an individual)**

Signature of Bidder: \_\_\_\_\_  
Business Address: \_\_\_\_\_

(SEAL)

**(If a copartnership)**

Firm Name: \_\_\_\_\_  
by: \_\_\_\_\_

Names and addresses of  
all members of firm: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(If a corporation)**

Corporate Name \_\_\_\_\_(SEAL)

by: \_\_\_\_\_(SEAL)  
President

Business Address \_\_\_\_\_

Names of Officers: \_\_\_\_\_ President  
\_\_\_\_\_ Vice President  
\_\_\_\_\_ Secretary  
\_\_\_\_\_ Treasurer

Attest: \_\_\_\_\_  
Secretary

**TIME:** No Bid may be withdrawn after scheduled time for receipt of Bids for a period of sixty (60) calendar days.

**PROCEDURES:** The Owner reserves the right to reject any or all bids, and to waive informalities in the bidding.

**BIDDER'S NAME** \_\_\_\_\_

*\*See required certifications on next page required for bid submission.*

In addition, Bidder certifies personal knowledge of compliance with the attached certifications for:

1. Criminal Code – Bidding Requirement
2. Equal Employment Opportunity
3. Sexual Harassment Policy
4. Tax
5. Substance Abuse Prevention on Public Works Projects

\_\_\_\_\_  
(Firm Name)

\_\_\_\_\_  
(Area Code & Telephone Number)

(Seal, if bid is by a corporation)                      By \_\_\_\_\_

(Signature of Bidder)

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

**CRIMINAL CODE CERTIFICATION  
AS REQUIRED BY:  
STATE OF ILLINOIS CRIMINAL CODE OF 1961  
PURSUANT TO PA 85-1295**

Ch. 720, Article 5, Sec. 33E-11, 2002 Ill. Compiled Statutes,

I, \_\_\_\_\_ the individual whose signature appears below on this bid/contract for \_\_\_\_\_

\_\_\_\_\_ hereby certify that the bidding party/contracting party is not barred from bidding on the contract as a result of a violation of either Section 33E-3 or Section 33E-4 of Ch. 720, Article 5, 2002, Ill. Compiled Stat, as amended.

Bidder/Contractor:

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

## EQUAL EMPLOYMENT OPPORTUNITY

**Section I.** This EQUAL EMPLOYMENT OPPORTUNITY CLAUSE is required by the Illinois Human Rights Act and the Rules and Regulations of the Illinois Department of Human Rights published at 44 Illinois Administrative Code Section 750, *et seq.*

**Section II.** In the event of the Contractor's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Human Rights Act, or the Rules and Regulations of the Department of Human Rights (hereinafter referred to as the Department) the Contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and this Contract may be canceled or voided in whole or in part, and other sanctions or penalties may be imposed or remedies involved as provided by statute or regulation.

During the performance of this Agreement, the Contractor agrees:

- A. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, military status or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- B. That, if it hires additional employees in order to perform this Contract, or any portion hereof, it will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- C. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, citizenship status, age, or physical or mental handicap unrelated to ability, military status or an unfavorable discharge from military service.
- D. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Vendor's obligations under the Illinois Human Rights Act and Department's Rules and Regulations. If any labor organization or representative fails or refuses to cooperate with the Contractor in its efforts to comply with the Act and Rules and Regulations, the Contractor will promptly notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations under the Contract.
- E. That it will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and Department's Rules and Regulations.
- F. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and Department's Rules and Regulations.



- G. That it will include verbatim or by reference the provisions of this Equal Employment Opportunity Clause in every subcontract it awards under which any portion of this Contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as the other provisions of this Agreement, the Contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Contractor will not utilize any subcontractor declared by the Illinois Human Rights Department to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

ACKNOWLEDGED AND AGREED TO:

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

ATTEST: \_\_\_\_\_

DATE: \_\_\_\_\_

**SEXUAL HARASSMENT POLICY**

\_\_\_\_\_, having submitted a bid for \_\_\_\_\_ (Name of Contractor) \_\_\_\_\_ (General Description of Work Bid on) to the Schaumburg Township District Library, hereby certifies that said contractor has a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105 (A) (4).

By: \_\_\_\_\_  
Authorized Agent of Contractor

Subscribed and sworn to before  
me this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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

Attest: \_\_\_\_\_

**TAX CERTIFICATION**

I, \_\_\_\_\_, having been first duly sworn depose and state as follows:

I, \_\_\_\_\_, am the duly authorized agent for \_\_\_\_\_, which has submitted a proposal to the Schaumburg Township District Library for

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and I hereby certify (Name of Project) that \_\_\_\_\_ is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, or if it is:

- a. it is contesting its liability for the tax or the amount of tax in accordance with procedures established by the appropriate Revenue Act; or
- b. it has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and Sworn to  
Before me this \_\_\_\_\_  
Day of \_\_\_\_\_, 2018

**SUBSTANCE ABUSE PREVENTION ON PUBLIC WORKS PROJECTS**

The Contractor certifies that it has in place a written program that meets or exceeds the program requirements of the Substance Abuse Prevention on Public Works Projects Act (Public Act 95-0635), and will provide a copy thereof to the Schaumburg Township District Library prior to commencement of work on the Project.

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

By: \_\_\_\_\_  
Name/Title

END OF SECTION 00 06 15



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:		
	PHONE (A/C, No. Ext):	FAX (A/C, No):	
INSURED	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A :		
	INSURER B :		
	INSURER C :		
	INSURER E :		

**COVERAGES**

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	<b>GENERAL LIABILITY</b>						EACH OCCURRENCE	\$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	\$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							\$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				PROPERTY DAMAGE (Per accident)	\$
								\$
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE	\$
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE	\$
	<input type="checkbox"/> OCCUR							\$
	<input type="checkbox"/> CLAIMS-MADE							\$
	DED <input type="checkbox"/> RETENTION \$							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						WC STATUTORY LIMITS	OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	<input type="checkbox"/>				E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

# Contractor's Qualification Statement

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The undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

Date:

Submitted To:

**Schaumburg Township District Library  
Fiction Area Interior Renovation Carpeting Project  
130 S. Roselle Rd  
Schaumburg, IL 60193**

Submitted By:

Mailing Address:

Phone Number:

Email Address:

Name of Project:

Type of Work:    Architecture:                        Engineering:              
                                 Environmental:                        Other:                   

## 1. Organization:

1.1 – How many years has your organization been in business?

1.2 - How many years has your organization been in business with its present name?

1.3 – Under what other business name has your organization worked as?

1.4 – If your organization is a corporation? Answer the following:

- Date of Corporation:
- State of Incorporation:
- Tax Identification #:
- President Name:

- Vice President Name:
- Treasurer Name:
- Secretary Name:

1.5 – If your organization is a partnership, answer the following questions:

- Date of Organization:
- Type of Partnership:
- Name(s) of general partner(s):

1.6 – If your organization is individually owned, answer the following questions:

- Date of Organization
- Name of Owner:

1.7 - If your organization is other than what is listed above, please describe it and name the principals:

## **2. Licensing & Insurance:**

2.1 – List jurisdictions and trade categories in which your organization is legally qualified to do business and indicate registration and license numbers, if applicable:

2.2 - List general liability insurance and workers compensation insurer's name, policy number, and expiration dates:

## **3. Experience:**

3.1 – List the categories of work that your organization normally performs with its own forces.

3.2 – Claims & Suits: (If any answer below is yes, please attach details)

- Has your organization ever failed to completed work it has been awarded?
- Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?
- Has your organization filed any claims, lawsuits or requested arbitration with regards to construction contracts within the last five years?

3.3 – Within the last five years, has any officer or principal of your organization ever been an officer or a principal of another organization when it failed to complete a construction contract?

3.4 – On a separate sheet, please list major projects your organization has in progress, giving the name of the project, architect, contractual amount and date of completion

- State total worth of work in progress under a contract agreement.

3.5 – On a separate sheet, list the major projects your organization has completed in the past five years, giving project name, builder, contractual amount and date of completion.

- State the average annual amount of work performed over the past five years.

#### **4. References:**

4.1 - Trade References:

4.2 – Bank References:



**6. Signature of Approval:**

**6.1** - Dated at - List name of organization:

List any further information regarding your organization in the box below.

\_\_\_\_\_ being duly sworn deposes and says that the information provided herein is true and sufficiently complete as to not be misleading

\_\_\_\_\_, of \_\_\_\_\_ personally appeared before me, the undersigned notary public, and provided satisfactory identification to be the person who signed this document in my presence and swore or affirmed that the contents of this document are true and accurate to his/her knowledge.

**Notarized Date:**

Subscribed and sworn before this \_\_\_\_\_ day of \_\_\_\_\_

Notary Public:

My Commission Expires:

Signature: \_\_\_\_\_

END OF SECTION 00 08 17

## SUMMARY OF WORK

Division 1 – Section 01 00 10

### 1.1 WORK COVERED BY CONTRACT DOCUMENTS

- A. Work covers construction and completion of the work as shown and as specified.
- B. Carefully examine the Drawings, all data made available and Project Manual, visit the site of the work, become fully informed as to all existent conditions and limitations, including the structure of the ground, sub-surface conditions, the obstacles which may be encountered, local restrictions, and all other relevant matters concerning the Work to be performed, and include in the Contract a sum to cover the cost of all such items.

### 1.2 CONTRACTS

- A. Construct the Project under separate Contracts. The Contracts are as follows:

2018-BP-02-Carpeting

- B. The Scope of Work, Alternates, and Unit Prices of each Contract is as outlined in Division 1 - Section 01 01 11, Subsection 1.1 to 1.2.

### 1.3 WORK SEQUENCE AND TIMING

- A. Construction work Phases and Sequence as directed by the Deputy Director.

### 1.4 USE OF PREMISES

- A. Do not unreasonably encumber site with materials or equipment.
- B. Do not load structure with weight that might endanger structure.
- C. Move stored products which interfere with operations of Owner or other Contractor as directed by the Deputy Director.
- D. Obtain and pay for use of additional storage or work areas needed for operations.
- E. Limit use of site for Work and storage:
  - 1. As directed by Deputy Director.
  - 2. To allow for the work of other Contractors.
  - 3. To allow use by the public.

END OF SECTION 01 00 10

## SCOPE OF WORK

### Division 1 – Section 01 01 11

1.1 Scope of Work - The Scope of Work of the Carpeting Contract consists of, but is not limited to, furnishing and installing the following:

1. Protect existing and new finishes to remain
2. Layout and control for the execution of the scope of work.
3. Remove the existing carpet and carpet tile.
4. Remove all existing floor boxes if accessible before installing new carpet tile.
5. Concrete subfloor is to be prepared with a skim coat of cement base floor patch prior to the installation of new flooring.
6. Furnish and install new carpet tile.
7. Furnish and install new vinyl wall base.
8. Re-install floor boxes and replace carpet on covers.
9. The contractor is to provide all new termination strips at doorways and wood floor edges if needed.

1.2 Notes - The following notes shall apply to the contract:

1. The site and surrounding areas are to be kept clean at all times.
2. The contractor is responsible to repair any damage to wall surfaces caused by the removal of the existing carpet and base or the installation of the new materials.
3. The contractor must follow all of the manufactures installation instructions.
4. Cover registers and diffusers.

END OF SECTION 01 01 11

## CARPET TILE AND VINYL WALL BASE REQUIREMENTS

### Division 1 – Section 01 02 12

1. Carpet Tile: INTERFACE  
Style: 138440AB00  
Grasmere 18Z \* IC 50CM X 1M  
Color: 102846 QUARRY
  
2. Vinyl Wall Base: JOHNSONITE  
CB-40 4' X 4"  
Vinyl Toe 1/8  
Color: Black

END OF SECTION 01 02 12

## TEMPORARY FACILITIES AND CONTROLS

Division 2 – Section 01 03 13

### 1.0 GENERAL

#### 1.1 TEMPORARY WATER

A. Not applicable.

#### 1.2 TEMPORARY OFFICES

A. The Contractor shall provide temporary offices within the site of the work. All temporary offices shall remain the property of the Contractor and shall be removed from the site upon substantial completion of the work.

B. Temporary office to be composed of drawing layout table and file cabinet for shop drawings and project documents.

#### 1.3 TEMPORARY TOILETS

A. Construction personnel shall use the existing designated toilet facilities.

#### 1.4 TEMPORARY STORAGE

A. On-site storage shall be available in the basement of the building.

#### 1.5 TEMPORARY DUMPSTERS

A. The Contractor shall use the Owners dumpsters.

#### 1.6 TEMPORARY LADDERS, RAMPS & RUNWAYS

A. The Contractor shall provide temporary ladders, ramps and runways as may be required for performance of the work. All of the above facilities shall be constructed and maintained in accordance with the applicable requirements of all governing regulations and codes, and shall be removed after they have served their purposes.

#### 1.7 TEMPORARY ROAD & PARKING AREA

A. Not applicable.

#### 1.8 TEMPORARY HEAT

A. Not applicable.

#### 1.9 TEMPORARY ELECTRICITY

A. Electrical power to be from present facilities. Owner shall pay for power.

B. Provide sufficient number of electric outlets so that 50-foot long extension cords will reach all work requiring light or power.

#### 1.10 TEMPORARY TELEPHONE

A. Cell phones shall be used.

#### 1.11 TEMPORARY DRAINAGE

A. Not applicable.

#### 1.12 PROTECTION OF EXISTING FACILITIES

A. Contractor may use elevator #2, but only for personnel and small tools transport. Should contractor desire to use elevator for demolished material removal or new material transport it shall be with the permission of Schaumburg Township District Library and per a predetermined schedule. Contractor to provide floor protection via 'Masonite' board or the like and wall blankets.

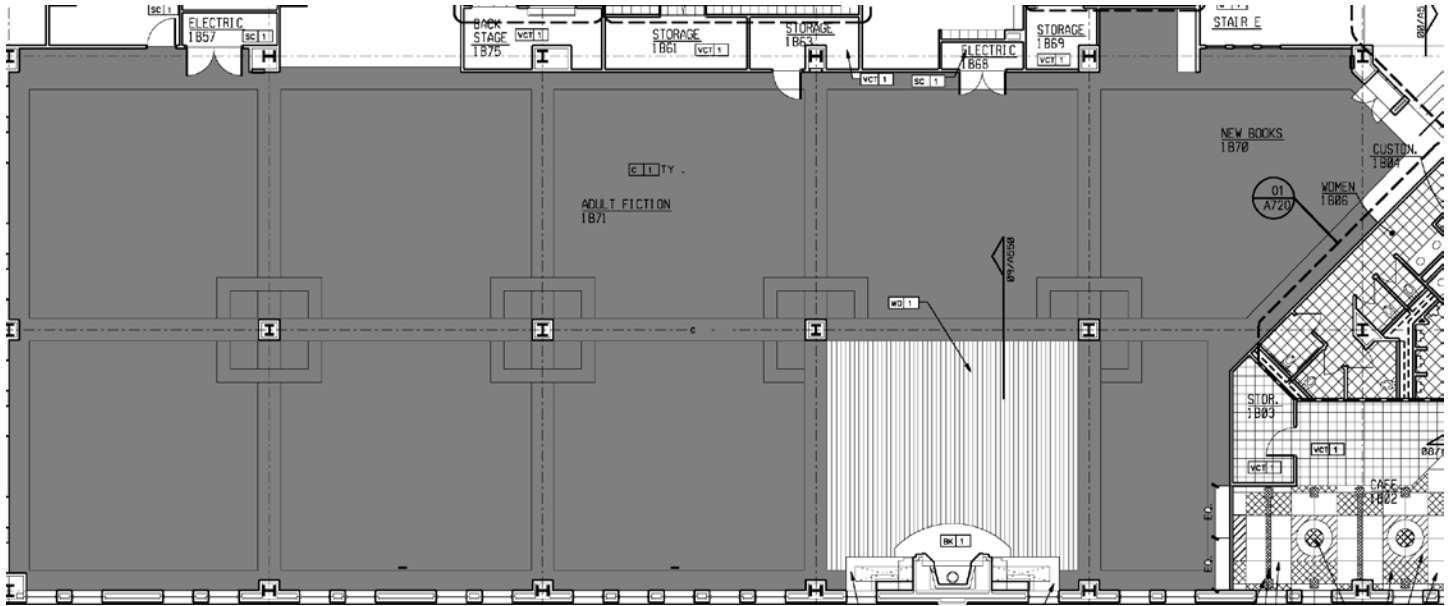
B. Contractor to provide all required wall protection and floor protection required to prevent damage and to preserve and maintain the condition of existing surfaces. Any damages made to existing surfaces are to be reported to the owner immediately and they are to be repaired to the satisfaction of the owner, engineer, and any other authority that has jurisdiction.

C. At all areas of demolition and new work the contractor shall provide floor, wall and space protection. Any new work creating dust or friable debris shall be enclosed with a visqueen or similar dust/dirt barrier. All areas of work to be left vacuum clean and dusted. Make sure to protect electronic equipment, books/shelves, desks and the like.

END OF SECTION 01 03 13

## DEMOLITION NOTES

Division 2 – Section 02 00 10



### DEMOLITION NOTES:

1. HIGHLIGHTED GRAY AREA INDICATES REMOVAL OF EXISTING CARPET AND CARPET TILE.
2. VISIT SITE AND VERIFY EXISTING CONDITIONS PRIOR TO BID SUBMISSION. DISCREPANCIES BETWEEN CONSTRUCTION INDICATED ON DRAWINGS AND ACTUAL SITE CONDITIONS SHALL BE BROUGHT TO DEPUTY DIRECTOR'S ATTENTION IMMEDIATELY IN WRITING.
3. DEMOLISHED ITEMS NOT INDICATED TO BE "DELIVERED TO OWNER" OR "TO BE RELOCATED" SHALL BE REMOVED FROM SITE AS SOON AS POSSIBLE UNLESS THEY ARE TO BE USED FOR REQUIRED PATCHING AND INFILLING OF EXISTING CONSTRUCTION THAT IS TO REMAIN. NO OTHER DEMOLISHED ITEMS SHALL BE STORED ON SITE.
4. ITEMS INDICATED "TO REMAIN" THAT ARE DAMAGED DURING THE PERFORMANCE OF THE DEMOLITION WORK SHALL BE REPORTED TO DEPUTY DIRECTOR IMMEDIATELY, AND SUBMIT A REPAIR SOLUTION TO DEPUTY DIRECTOR FOR REVIEW.
5. COORDINATE DEMOLITION WORK WITH NEW CONSTRUCTION WORK IN EACH AREA OF DEMOLITION. EXISTING CONSTRUCTION IN AREAS ADJACENT TO DEMOLITION WORK SHALL BE PATCHED AND REPAIRED TO MATCH ORIGINAL EXISTING CONDITION AS REQUIRED TO PROVIDE FOR NEW CONSTRUCTION WORK IN AREA OF DEMOLITION.
6. AT LOCATIONS WHERE AN ITEM IS TO BE REMOVED FROM A SURFACE THAT IS TO REMAIN, PATCH AND REPAIR EXISTING SURFACE TO MATCH EXISTING ADJACENT SURFACE, UNLESS INDICATED OTHERWISE.
7. EXISTING ITEMS ANCHORED TO CONSTRUCTION THAT IS INDICATED TO BE DEMOLISHED SHALL BE CONSIDERED A PART OF DEMOLISHED CONSTRUCTION AND SHALL BE DEMOLISHED WITH THE INDICATED CONSTRUCTION, UNLESS NOTED OTHERWISE.
8. CONSTRUCT TEMPORARY DUST PARTITIONS TO CONTAIN DEMOLITION WORK AND PREVENT CONSTRUCTION DUST FROM ENTERING ADJACENT AREA. SUBMIT LOCATIONS OF THESE PARTITIONS FOR APPROVAL BY DEPUTY DIRECTOR. PARTITION LOCATIONS SHALL NOT IMPEDE OR HINDER EMERGENCY EGRESS FROM BUILDING. REFER TO SPECIFICATIONS FOR CONSTRUCTION OF DUST PARTITIONS.

END OF SECTION 02 00 10