

CHICAGO TRANSIT AUTHORITY  
Advertisement for Bids

Sealed bids will be received for the following by Chicago Transit Authority at the Bid Office - 2<sup>nd</sup> Floor, 567 W. Lake Street, Chicago, IL, 60661-1498, no later than 11:00 a.m. on Friday, June 15, 2012, at which time all such bids will be opened publicly and read aloud:

Req No: B12OP00987, Spec. No. CTA 0881-11  
Maintenance, service and repairs of HVAC systems at various CTA facilities for a period of up to 36 months from date of contract execution.

PROPOSAL GUARANTEE: NONE

For additional information, please contact Anthony Saracco, Sr. Procurement Administrator, 312/681-2454.

Any contract resulting from this advertisement will be awarded to the lowest responsive and responsible bidder.

The contractor will be required to furnish certified copies of any and all Insurance Policies required in relation to this contract prior to CTA's execution.

Chicago Transit Authority hereby notifies all bidders that it will affirmatively ensure that in regard to any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprise will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

**PLEASE NOTE:** Where bids are sent by mail, delivery service or delivered in-person to the CTA Bid Office, the bidders shall be responsible for their delivery only to the Bid Office before the advertised date and hour for the opening of the bids. The Bid Office hours are Monday through Friday from 8:00 a.m. to 4:30 p.m. Chicago time, except holidays.

The right is reserved to accept any bid or any part or parts thereof or to reject any and all bids.

All inquiries should be directed to and copies of bid documents obtained from the Bid Office - 2<sup>nd</sup> Floor, 567 W. Lake Street, Chicago, Illinois 60661-1498.

CHICAGO TRANSIT AUTHORITY

By: Marina Popovic  
Vice President, Purchasing  
& Warehousing

May 18, 2012



PROCUREMENT SPECIFICATIONS AND CONTRACT DOCUMENT FOR

Maintenance, service and repairs of HVAC systems at various CTA facilities for a period of up to 36 months from date of contract execution.

REQUISITION NO.: B12OP00987

SPECIFICATION NO.: CTA 0881-11

DRAWING NO.: None

PROJECT NO.: None

INSURANCE REQUIRED: Yes

BID DEPOSIT AMOUNT: None

**INFORMATION:**

**Procurement Administrator:** Anthony Saracco

**Phone Number:** (312) 681-2454

BID PACKAGES TO BE RETURNED TO:

**By Mail, In Person Drop-off or Delivery Service**

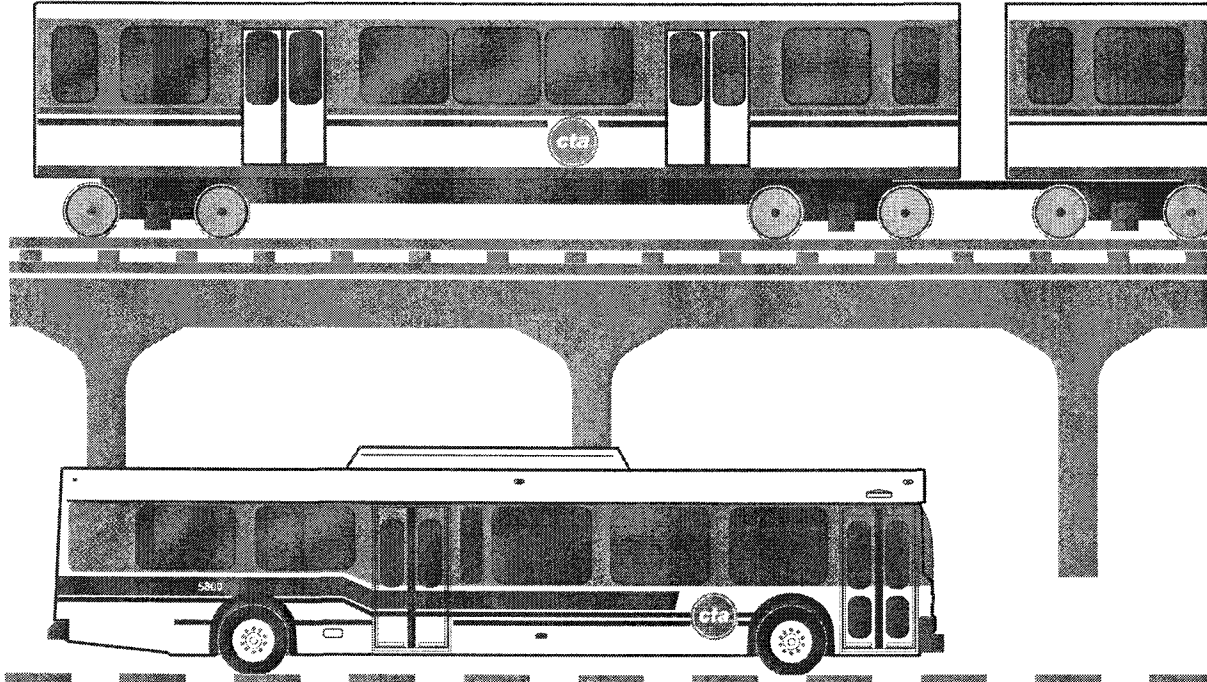
Chicago Transit Authority

Bid Office - 2<sup>nd</sup> Floor

567 W. Lake Street

Chicago, IL 60661-1498

**All Signatures to be sworn before a Notary Public**



ISSUED BY

Purchasing Department, Chicago Transit Authority

567 W. Lake Street, Chicago IL 60661-1498

Marina Popovic, Vice President, Purchasing & Warehousing

Forrest Claypool, President

Terry Peterson, Chairman

## **READ THIS PAGE BEFORE FILLING OUT BID PACKAGE**

### **DOCUMENT PREPARATION** for Materials & Supplies

One (1) complete bid package is included. One (1) complete copy of this bid package is to be returned in a sealed envelope with the following on the cover: Bidder's name, Address, Title of the procurement including Requisition Number, and Advertised date and hour designated for the bid opening as shown on the advertisement. Returned copy must contain **original signatures**. CTA recommends that you make and retain one copy for your records.

#### **SIGNATURES REQUIRED ON THE FOLLOWING ITEMS**

- **DBE PARTICIPATION SCHEDULES B, C, & D** – *Schedules C and D must be filled out and signed by all bidders/DBE subs; Schedule B must also be filled out and signed if the bidder is a joint venture.* All information relative to Disadvantaged Business Enterprise (DBE) participation for this contract is outlined in the DBE Special Conditions section entitled, "*Disadvantaged Business Enterprise Commitment*".
- **GOOD FAITH EFFORTS TO MEET CONTRACT DBE GOAL** – If the contract DBE goal (if any) cannot be fully met through DBE participation on this contract, the bidder **must submit** a signed letter on its company letterhead and supporting documentation to show that all reasonable "Good Faith Efforts" were made toward fulfilling the required DBE goal. Please refer to "SPECIAL CONDITIONS -DISADVANTAGED BUSINESS ENTERPRISE COMMITMENT" Good Faith Efforts (Section V or VI) for further details. Failure to document Good Faith Efforts to meet the contract DBE goal when the goal cannot be fully met through participation will result in a "Non-Responsive" (Disqualified) bid which will be ineligible for contract award.
- **BUY AMERICA CLAUSES** – Certificate of Compliance or Non-Compliance with Sections 165(a) and 165(b)(3). [Does not apply to Operating funded procurements, personal minicomputer purchases or purchases less than \$100,000.00.]
- **CERTIFICATION REGARDING A DRUG FREE WORKPLACE**
- **CERTIFICATION OF PARTICIPANT REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS.** Two forms: PRIMARY and LOWER TIER (when applicable).
- **CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS (LOBBYING CERTIFICATION)**

**A NOTARIZED SIGNATURE** by an authorized officer of your business must appear on one of the following Proposal Execution pages:

- **TO BE EXECUTED BY A CORPORATION**

The SIGNATURE OF AUTHORIZED OFFICER, under Corporate Name must be President or Vice President. If signed by any other person, a resolution or by-law authorizing such person to execute a contract must accompany the Proposal.

Note – Name of Signatory in Notary is same name as Signature of Authorized Officer.

- **TO BE EXECUTED BY PARTNERSHIP OR JOINT VENTURE**

Note – Name of Signatory in Notary is same name as first signature line – Partner.

- **TO BE EXECUTED BY SOLE PROPRIETOR**

Note – Name of Signatory in Notary is same name as Name of Bidder.

**OWNERSHIP DISCLOSURE** – This document is required, failure to address this will cause a delay in the execution of the contract.

**INSURANCE** (when required) – The awarded contractor must provide **certified** copies of insurance policies in order to allow for contract execution. CTA is to be named an **additional insured**. This should be taken into consideration when submitting your bid.

**Note:** Questions on the Detail Specification must be in writing to the Procurement Administrator listed on the front of the bid document **no later than seven (7) calendar days prior** to the bid due date. After that, there will not be sufficient time for the Procurement Administrator to obtain responses to questions.

**Failure to sign the documents listed above may result in your firm not being awarded the contract.**

# **CONTRACT FOR SUPPLIES GENERAL CONDITIONS**

## **1. NON-DISCRIMINATION:**

The Contractor, in performing under this Contract, shall not discriminate against any worker, employee or applicant or any member of the public, because of race, creed, color, age, sex ancestry, handicap 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 the Contract.

The Contractor's attention is called to the provisions of the Illinois Human Rights Act, which are hereby incorporated by reference.

To demonstrate compliance, the Contractor and his subcontractors will furnish such reports and information as requested by Chicago Transit Authority or any Federal, State or local government or agencies that may require such information as a condition of financial assistance in whole or in part.

## **2. DISADVANTAGED BUSINESS ENTERPRISES:**

All parties are hereby notified that in regard to any contract resulting from this invitation to bid, Disadvantaged Business Enterprises will be afforded full opportunity to participate, and will not be discriminated against because of race, color, sex, or national origin in consideration for an award.

## **3. INDEMNIFICATION:**

The contractor shall indemnify, keep and hold harmless the Chicago Transit Authority, its officers, employees and agents against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses, of whatever kind, including but not limited to attorney's fees, which may accrue against the Chicago Transit Authority, its officers, employees and agents arising out of, as a result of, or in consequence of the acts or omissions of the Contractor in furtherance of the contract, including acts or omissions of the Contractor's servants, employees, subcontractors, agents, or officers, in the performance of the work covered by the contract.

## **4. SUBLETTING OR ASSIGNMENT OF CONTRACT OR CONTRACT FUNDS:**

No contracts shall be assigned or sublet in whole or in part without the written approval of the Purchasing Agent, and in no case shall such written approval relieve the Contractor from his obligations or change the terms of the Contract Documents.

The Contractor shall not transfer or assign any contract funds or claims due or to become due without the written approval of the Purchasing Agent having been first obtained.

## **5. GUARANTEES AND WARRANTS:**

All guarantees and warranties required shall be furnished by the Contractor and shall be delivered to the Purchasing Agent or his designee before final payment on the contract is issued.

## **6. DELIVERY:**

All materials shipped to the Chicago Transit Authority must be shipped F.O.B. destination location. Chicago Metropolitan Area, Illinois. If prior delivery notification is specified, arrangements must be made by the vendor with the Authority's designated receiving location at least 24 hours in advance to arrange for receipt of the materials. The material must then be delivered where directed and as agreed upon.

Unless otherwise specified or agreed upon, truck deliveries to locations other than 567 W. Lake will be accepted not earlier than 7:00 A.M. and not later than 3:00 P.M. on weekdays only. No deliveries will be accepted on Saturdays, Sundays or Holidays. Deliveries to 567 W. Lake shall be made between 8:00 A.M. and 4:00 P.M., on weekdays only.

The quantity of material delivered by truck shall be ascertained from a weight certificate issued by a duly licensed Chicago Public Weigh-Master upon request. In the case of delivery by rail, weight will be ascertained from bill-of-lading from originating line, but the Authority reserves the right to re-weigh at the nearest available railroad scale.

#### **7. DEMURRAGE AND RE-SPOTTING:**

The Authority will be responsible for demurrage charges only when such charges accrue because of the Authority's failure to unload the material.

The Authority will pay railroad charges due to the re-spotting of cars, only when such re-spotting is ordered by the Authority.

#### **8. MATERIALS INSPECTION AND RESPONSIBILITY:**

The Purchasing Agent, or his designee, shall have a right to inspect any materials to be used in carrying out this contract.

The Authority does not assume any responsibility for the availability of any controlled materials or other materials and equipment required under this contract. All materials and equipment furnished under the contract shall be new, unless otherwise specifically stated.

The Contractor shall be responsible for the contracted quality and standards of all materials, components or completed work furnished under this contract.

Materials, components or completed work not complying therewith may be rejected by the Purchasing Agent or his designee and shall be replaced by the Contractor at no cost to the Authority.

Any materials or components rejected shall be removed within a reasonable time from the premises of the Authority, at the entire expense of the Contractor, after written notice has been mailed by the Authority to the Contractor that such materials or components have been rejected.

#### **9. ORDER OF PRECEDENCE OF BEST PRICE:**

In determining the best price, the Authority reserves the right to consider the bids in the following order of precedence:

- A. Firm fixed price or charge;
- B. Base price or charge plus escalation specified in Special Conditions, if any;
- C. Base price or charge plus maximum percent or dollar escalation.

In the event that a contract is awarded that includes an escalation provision, the Authority reserves the right to require evidence satisfactory to the Authority which justifies any and all price or charge increases provided under the escalation provision. Such evidence shall be requested in writing within ten (10) working days from receipt of invoices, clearly designating that part of the billing, which reflects the escalated price or charge.

#### **10. PAYMENT:**

Payment to Contractor shall be as specified in Special Conditions of this contract.

#### **11. CASH BILLING DISCOUNT:**

Cash Billing or percentage discount for payment of invoices within a specified period of time will **not** be considered by CTA in evaluating bids. When determining if it has earned a cash billing discount offered by the contractor, CTA will consider the date of the invoice plus two days for mailing or the date of receipt of the goods or services, whichever is later, and will end on the date the check is mailed in payment of the invoice. If a discount period ends on a Saturday, Sunday or legal holiday, the discount periods will be extended to the next succeeding workday.

## 12. INVOICES:

Invoices must be sent to the Chicago Transit Authority, Accounts Payable, 567 W. Lake Street, Chicago, IL 60661-1498. Invoices must bear the order number and, if an annual contract, release number as issued. Invoices must not cover more than one order or release number.

## 13. PRICE REDUCTION:

If the Contractor to whom a contract has been awarded makes a general price reduction effective on or after the date of his bid in the comparable price of any material covered by the contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to the contract for the duration of the contract period (or until the price is further reduced). Such price reductions shall be effective at the same time and in the same manner as the reduction in the price to customers generally. For the purpose of this provision, a "general price reduction" shall mean any horizontal reduction in the price of an article or service offered—(1) to Contractor's customers generally, or (2) in the Contractor's price schedule for the class of customers, i.e., wholesalers, jobbers, retailers, etc., which was used as the basis for bidding on this contract. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a "general price reduction" under this provision. The Contractor shall invoice the Authority as such reduced prices, indicating on the invoice that the reduction is pursuant to the "Price Reduction" provision of the Contract Documents. The Contractor, in addition, shall within ten (10) days of any general price reduction notify the Purchasing Agent of the Chicago Transit Authority of such reduction by letter. Failure to do so may require termination of this contract.

The Contractor, when required by the Purchasing Agent within ten (10) days after the end of the contract period, shall furnish a statement certifying either—(1) that no general price reduction, as defined herein, was made after the date of the bid or offer, or (2) if any such general price reductions were made, that, as provided herein, they were reported to the Purchasing Agent within ten (10) days, and the Authority was billed at the reduced prices. Where one or more such general price reductions were made, the statement furnished by the Contractor shall include, with respect to each price reduction,—(1) the date when notice of any such reduction was issued, (2) the effective date of the reduction, and (3) the date when the Purchasing Agent was notified of any such reduction.

## 14. DEFAULT:

(a)The Authority may, subject to the provision of Paragraph (c) below, by written notice of default to the Contractor, terminate the whole or any part of this contract in any one of the following circumstances:

- (i) if the Contractor fails to make delivery of the supplies or to perform the services within the time specified herein or any extension thereof; or
- (ii) if the Contractor fails to perform any of the other provisions of this contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms, and in either of these two circumstances does not cure such failure within a period of ten (10) days (or such other period as the Purchasing Agent may authorize in writing) after receipt of notice from the Purchasing Agent specifying such failure.

(b)In the event the Authority terminates this contract in whole or in part as provided in Paragraph (a) of this clause, the Authority may procure, upon such terms and in such manner as the Purchasing Agent may deem appropriate, supplies or services similar to those so terminated, and the Contractor shall be liable to the Authority for any excess costs for such similar supplies or services. **Provided:** That the Contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause.

(c)The Contractor shall not be liable for any excess costs if acceptable evidence has been submitted to the Purchasing Agent that failure to perform the contract was due to causes beyond the control and without the fault or negligence of the Contractor.

**15. DISPUTES:**

Except as otherwise provided in this contract, any dispute concerning a question of fact arising under this contract which is not disposed of shall be decided after hearing by the Purchasing Agent who shall reduce his decision to writing. This decision shall be final and binding. A copy of the decision shall be communicated to the Contractor as herein provided.

**16. EXECUTION:**

All business which submit responses or bids and all businesses awarded contracts by the CTA are hereby notified that no contract, modification, amendment, change order or extension, if any, shall be effective, or in any way obligate the CTA, until it has been executed by the CTA signatory duly authorized by the CTA's Regulations, By Laws, and Procedures.

## **CONTRACT FOR SUPPLIES REQUIREMENTS FOR BIDDING AND INSTRUCTIONS TO BIDDERS**

Bids will be received by the **CHICAGO TRANSIT AUTHORITY**, a Municipal Corporation, in accordance with the Contract Documents set forth herein.

### **1. DEFINITIONS:**

The term "Authority" means the Chicago Transit Authority acting by and through the Chicago Transit Board or its duly authorized agent, servant or employee in connection with these Contract Documents. The term "Purchasing Agent" means the Purchasing Agent of the Chicago Transit Authority, whose duties and responsibilities are more particularly described in the "Purchase and Sales Regulations and Ordinances of the Chicago Transit Board," and the term "Designee" means any person or persons authorized by the Purchasing Agent to act for the Purchasing Agent in connection with this Contract. The singular shall include the plural and the masculine includes the feminine.

### **2. COMPLIANCE WITH LAWS:**

The bidders shall at all times observe and comply with all laws, ordinances, regulations and codes of the Federal, State, City, and other local government agencies, which may in any manner affect the preparation of bids or the performance of the Contract.

### **3. BID DEPOSIT:**

A bid shall, when required in the advertisement, be accompanied by cash, a cashier's check, a certified check, a money order or an approved bid bond in the amount shown in the advertisement, and as may be prescribed in the Contract Documents.

All certified, cashier's checks or money orders shall be drawn on a responsible organization doing business in the United States and shall be made payable to the order of the Chicago Transit Authority.

Any bid bond submitted must reference the specific CTA inquiry numbers and have an Alfred M. Best Company "B+" Policyholders Rating and an "X" Financial Rating or better.

The period of the bond must be for not less than ninety (90) days from the date of bid opening.

### **4. PREPARATION OF BID:**

The bidder shall prepare his bid in DUPLICATE on the attached bidding forms, submit one (1) copy and retain one (1) for your records. Unless otherwise stated on the bidding form, all blank spaces on the bid, applicable to the subject specification, must be correctly filled in. Either a unit price or a lump sum price, as the case may be, must be stated for each and every item, either typed in or written in ink, in figures, and if required, in words.

If bidder is a Corporation, the President or Vice-President and Secretary or Assistant Secretary, shall execute both copies of the bid. The Corporation shall affix its seal to both copies. In the event that this bid is executed by someone other than the President or Vice-President, a certified copy of that section of the Corporate By-Laws or resolution of the Corporation which permits the person to execute the offer for the Corporation shall be furnished with the bid.

If bidder is a Partnership or Joint-Venture, all partners or joint-ventures shall execute both copies of the bids unless one partner or joint-venture has been authorized to sign for the Partnership or Joint-Venture, in which case, evidence of such authority satisfactory to the Purchasing Agent shall be submitted with the bid.

If bidder is a Sole Proprietor, he shall execute both copies of the bid.

A "Partnership," "Joint-Venture" or "Sole Proprietor" operating under an Assumed Name must be registered with the Illinois County in which located, as provided in the Assumed Business Name Act, 805 ILCS 405 et seq., as amended.

**ALL SIGNATURES MUST BE SWORN TO BEFORE A NOTARY PUBLIC**



#### **5. SUBMISSION OF BIDS:**

All prospective bidders shall submit **ONE (1) SEALED BID** in the envelope provided for that purpose to the CHICAGO TRANSIT AUTHORITY, Bid Office – 2<sup>nd</sup> Floor, 567 W. Lake Street, Chicago, Illinois 60661-1498; or, if the bid is submitted in an envelope other than those so provided for this purpose, then the sealed envelope submitted by the prospective bidder shall carry the following information on the face of the envelope: **bidder's name, address, subject matter of bid, including identifying numbers, advertised date of bid opening, and the hour designated for the bid opening as shown on the advertisement.**

Where bids are sent by mail to the CTA Bid Office, the bidders shall be responsible for their delivery to the Bid Office before the advertised date and hour for the opening of bids. If the mail is delayed beyond the date and hour set for the bid opening, bids thus delayed will not be considered and will be returned unopened.

Where bids are sent by delivery service or delivered in-person to the CTA Bid Office, the bidders shall be responsible for their delivery to the Bid Office before the advertised date and hour for the opening of bids. If the delivery of the bid is delayed beyond the date and hour set for the bid opening, bids thus delayed will not be considered and will be returned unopened. The Bid Office hours are Monday through Friday from 8:00 am to 4:30 pm Chicago time, except holidays.

#### **6. WITHDRAWAL OF BIDS:**

Bidders may withdraw their bids at any time prior to the date and hour specified in the advertisement for the receipt of bids. However, no bidder shall withdraw or cancel his bid for a period of ninety (90) calendar days after said advertised date and hour for the receipt of bids.

#### **7. RESPONSIBILITY OF BIDDER:**

The Authority reserves the right to refuse to accept any bid from any person, firm or corporation that is in arrears or is in default to the Chicago Transit Authority upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligations to the Authority, or had failed to perform faithfully any previous contract with the Authority.

The bidder, if requested, must present within two (2) working days, evidence satisfactory to the Purchasing Agent or his designee, of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of these specifications and Contract Documents.

#### **8. CONSIDERATION OF BIDS:**

The Authority reserves the right to extend the bid opening date and to reject any or all bids or any part thereof. The Authority further reserves the right to excuse informalities in the bids and bidding when, in the judgment of the Authority, the best interests of the Authority will be served and the spirit of competition will be maintained.

#### **9. NEGOTIATED CONTRACTS:**

The Authority reserves the right to reject all bids received and negotiate a contract with any an all responsible bidders, if the bids received are at unreasonable prices but otherwise acceptable, or for other reasons determined to be clearly in the public's best interest and in accordance with established guidelines.

In the event that negotiations are conducted, the Authority or its duly authorized representative shall have the right to examine and audit books, records, documents and other evidence and accounting procedures and practices, sufficient to reflect properly all costs claimed to have been incurred or anticipated in performing this contract. The Contractor agrees to include in first-tier subcontracts under this contract a clause to the effect that the Authority or duly authorized representatives have access to and the right to examine any of the subcontractor's directly pertinent books, documents, papers, or other records involving transactions related to the subcontract.

#### **10. ACCEPTANCE OF BIDS:**

The Authority will accept in writing one or more of the bids or reject all bids within ninety (90) days from the date of opening the bids, unless the lowest responsible bidder, upon request of the Purchasing Agent or his designee, extend the time of acceptance.

The contract shall not be in force and effect until the Chairman of the Board of the Chicago Transit Authority, or his designee, has affixed his signature to the Contract Document.

#### **11. PERFORMANCE-PAYMENT BOND AND INSURANCE:**

When required by the Contract Documents, the successful bidder or bidders shall, within ten (10) working days after acceptance of the bid by the Authority, furnish a performance-payment bond in the full amount of the contract on an approved American Institute of Architects (A.I.A.) bond form and/or furnish and keep in force, during the life of the contract, any and all insurance in amounts designated, as provided in the Insurance Requirements, form CTA 415.27 (Revised) attached hereto, with insurance companies acceptable to the Chicago Transit Authority. Any insurance company with less than a (B+) policyholder rating by Alfred M. Best Co. will not be acceptable to the Chicago Transit Authority.

#### **12. FAILURE TO FURNISH BOND OR INSURANCE:**

In the event that the bidder fails to furnish the performance-payment bond and/or insurance requirements in said period of ten (10) working days after acceptance of the bid, then, the bid deposit of the bidder may be retained by the Authority. This bid deposit may be used as liquidated damages, not as a penalty, to partially cover costs and losses by the Authority.

#### **13. INTERPRETATION OF CONTRACT DOCUMENTS:**

If any person contemplating submitting a bid is in doubt as to the meaning of any part of the Contract Documents, he may submit to the Purchasing Agent a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made only by Addendum duly issued by the Purchasing Agent or his designee. A copy of such addendum will be mailed or delivered to each person receiving a set of such Contract Documents and to such other prospective bidders as shall have requested that they be furnished with a copy of each Addendum. Failure on the part of the prospective bidder to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of bid. Oral explanation will not be binding. **Bidder must acknowledge receipt of each addendum issued in space provided on the signature page of Bid Documents.**

#### **14. CATALOGS:**

Subsequent to bid opening, when requested by the Purchasing Agent or his designee, each bidder shall submit in **DUPLICATE**, catalogs, descriptive literature, and detailed drawings, fully detailing features, designs, construction, appointments, and finishes, necessary to fully describe the material or work he proposes to furnish. This information will be furnished to the Authority within ten (10) calendar days from date of request. Failure to furnish this information may result in the disqualification of the Bid.

#### **15. TRADE NAMES:**

In cases where an item is identified by a manufacturer's name, trade name, catalog number, or reference, it is understood that the bidder proposes to furnish the item so identified and does not propose to furnish an "equal" unless the proposed "equal" is definitely indicated by the bid.

The reference to the manufacturer's name, trade name, catalog number, or reference, is intended to be descriptive but not restrictive and only to indicate to the prospective bidder articles that will be satisfactory. Bids on other makes and catalogs will be considered, provided each bidder clearly states on the face of his bid exactly what he proposes to furnish, or forwards with the bid, a cut, illustration, or other descriptive matter which will clearly indicate the character of the article covered by his bid.

The Purchasing Agent, or his designee, hereby reserves the right to approve an "equal" or to reject as not being an "equal," any article the bidder proposes to furnish which contains variations from specification requirements.

**16. RETURN OF BID DEPOSIT:**

The bid deposit of all bidders, except the two apparent lowest bidders on each contract, will be returned within ten (10) calendar days after the opening of bids. The bid deposit of the two apparent lowest bidders will be returned after the bid has been accepted by the Authority including the acceptance by the Authority of satisfactory performance-payment bond and/or insurance where such bond or insurance are required.

Within 10 days after the date of opening of bids a bidder may request that a bid bond be substituted for the bid deposit. The Manager, Material Management, may allow substitution of a bid deposit upon application in writing to the Manager, Materials Management, and submittal of a bid bond in an amount equal to the bid deposit. Any bid bond submitted must reference the specific CTA inquiry number and have an Alfred M. Best Company "B+" Policyholders Rating and an "X" Financial Rating.

The period of the bond must be for not less than ninety (90) days from the date of bid opening.

**17. TAXES:**

Federal Excise Tax does not apply to materials purchased by the Chicago Transit Authority by virtue of Exemption Certificate No. 36-73-0234K. Illinois Retailers' Occupation Tax, Use Tax, and Municipal Retailers' Occupational Tax does not apply to materials or services purchased by the Authority by virtue of Statute Chapter 111 2/3 and Section 333, Illinois Revised Statutes as amended. These taxes shall not be included in any of the prices quoted herein. Illinois Tax Exemption Identification number is E9978-2987-05. The prices quoted herein shall agree with all Federal Laws and Regulations.

**18. ORDER OF PRECEDENCE OF COMPONENT PARTS OF THE CONTRACT DOCUMENTS:**

The order of precedence of the component parts of the Contract Documents shall be as follows:

- |  |   |
|--|---|
| 1. General Conditions  | 6. Bid and Signature and Acceptance forms |
| 2. Special Conditions  | 7. Advertisement for Bids                 |
| 3. Plans and Drawings, if any                                    | 8. Instructions to Bidders                |
| 4. Detailed Specifications                                       | 9. Bond, if required                      |
| 5. Standard Requirements of State and Federal Government, if any | 10. Insurance, if required                |

Any Addenda, which may be issued, shall be a part of these Contract Documents and shall take precedence over any other part of the Contract Documents wherever they conflict therewith.

The foregoing order of precedence shall govern the interpretation of the Contract Documents in all cases of conflict or inconsistency therein, except as may be otherwise expressly provided in other component parts of the Contract Documents.

**19. NOTICE:**

All communications and notices provided herein shall be in writing, delivered personally or by mail, to the name and address of the accepted bidder as provided on the signature page of the bid hereof, or to the Chicago Transit Authority. Attention, Purchasing Agent. 567 W. Lake Street, Chicago, IL 60661-1498.

## STANDARD GOVERNMENT REQUIREMENTS FOR MATERIAL AND EQUIPMENT PURCHASES

This contract is subject to financial assistance contracts between the U.S. Department of Transportation (DOT), Federal Transit Administration (FTA), the State of Illinois Department of Transportation (IDOT), Division of Public Transportation (DPT), and the Chicago Transit Authority (CTA).

The following clauses shall be included as part of the specification for the proposed contract and for each of its related subcontracts.

- A. CONTRACT CHANGES.** "Any proposed change in this contract shall be submitted to the Chicago Transit Authority for its prior written approval."
- B. INTEREST OF MEMBERS OF CONGRESS.** No members of, or delegate to, the Illinois General Assembly or the Congress of the United States shall be admitted to any share or part of this contract or to any benefit arising therefrom.
- C. PROHIBITED INTERESTS.** "No member, or officer, or employee of Chicago Transit Authority or a local public body with financial interest or control in this contract during his tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof."
- D. INELIGIBLE CONTRACTORS.** Contractors are required to certify that they ARE NOT included on the U.S. Comptroller General's Consolidated List of persons or firms currently debarred for violations of various Public Contracts incorporating labor standards provisions.
- E. NONDISCRIMINATION.** "In connection with the execution of this contract, the contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, ancestry or handicap. The contractor shall take affirmative actions to insure that applicants are employed and that employees are treated during their employment, without regard to their race, religion, color, sex, national origin, ancestry or handicap. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection of training, including apprenticeship."
- F. ILLINOIS HUMAN RIGHTS ACT – Equal Employment Opportunity.** During the performance of this contract, the contractor agrees as follows.
1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are under utilized and will take appropriate affirmative action to rectify any such underutilization.
  2. 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 the Department's Rules and Regulations.
  3. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
  4. That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by 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 Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations."
- G. ENVIRONMENTAL AND ENERGY PROTECTION AND CONSERVATION REQUIREMENTS.** All facilities and equipment will meet the criteria for air and water pollution control and energy conservation as follows:
- "All facilities and equipment acquired, constructed, reconstructed, or improved using FTA and DPT grant funds, shall be designed and equipped to prevent or control air and water pollution in accordance with criteria issued by the Department of Health, Education and Welfare. However, in those locations where State or local air and water pollution regulations are in force, the more restrictive criteria shall govern."

"All contractors and suppliers must submit evidence to CTA that the governing air and water pollution criteria will be met. This evidence and related documents will be retained by the sponsor for on site examination by FTA and DPT representatives."

"All contractors and suppliers shall recognize mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. § 6321 et seq.)."

- H. SPECIFIC MATERIALS AND/ OR SPECIFIC EQUIPMENT.** Wherever in these Specification an article, equipment or material is defined by describing a proprietary product or by using the name of a manufacturer or vendor or trade name including catalogue numbers and/ or part numbers and/ or drawing numbers, the term "or equal" if not inserted shall be implied. The specific article, equipment or material mentioned shall be understood as establishing the type, function and minimum standard of design, efficiency, quality and performance desired and shall not be construed in such a manner as to exclude manufacturer's products or comparable design, efficiency, quality and performance. CTA engineers shall decide whether or not the article, equipment or material proposed by the bidder or contractor is equal to that specified in the Specification.
- I. TERMINATION OF CONTRACT.** Chicago Transit Authority reserves the right to terminate this contract at any time after date of contract, with or without cause, by giving the contractor, in writing, a notice of termination. The notice shall be mailed certified to the contractor at his business address, and the effective date of termination shall be the date of receipt of the notice as shown on the certified mail return receipt. The Chicago Transit Authority shall pay the contractor for the sums then due for acceptable services performed in accordance with this contract and costs incurred in connection therewith up to the termination date.
- J. CARGO PREFERENCE – USE OF UNITED STATES-FLAG VESSELS.** The contractor agrees:
1. To utilize privately owned United States-flag commercial vessels to ship at least 50 percent of the gross tonnage (computed separately for dry bulk carriers, dry cargo liners, and tankers) involved, whenever shipping any equipment, materials or commodities pursuant to this Contract, to the extent such vessels are available at fair and reasonable rates for United States-flag commercial vessels.
  2. To furnish within 20 days following the date of loading for shipments originating within the United States, or within 30 working days following the date of loading for shipments originating outside the United States, a legible copy of a rated, "on-board" commercial ocean bill-of-lading in English for each shipment of cargo described in paragraph (1) above to the Grantee (through the prime contractor in the case of subcontractor bill-of-lading) and to the Division of National Cargo, Office of Market Development, Maritime Administration, 400 Seventh Street, S.W., Washington, D.C. 20590, marked with appropriate identification of the Project.
- K. PATENT RIGHTS**
1. Contractors may reserve a revocable, nonexclusive, royalty-free license in each patent application filed in any country or each invention subject to this clause and resulting patent in which the government acquires title. The license shall extend to the third-party contractor's domestic subsidiaries and affiliates, if any, within the corporate structure of which the third-party contractor is a part and shall include the right to grant sublicenses of the same scope to the extent the third-party contractor was legally obligated to do so at the time the contract was awarded. The license shall be transferable only with approval of FTA except when transferred to the successor of that part of the third party contractor's business to which the invention pertains.
  2. The third-party contractor's nonexclusive domestic license retained pursuant to paragraph (1) of this clause may be revoked or modified by FTA to the extent necessary to achieve expeditious practical application of the subject invention under 41 C.F.R. 101-4. 103-3 pursuant to an application for exclusive license submitted in accordance with 41 C.F.R. 101-4. 104-3. This license shall not be revoked in that field of use and/or the geographical areas in which the third-party contractor has brought the invention to the point of practical application and continues to make the benefits of the invention reasonably accessible to the public. The third-party contractor's nonexclusive license in any foreign country reserved pursuant to paragraph (1) of this clause may be revoked or modified at the discretion of FTA to the extent the third-party contractor or his domestic subsidiaries or affiliates have failed to achieve the practical application of the invention in that foreign country.
  3. Before modification or revocation of the license, pursuant to paragraph (2) of this clause, FTA shall furnish the third-party contractor a written notice of its intention to modify or revoke the license and the third-party contractor shall be allowed 30 days (or such longer period as may be authorized by FTA for good cause shown in writing by the third-party contractor) after the notice to show cause why the license should not be modified or revoked. The third-party contractor shall have the right to appeal, in accordance with procedures prescribed by FTA any decision concerning the modification or revocation of his license.

**SPECIAL CONDITIONS**  
**DISADVANTAGED BUSINESS ENTERPRISE COMMITMENT**  
**INVITATION FOR BIDS**  
**REQUISITION NUMBER: B12OP00987**

**I. POLICY AND TERMS**

- A. The policy of the Chicago Transit Authority is to create a level playing field on which Disadvantaged Business Enterprises (DBE) as defined in United States Department of Transportation (USDOT) Regulation 49 C.F.R. Part 26.
- B. The Authority has established the following DBE participation goal for this project:

**Disadvantaged Business Enterprise Goal: 0%**

- C. The DBE participation goal shall be expressed as a percentage of the total contract price. However, in the event this is a revenue generating contract, the DBE participation goal is based on the bidder's operating expenses and not on the total anticipated revenue to be generated by the contract. The bidder may also meet the goal by showing good faith efforts to meet the goal as described in 49 C.F.R. Part 26 and as set forth in Section V below. **Any evidence of good faith efforts must be submitted with the sealed bid or the bid will be rejected in its entirety.**
- D. The DBE participation goal shall apply to the total dollar value of this contract, inclusive of all amendments, modifications, options, and change orders. The bidder agrees to make its best effort to include DBE participation in any contract modification work.
- E. The goal may be met, as further explained in Section IV hereof, by the bidder's status as a DBE, by a joint venture with one or more DBEs, by subcontracting a portion of the work to one or more DBEs, by the purchase of materials used in the performance of the contract from one or more DBEs or by any combination of the above or through a showing of good faith efforts as defined in Section V hereof.
- F. A bidder who fails to meet the DBE goal and fails to demonstrate sufficient and reasonable good faith efforts shall not be eligible to be awarded the contract. All documentation of good faith efforts by a bidder **must** be included in the envelope or package containing the bid.
- G. The Authority prohibits agreements between a bidder and a DBE in which the DBE promises not to provide subcontracting quotations to other bidders.

**II. DEFINITIONS**

- A. **"Area of Specialty"** means the description of the DBE's business, which has been determined by the General Manager, DBE Program, to be most reflective of the DBE's claimed specialty or expertise. Credit toward the DBE participation goal for this contract shall be limited to the participation of firms performing within their Area of Specialty. The Authority reserves the right to investigate and determine active DBE participation and applicable DBE credit specifically identified for this contract prior to award.

**NOTICE: The Authority does not make any representations concerning the ability of any DBE to perform work within its Area of Specialty. It is the responsibility of the bidder to determine the capability and capacity of the DBE firms to satisfactorily perform the work proposed.**

- B. **"Bid"** includes the following Authority purchasing requests: Invitation for Bids (IFB).
- C. **"Bidder"** includes bidders and contractors. The terms "Bidder" and "Contractor" may be used interchangeably in these Special Conditions.
- D. **"Disadvantaged Business Enterprise" or "DBE"** means a small business certified by the Illinois Universal Certification Program (IL UCP) as a business owned and controlled by socially and economically disadvantaged individuals in accordance with USDOT Regulation 49 CFR, Part 26.
- E. **"Directory"** means the Directory of Certified Disadvantaged Business Enterprises maintained and published by IL UCP and entitled the "IL UCP DBE Directory." The directory will be available on the Authority's web site. Bidders are responsible for verifying the current certification status of all proposed DBE's.
- F. **"Good Faith Efforts"** means efforts to achieve a DBE contract goal as specified in 49 CFR, Part 26 and Section V hereof.
- G. **"IL UCP"** means the Illinois Unified Certification Program.
- H. **"Joint Venture"** means an association of two or more businesses to carry out a single business enterprise for profit, and for which purpose they combine their expertise, property, capital, efforts, skill and knowledge. Bidders may develop joint venture agreements as an instrument to provide participation by DBEs in contract work. A joint venture seeking to be credited for DBE participation may be formed among DBE firms or between a DBE firm and non-DBE firm.  
  
*In order to qualify for credit as a DBE, the DBE must be responsible for a distinct, clearly defined portion of the work and the DBE must share in the capital contribution, control, management, risks and profits of the joint venture commensurate with its ownership interest.*
- I. **"Purchasing Agent"** means the Authority employee who holds the position of General Manager, Purchasing, or the successor position.
- J. **"Small Business Concern"** means a small business as defined pursuant to Section 3 of the Small Business Act and relevant regulations promulgated pursuant thereto except that a small business concern shall not include any concern or groups of concerns controlled by the same socially and economically disadvantaged individual or individuals which has annual average gross receipts in excess of \$22.41 million, or as revised from time to time, over the three (3) previous fiscal years.
- K. **"Socially and Economically Disadvantaged Individuals"** means any individual who is a citizen of the United States (or lawfully admitted permanent residents) and who is in the following groups, the members of which are rebuttably presumed to be socially and economically disadvantaged:

1. **“Black Americans”**, which includes persons having origins in any of the Black racial groups of Africa;
2. **“Hispanic Americans”**, which includes persons of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race;
3. **“Native Americans”**, which includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians;
4. **“Asian-Pacific Americans”**, which includes persons whose origins are from Japan, China, Taiwan, Korea, Burma (Myanmar), Thailand, Malaysia, Indonesia, Vietnam, Laos, Cambodia (Kampuchea), the Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific (Republic of Palau), and the Commonwealth of the Northern Marianas Islands, Macao, Fiji, Tonga, Kiribati, Jauvlu, Nauru, Federated States of Micronesia or Hong Kong; and
5. **“Subcontinent Asian Americans”**, which includes persons whose origins are from India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal or Sri Lanka.
6. **“Women”**
7. Any additional groups whose members are designated as socially and economically disadvantaged by the SBA, at such time as the SBA designation becomes effective.

**The General Manager, DBE Program, may determine on a case-by-case basis that individuals who are not members of one of the above-listed groups are socially and economically disadvantaged.**

L. **“USDOT” or “DOT”** refers to the U.S. Department of Transportation.

### III. JOINT VENTURES

The General Manager, DBE Program, will evaluate the joint venture agreement submitted on behalf of the proposed joint venture and all related documents to determine whether these DBE requirements have been satisfied. In addition, the General Manager, DBE Program, will consider the record of the joint venturers as joint venturers on other Authority contracts, if any.

**NOTE:** DBE/non-DBE joint ventures are creditable at any tier. Whenever a joint venture is proposed as the prime Contractor, Authority requires that each joint venturer sign the bid submitted to the Authority.

### IV. COUNTING DBE PARTICIPATION TOWARD THE CONTRACT GOAL

The inclusion of any DBE by the bidder in its bid documents shall not conclusively establish the bidder's eligibility for full DBE credit for the firm's participation in the contract. The amount of DBE participation credit shall be based upon an analysis by the General Manager, DBE Program, of the specific duties which will be performed by the DBE.



**The bidder may count toward its DBE goal only expenditures to firms which are currently certified by the IL UCP and which perform a commercially useful function.** A firm is considered to perform a commercially useful function when it is responsible for the performance of a distinct element of the work and carries out its responsibilities by actually performing, managing and supervising the work involved.

To determine whether a firm is performing a commercially useful function, the General Manager, DBE Program, will evaluate the amount of work subcontracted, industry practices and other relevant factors. The General Manager, DBE Program, reserves the right to deny or limit DBE credit to the bidder where any DBE is found to be engaged in substantial pass-through activities with others.

**DBE participation shall be counted toward the DBE goal in the contract as follows:**

- A. Once a DBE is determined to be eligible in accordance with these rules, the total dollar value of the contract awarded to the DBE may be counted toward the DBE goal except as indicated below.
- B. A bidder may count toward its DBE goal that portion of the total dollar value of a contract with an eligible joint venture equal to the distinct, clearly defined portion of the work of the contract that the DBE performs with its own forces.
- C. Consistent with normal industry practices, a DBE may enter into subcontracts. If a DBE subcontracts more than thirty percent (30%) or a significantly greater portion of the work of the contract than would be expected on the basis of normal industry practices, the DBE shall be presumed not to be performing a commercially useful function. Evidence may be presented by the bidder involved to rebut this presumption.
- D. When a DBE subcontracts a part of the work under the contract to another firm, the value of the subcontracted work may only be counted towards the DBE goal if the DBE's subcontractor is itself a DBE. Work that a DBE subcontracts to a non-DBE firm does not count towards the DBE goal.
- E. The bidder may count one-hundred percent (100%) of its expenditures for materials and supplies required under the contract and which are obtained from a DBE manufacturer towards the DBE goal. The bidder may count sixty percent (60%) of its expenditures for material and supplies under the contract obtained from a DBE regular dealer towards its DBE goal. The terms "manufacturer" and "regular dealer" are defined in 49 C.F.R. Part 26.55(e)(1)(ii) and (2)(ii).
- F. The bidder may count towards its DBE goal expenditures to DBEs which are not manufacturers or regular dealers, such as fees or commissions charged for services and assistance in the procurement of essential personnel, facilities, equipment, materials or supplies and transportation charges as set forth in 49 C.F.R. Part 26. However, the General Manager, DBE Program, must determine the fee or charge to be reasonable and not excessive as compared with fees or charges customarily allowed for similar services.
- G. The bidder must use good business judgment when negotiating with subcontractors and take a DBE's price and capabilities into consideration. The fact that there may be some additional costs involved in finding and using DBE firms is not sufficient reason to fail to meet the DBE goal set forth in the contract, as long as such costs are reasonable.

## V. GOOD FAITH EFFORTS

In order to be responsive, a bidder must make good faith efforts to meet the DBE participation goal set forth in the contract. The bidder must document the good faith efforts it made in that regard. Thus, the Bid submitted to the Authority must be accompanied by written documentation prepared by the bidder evidencing all of its sufficient and reasonable good faith efforts toward fulfilling the goal. These efforts must be active steps, and ones, which could reasonably be expected to lead to sufficient DBE participation to meet the contract DBE participation goal. Mere *pro forma* efforts are not acceptable and will be rejected by the General Manager, DBE Program.

Good Faith Efforts require that the bidder consider all qualified DBEs, who express an interest in performing work under the contract. This means that the bidder cannot reject a DBE as unqualified unless the bidder has sound reasons based on a thorough investigation of the DBE's capabilities. Further, the DBE's standing within its industry, membership in specific groups, organizations or associations and political or social affiliation (for example, union vs. non-union employee status) are not legitimate causes for the rejection or non-solicitation of bids in the Contractor's efforts to meet the contract DBE participation goal.

The following list, which is not exclusive or exhaustive, sets forth the types of actions, which indicate good faith efforts on the part of a bidder to meet the DBE goal. The extent and type of actions required will vary depending on such things as industry practice; the time available for submitting a bid and the type of contract involved.

- A. Attendance at a pre-bid meeting, if any, scheduled by the Authority to inform DBEs of subcontracting opportunities under a given solicitation.
- B. Advertisement in general circulation media, trade association publications, and minority-focus media for at least twenty (20) days before bids are due. If 20 days are not available, publication for a shorter reasonable time is acceptable.
- C. Written notification to capable DBEs that their interest in the contract is solicited.
- D. Documentation of efforts to negotiate with DBEs for specific sub-contracts including at a minimum:
  1. The names, addresses, and telephone numbers of DBEs that were contacted and the date(s) of contact.
  2. A description of the information provided to DBEs regarding the plans and specifications for portions of the work to be performed.
  3. A statement explaining why additional agreements with DBEs were not reached.
- E. For each DBE the bidder contacted but rejected as unqualified, the reason for the bidder's conclusion.
- F. Documentation of efforts made to assist the DBEs contacted that needed assistance in obtaining bonding or insurance required by the bidder or the Authority.

- G. Documentation of efforts to utilize the services of small business organizations, community and contractor groups to locate qualified DBEs.
- H. Documentation that the bidder has broken out contract work items into economically feasible units in fields where there are available DBE firms to perform the work.
- I. Evidence that adequate information was provided to interested DBEs about the plans, specifications and requirements of the contract, and that such information was communicated in a timely manner.
- J. Documentation of any efforts made to assist interested DBEs in obtaining necessary equipment, supplies, materials or related assistance or services.

## VI. GOOD FAITH EFFORTS RECONSIDERATION

If it is determined that the apparent successful low bidders have failed to meet the requirements of the contract goal/good faith efforts, the Authority will provide them with **ONE** opportunity for administrative reconsideration, before the Authority awards the contract. This reconsideration will include the following:

- A. The bidder will be permitted to either provide written evidence or to present oral argument at a pre-scheduled time that the documentation it submitted with its bid met the DBE goal and/or showed good faith efforts to do so. **No new evidence of good faith efforts may be presented after the bid submission deadline.**
- B. The Authority's Reconsideration Officer will review the evidence presented by the bidder and issue a written determination that the bidder has: 1) met the DBE goal; 2) not met the DBE goal but has made adequate good faith efforts to do so; or 3) has not met the DBE goal and the good faith efforts made were not adequate.
- C. The decision of the Authority's Reconsideration Officer is final and may not be appealed to the Authority or its funding agencies.
- D. The Authority will not award a contract to any bidder who does not meet the contract DBE participation goal or show good faith efforts to meet that goal. Thus, it is essential that all bidders submit ALL relevant documentation concerning the DBE goal and/or good faith efforts in the envelope or package containing their sealed bid.

## VII. PROCEDURE TO DETERMINE BID COMPLIANCE

The bidder must complete and sign Schedule D to the Contract documents and must sign Schedule C. If the bidder is a joint venture, the bidder **MUST** complete and sign Schedule B. Schedule C **MUST** be completed and signed by the DBE subcontractor(s). All three Schedules **MUST** be submitted at the same time as or prior to submittal of the sealed bid. In addition, any documentation evidencing the bidder's good faith efforts to meet the contract DBE goal must be submitted with the bid. Any bids submitted without completed and executed Schedules C & D and/or evidence of good faith efforts, if applicable, will be deemed non-responsive and will be rejected by the Authority.

**A. Letters of Certification**

1. A copy of each proposed DBE firm's current Letter of Certification or re-certification from the IL UCP should be submitted with the bid. **ALL CERTIFICATIONS BY THE IL UCP MUST BE PRE-CERTIFICATIONS. This means that the DBE's certification must be issued by the IL UCP before the due date for bids.**
2. All Letters of Certification or Re-certification issued by the IL UCP must include a statement of the DBE firm's area of specialization and appropriate DBE goal credit (see Section IV. COUNTING DBE PARTICIPATION TOWARD THE CONTRACT GOAL). The DBE firm's scope of work set forth on Schedule C must conform to its stated area of specialization. Where a DBE is proposed to perform work not covered by its area of specialization, the DBE firm must request an expansion of its area of specialization from the Authority in writing plus any other documentation required by the Authority to process said request prior to the time set by the Authority for bid opening. Further, the DBE's request must be agreed to by the General Manager, DBE Program, and the DBE firm must be certified prior to **DUE DATE OF BIDS.**

**B. Joint Ventures**

1. Where the bidder proposes to include in its bid a DBE, which is a joint venturer, the bidder must submit a fully executed copy of the joint venture agreement with its bid. The joint venture agreement must show that the DBE firm will be responsible for a clearly defined portion of the work to be performed, and that the DBE firm's capital contribution, control, management, risks and profits are commensurate with its ownership interest.
2. Further, the proposed joint venture agreement shall include specific details related to: 1) contributions of capital and equipment; 2) work items to be performed by the DBE's own forces; 3) work items to be performed under the supervision of the DBE; 4) the DBE management, supervisory and operating personnel to be dedicated to the performance of the project; and (5) the authority of each joint venturer to contractually obligate the joint venture and to expend funds. Failure to submit a copy of the joint venture agreement will cause the firm to be considered by the Authority to be non-responsible.

**VIII. REPORTING REQUIREMENTS DURING THE TERM OF THE CONTRACT**

- A. The bidder shall, within seven (7) calendar days of contract award, or prior to any work being performed by the DBE subcontractor, execute written subcontracts or purchase orders with the DBE subcontractors included in the bid. In the event the bidder cannot complete the agreement with one or more DBE subcontractors within this seven day period, the bidder must provide a written explanation for the delay and an estimated date by which the written agreement will be completed to the General Manager, DBE Program. These written agreements shall be made available to the General Manager, DBE Program, upon request. All contracts between the bidder and its subcontractors must contain a prompt payment clause as set forth in Section IX herein.

- B. During the term of annual contracts, the bidder shall submit regular "Status Reports of DBE Subcontract Payments" in a form acceptable to the Authority. The frequency with which these reports are to be submitted, will be determined by the General Manager, DBE Program, but in no event will reports be required less frequently than quarterly. **In the absence of written notice from the General Manager, DBE Program, the bidder's first "Status Report of DBE Subcontract Payments" will be due ninety (90) days after the date of contract award, with additional reports due quarterly thereafter.**
- C. In the case of a one-time procurement with either a single or multiple deliveries, a "Status Report of DBE Subcontract Payments," in a form acceptable to the Authority, indicating final DBE payments shall be submitted directly to the General Manager, DBE Program. The information must be submitted prior to or at the same time as the bidder's final invoice to the Authority user department identified in the solicitation. (NOTICE: The original invoices must be submitted directly to the Authority's department identified in the contract documents and the Status Report of DBE Subcontract Payments must be submitted directly to the General Manager, DBE Program.) **Failure to follow these directions may delay final payment.**
- D. The address for the General Manager, DBE Program, is: **CTA DBE-General Manager, Diversity Department, 567 W. Lake Street, Chicago, IL 60661-1465.**

## IX. PROMPT PAYMENT TO SUBCONTRACTORS

- A. The Contractor is required to pay all Subcontractors for all work that the Subcontractor has satisfactorily completed, no later than seven (7) calendar days after the Contractor has received payment from the Authority. All of the Contractor's contracts with its Subcontractors must state that the Subcontractor will receive payment within 7 days of the date that the Contractor has received payment from the Authority.
- B. In addition, all Retainage amounts must be paid by the Contractor to the Subcontractor no later than fourteen (14) calendar days after the Subcontractor has, in the opinion of the VP Construction, satisfactorily completed its portion of the Work. All of the Contractor's contracts with its Subcontractors must state that the Subcontractor will receive payment of Retainage within fourteen (14) calendar days of the date that the Subcontractor has, in the opinion of the VP Construction, satisfactorily completed its portion of the Work.
- C. A delay in or postponement of payment to the Subcontractor requires good cause and prior written approval of the General Manager, Purchasing.
- D. The Contractor is required to include, in each subcontract, a clause requiring the use of appropriate arbitration mechanisms to resolve all payment disputes.
- E. The Authority will not pay the Contractor for work performed unless and until the Contractor ensures that the Subcontractors have been promptly paid for the work they have performed under all previous payment requests, as evidenced by the filing with the Authority of lien waivers, canceled checks (if requested), invoices and the Contractor's sworn statement that it has complied with the prompt payment requirements. Prime Contractors must submit a prompt payment affidavit, (form to be provided by the Authority) which identifies each subcontractor (both DBE and non-DBE) and

the date and amount of the last payment to such subcontractor, with every payment request filed with the Authority, except for the first payment request, on every contract with the Authority.

- F. Failure to comply with these prompt payment requirements is a breach of the Contract which may lead to any remedies permitted under law, including, but not limited to, Contractor debarment. In addition, Contractor's failure to promptly pay its Subcontractors is subject to the provisions of 50 ILCS 505/9.

## **X. DBE SUBSTITUTIONS**

- A. Arbitrary changes by the bidder of the commitments previously indicated in **Schedule D** are prohibited. No changes may be made by the bidder to the DBE firms listed on Schedule D after the opening of bids but prior to contract award. However, in the event the Purchasing Agent, after consulting with the DBE Department, determines that a critical DBE subcontractor is non-responsible, the Authority may require that bidder replace the non-responsible DBE subcontractor prior to contract award. In that event, bidder must replace the non-responsible DBE subcontractor with a responsible, certified DBE subcontractor or show adequate good faith efforts as set forth Section V hereof, must submit all information required in subsection C.5 hereof, and must receive the prior written approval of the General Manager, DBE Program for such substitution.
- B. Further, after entering into each approved DBE subcontract, the Contractor shall neither terminate the subcontract for convenience, nor reduce the scope of the work to be performed by the DBE, nor decrease the price to the DBE, without receiving prior written approval of the General Manager, DBE Program. Such approval is required even if the DBE agrees with the change to the DBE's contract desired by the Contractor.
- C. It may become necessary, at times, to substitute a new subcontractor in order to complete the contract work. The substitution procedure to be followed is:
  - 1. The Contractor must immediately notify the General Manager, DBE Program, in writing, of the proposed substitution of subcontractor. The Contractor's notification must include the specific reasons it intends to reduce the scope of or terminate a DBE subcontract; adequate documentation to support the Contractor's proposed action; and a proposed substitute firm to complete the DBE's portion of work.
  - 2. The following is a non-exclusive list of the types of reasons, which justify substitution: the DBE was found not to be able to perform, or not to be able to perform on time; the DBE's work product was not acceptable; the DBE demands an unreasonable escalation of its price.
  - 3. The following is a non-exclusive list of the types of reasons which do not justify substitution: a replacement firm has been recruited by the Contractor to perform the same work under more advantageous terms; performance issues by the DBE were disputed and every reasonable effort to have the dispute resolved or mediated has not been taken; the DBE has requested a reasonable price escalation which may be justified due to unforeseen circumstances (e.g., a change in scope of DBE's work).

4. If the subcontractor to be substituted for the DBE is not a DBE, the Contractor must show adequate good faith efforts as set forth in Section V hereof.
  5. The Contractor's request for approval of a substitution must include the name, address, and principal official of the proposed substitute subcontractor and the dollar value and scope of work of the proposed subcontract. If the new subcontractor is a DBE, all DBE affidavits and documents required by **Schedule C** shall be attached.
  6. The Authority will evaluate the submitted documentation and respond within fifteen (15) calendar days to the request for approval of a substitution. The Authority's response may approve the request, seek more information, request an interview to clarify the problem or reject the proposed DBE substitution, with the reasons for the rejection stated in the Authority's response. In the case of an expressed emergency need to receive the necessary decision for the sake of job progress, the Authority will respond as soon as practicable.
  7. Actual substitution by the Contractor may not be made prior to the Authority's approval. Once notified of the Authority's approval, the substitute subcontract must be executed within five (5) calendar days, and a copy submitted to the General Manager, DBE Program.
- D. The Authority will not approve extra payment for escalated costs incurred by the Contractor when a substitution of subcontractors becomes necessary in order to comply with the DBE requirements of the contract.

## **XI. NON-COMPLIANCE**

- A. Failure to comply with the DBE requirements of the contract or failure to use DBEs as stated in the bid constitutes a material breach of contract. The General Manager, DBE Program, shall have the discretion to recommend to the Authority's Purchasing Agent that the Purchasing Agent apply suitable sanctions to the Contractor if the Contractor is found to be in non-compliance with the DBE requirements. Such sanctions include, but are not limited to, withholding payment to the Contractor until corrective action is taken; suspension and/or termination of the contract, in whole or in part; and debarring or suspending the Contractor from entering into future contracts with the Authority.
- B. The failure by the Contractor to use a DBE subcontractor to the extent the Contractor committed to use said DBE, gives the underutilized DBE specific contract remedies, including the right to damages, the right to resolve the dispute by binding arbitration before an independent arbitrator and the right to recover its reasonable expenses, including attorneys' fees, if the DBE is the prevailing party, as follows:
  1. Damages. In the event the Contractor has not complied with the contractual DBE percentage and the change to the contractual DBE usage has not been approved by the Authority, an affected DBE may recover from the Contractor damages suffered by said DBE as a result of being underutilized. This provision is intended for the benefit of any DBE affected by underutilization and grants such entity third party beneficiary rights. Any rights conferred by this provision are non-waivable and take precedence over any conflicting provisions in the agreement between the Contractor and the DBE.

2. Arbitration procedures. If requested by the DBE, the DBE shall have the right to initiate binding arbitration of any dispute concerning damages suffered as a result of being underutilized. A DBE desiring to arbitrate must notify the Contractor in writing to initiate the arbitration process. Unless the affected parties agree to a different schedule in writing, within ten (10) days of receipt by the Contractor of the intent to arbitrate from the DBE, the above-described disputes must be arbitrated in accordance with the Commercial Arbitration Rules of the American Arbitration Association ("AAA"), a not-for-profit agency, with an office at 225 North Michigan Avenue, Suite 2527, Chicago, Illinois 60601-7601. All such arbitrations must be initiated by the DBE filing a demand for arbitration with the AAA; must be conducted by the AAA; and must be held in Chicago, Illinois.
  3. Fees. All fees of the arbitrator are the initial responsibility of the DBE; provided, however, that the arbitrator is authorized to award reasonable expenses, including attorneys' and arbitrator fees, as damages to a prevailing DBE.
  4. Entry of judgment. Judgment upon the award rendered by the arbitrator may be entered in any court of competent jurisdiction.
- C. In addition, federal and state laws apply to false representations, deception and fraud:
1. Illinois Law. Under Illinois law, it is a Class 2 felony to make certain false representations as to the status of a person or entity in obtaining a governmental contract. In addition, any person convicted of this felony offense must pay to the governmental unit that issued the contract a penalty equal to one and a half times the amount of the contract. 720 ILCS 5/17-29.
  2. Federal Law. False, fraudulent, or deceitful statements made in connection with DBE participation in federal Department of Transportation assisted programs could also result in liability under 49 CFR Part 31, Program Fraud and Civil Remedies and possible prosecution under 18 U.S.C. 1001.
- D. If the Contractor does not pay any subcontractor listed on a pay request or return a subcontractor's retainage within the time limits required under the prompt payment provision set forth in Section VIII hereof, the Contractor must pay the subcontractor an additional amount for interest at the lower of one percent (1%) per month or the highest lawful rate on the outstanding balance, for each month, prorated per diem for any partial month, that the Contractor fails or refuses to pay the subcontractor. All agreements between the Contractor and its subcontractors must provide for interest as set forth herein.
- E. The Contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the Authority deems appropriate.

The Contractor agrees to include this assurance in all subcontracts.



## **XII. RECORD KEEPING**

The Contractor shall maintain records of all relevant data with respect to the utilization of DBEs and shall retain these records for a period of at least three (3) years after final acceptance of the work. Full access to said records shall be granted to the Authority and its Inspector General, its Federal and/or State funding agencies, the U.S. Department of Justice, the USDOT and any duly authorized representatives thereof. In addition, the Contractor shall, at all times, cooperate with the Authority's Inspector General.

The bidder must also create a bidders list, consisting of information about all subcontractors that submitted a bid or quote. The bidders list will include the name, address, DBE/non-DBE status, age of firm and the appropriate range of annual gross receipts. Failure to submit this information will result in the firm being deemed non-responsible for the contract.

## **XIII. MINORITY FINANCIAL INSTITUTIONS**

The proposer is encouraged to utilize financial institutions owned and controlled by socially and economically disadvantaged individuals. Use of such institutions may be considered by the Authority as evidence of proposer's willingness to do business with DBEs. Information about such institutions is available in the Authority's DBE Program Directory, which is available on-line at <http://www.federalreserve.gov/releases/mob/current/default.htm>.

## DBE Assistance Agencies

*The following agencies are available to prospective bidders for assistance.*

|   |  |
|---|--|
| <p><b>Alliance of Business Leaders &amp; Entrepreneurs (ABLE)</b><br/>         150 N. Michigan Ave., Suite 2800<br/>         Chicago, IL 60601<br/>         Contact: Donna Gaines<br/>         Phone: (312) 624-7733<br/>         Fax: (312) 275-7841<br/>         Email: <a href="mailto:dgaines@ablechicago.com">dgaines@ablechicago.com</a><br/>         Website: <a href="http://www.ablechicago.com">www.ablechicago.com</a><br/> <b>Services</b></p> <ul style="list-style-type: none"> <li>• Business Development</li> </ul>   | <p><b>Black Contractor United (BCU)</b><br/>         400 W. 76<sup>th</sup> St., Suite 200<br/>         Chicago, IL 60620<br/>         Contact: Belinda Henderson<br/>         Phone: (773) 483-4000<br/>         Fax: (773) 483-4150<br/>         Email: <a href="mailto:belinda_bcu@att.net">belinda_bcu@att.net</a><br/>         Website: <a href="http://www.blackcontractorsunited.com">www.blackcontractorsunited.com</a><br/> <b>Services</b></p> <ul style="list-style-type: none"> <li>• Business Development</li> </ul>  |
| <p><b>Chatham Business Association (CBA)</b><br/>         8441 S. Cottage Grove Ave.<br/>         Chicago, IL 60619<br/>         Contact: Melinda Kelly<br/>         Phone: (773) 994-5006<br/>         Fax: (773) 994-9871<br/>         Email: <a href="mailto:melkelcba@sbcglobal.net">melkelcba@sbcglobal.net</a><br/>         Website: <a href="http://www.cbaworks.org">www.cbaworks.org</a><br/> <b>Services</b></p> <ul style="list-style-type: none"> <li>• Business Development</li> <li>• Certification Assistance</li> <li>• Technical Assistance</li> </ul>                                       | <p><b>Chicago Minority Business Development Council, Inc. (CMBDC)</b><br/>         105 W. Adams<br/>         Chicago, IL 60603<br/>         Contact: Shelia C. Hill Morgan<br/>         Phone: (312) 755-8880<br/>         Fax: (312) 755-8890<br/>         Email: <a href="mailto:shillmorgan@chicagomsgdc.org">shillmorgan@chicagomsgdc.org</a><br/>         Website: <a href="http://www.cmbdc.org">www.cmbdc.org</a><br/> <b>Services</b></p> <ul style="list-style-type: none"> <li>• Business Development</li> <li>• Certification Assistance</li> <li>• Technical Assistance</li> </ul> |
| <p><b>Chicago Urban League (CUL)</b><br/>         4510 S. Michigan Ave.<br/>         Chicago, IL 60653<br/>         Contact: Kenya Spann<br/>         Phone: (773) 285-5800<br/>         Fax: (773) 285-7772<br/>         Email: <a href="mailto:kspann@thechicagourbanleague.org">kspann@thechicagourbanleague.org</a><br/>         Website: <a href="http://www.thechicagourbanleague.org">www.thechicagourbanleague.org</a><br/> <b>Services</b></p> <ul style="list-style-type: none"> <li>• Business Development</li> </ul>  | <p><b>Federation of Women Contractors (FWC)</b><br/>         5650 S. Archer Ave.<br/>         Chicago, IL 60638<br/>         Contact: Joan Anderse<br/>         Phone: (312) 360-1122<br/>         Fax: (312) 360-0239<br/>         Email: <a href="mailto:joan@andersenpump.com">joan@andersenpump.com</a><br/>         Website: <a href="http://www.fwcchicago.com">www.fwcchicago.com</a><br/> <b>Services</b></p> <ul style="list-style-type: none"> <li>• Business Development</li> </ul>   |
| <p><b>Hispanic-American Construction Industry Association (HACIA)</b><br/>         901 West Jackson Blvd., Suite 205<br/>         Chicago, IL 60607<br/>         Contact: Jorge Perez<br/>         Phone: (312) 666-5910 ext. 22<br/>         Fax: (312) 666-5692<br/>         Email: <a href="mailto:jperez@haciaworks.org">jperez@haciaworks.org</a><br/>         Website: <a href="http://www.haciaworks.org">www.haciaworks.org</a><br/> <b>Services</b></p> <ul style="list-style-type: none"> <li>• Business Development</li> <li>• Certification Assistance</li> <li>• Technical Assistance</li> </ul> | <p><b>Illinois Hispanic Chamber of Commerce (IHCC)</b><br/>         855 W. Adams, Suite 100<br/>         Chicago, IL 60607<br/>         Contact: Omar Duque<br/>         Phone: (312) 425-9500<br/>         Fax: (312) 425-9510<br/>         Email: <a href="mailto:oduque@hccbusiness.net">oduque@hccbusiness.net</a><br/>         Website: <a href="http://www.ihccbusiness.net">www.ihccbusiness.net</a><br/> <b>Services</b></p> <ul style="list-style-type: none"> <li>• Business Development</li> <li>• Certification Assistance</li> <li>• Technical Assistance</li> </ul>              |

## DBE Assistance Agencies (Continued)

|   |   |
|---|---|
| <p><b>Philippine American Chamber of Commerce of Greater Chicago (PACCGC)</b><br/>         3413 N. Milwaukee Ave.<br/>         Chicago, IL 60641<br/>         Contact: James Villar<br/>         Phone: (773) 545-4330<br/>         Fax: (773) 545-4373<br/>         Email: <a href="mailto:jamesvillar@pacccgc.org">jamesvillar@pacccgc.org</a><br/>         Website: <a href="http://www.paccgc.org">www.paccgc.org</a></p> <p><b>Services</b></p> <ul style="list-style-type: none"> <li>• Business Development</li> <li>• Certification Assistance</li> <li>• Technical Assistance</li> </ul> | <p><b>Women's Business Development Center (WBDC)</b><br/>         8 S. Michigan Ave., 4<sup>th</sup> Floor<br/>         Chicago, IL 60603<br/>         Contact: Danae Kovac<br/>         Phone: (312) 853-3477<br/>         Fax: (312) 853-0145<br/>         Email: <a href="mailto:dkovac@wbdc.org">dkovac@wbdc.org</a><br/>         Website: <a href="http://www.wbdc.org">www.wbdc.org</a></p> <p><b>Services</b></p> <ul style="list-style-type: none"> <li>• Business Development</li> <li>• Certification Assistance</li> <li>• Technical Assistance</li> </ul> |
|---|---|

*Project information and current DBE directory of certified local and out-of-state companies are available.*

|  |  |
|--|--|
| <p>Chicago Transit Authority<br/> <b>Project Information</b><br/>         c/o Marina Popovic<br/>         Purchasing Department<br/>         567 W. Lake St.<br/>         Chicago, IL 60661-1498<br/>         Phone: (312) 681-2400<br/>         Fax: (312) 681-2405<br/>         E-mail: <a href="mailto:mpopovic@transitchicago.com">mpopovic@transitchicago.com</a></p> | <p>Chicago Transit Authority<br/> <b>DBE Directory</b><br/>         c/o Gloria M. Camarena<br/>         Diversity Programs Department<br/>         567 W. Lake St.<br/>         Chicago, IL 60661-1498<br/>         Phone: (312) 681-2600<br/>         Fax: (312) 681-2605<br/>         E-mail: <a href="mailto:gcamarena@transitchicago.com">gcamarena@transitchicago.com</a></p> |
|--|--|

**Schedule B  
AFFIDAVIT OF DBE/NON-DBE JOINT VENTURE**

This Schedule B need not be submitted if all joint venturers are DBEs. In such a case, however, the written joint venture agreement and a copy of the current IL UCP Letter of Certification for each DBE must be submitted.

ALL INFORMATION REQUESTED BY THIS SCHEDULE MUST BE ANSWERED IN THE SPACES PROVIDED BY JOINT VENTURERS AT ANY TIER. ADDITIONAL SHEETS MAY BE ATTACHED.

**I. Name of joint venture:** \_\_\_\_\_

Address of joint venture: \_\_\_\_\_

Phone number of joint venture: \_\_\_\_\_

**II. Identify each non-DBE venturer(s):**

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

Address: \_\_\_\_\_

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

Contact person for matters concerning DBE compliance: \_\_\_\_\_

**III. Identify each DBE venturer(s):**

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

Address: \_\_\_\_\_

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

Contact person for matters concerning DBE compliance: \_\_\_\_\_

**IV. Describe the role(s) of the DBE venturer(s) in the joint venture:**

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

**V. Attach a copy of the joint venture agreement.** In order to demonstrate the DBE venturer's share in the ownership, control management responsibilities, risks and profits of the joint venture, the proposed joint venture agreement must include specific details related to: (1) the contributions of capital and equipment; (2) work items to be performed by the DBE's own forces, (3) work items to be performed under the supervision of the DBE venturer; and (4) the commitment of management, supervisory and operative personnel employed by the DBE to be dedicated to the performance of the project.

**VI. Attach a copy of the current IL UCP Letter of Certification for each DBE joint venturer.**

**VII. Ownership of the Joint Venture:**

A. What is the percentage(s) of DBE ownership in the joint venture?

DBE ownership percentage(s): \_\_\_\_\_

Non-DBE ownership percentage(s): \_\_\_\_\_

**Schedule B  
AFFIDAVIT OF DBE/NON-DBE JOINT VENTURE**

**VII. Ownership of the Joint Venture (continued):**

B. Specify DBE/non-DBE percentages for each of the following (provide narrative descriptions and other detail as applicable):

1. Sharing of profit and loss: \_\_\_\_\_

2. Capital contributions:

(a) Dollar amounts of initial contribution: \_\_\_\_\_

(b) Dollar amounts of anticipated on-going contributions: \_\_\_\_\_

3. Contributions of equipment (*specify types, quality and quantities of equipment to be provided by each venturer*):

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

4. Other applicable ownership interests, including ownership options or other agreements, which restrict or limit ownership and/or control:

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

**5. Provide copies of all written agreements between venturers concerning this project.**

6. Identify each current Chicago Transit Authority contract and each contract completed during the past two (2) years by either of the joint venture partners participating in this joint venture:

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

**VIII. Control of and Participation in the Joint Venture.** Identify by name and firm those individuals who are, or will be, responsible for and have the authority to engage in the following management functions and policy decisions. (Indicate any limitations to their authority such as dollar limits and co-signatory requirements.):

A. Joint venture check signing:

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

B. Authority to enter contracts on behalf of the joint venture:

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

**Schedule B  
AFFIDAVIT OF DBE/NON-DBE JOINT VENTURE**

C. Signing, co-signing and/or collateralizing loans:

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D. Acquisition of lines of credit:

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E. Acquisition and indemnification of payment and performance bonds:

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F. Negotiating and signing labor agreements:

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G. Management of contract performance. *(Identify by name and firm only):*

1. Supervision of field operations: \_\_\_\_\_  
\_\_\_\_\_
2. Major purchases: \_\_\_\_\_  
\_\_\_\_\_
3. Estimating: \_\_\_\_\_  
\_\_\_\_\_
4. Engineering: \_\_\_\_\_  
\_\_\_\_\_

**IX. Financial Controls of Joint Venture:**

A. Which firm and/or individual will be responsible for keeping the books of account?

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B. Identify the "managing partner," if any, and describe the means and measure of their compensation:

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C. What authority does each venturer have to commit or obligate the other to insurance and bonding companies, financing institutions, suppliers, subcontractors, and/or other parties participating in the performance of this contract or the work of this project?

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**Schedule B  
AFFIDAVIT OF DBE/NON-DBE JOINT VENTURE**

The undersigned affirm that the foregoing statements are correct and include all material information necessary to identify and explain the terms and operations of our joint venture and the intended participation of each venturer in the undertaking. Further, the undersigned covenant and agree, under which work is done for CTA by the venturers, to provide to CTA current, complete and accurate information regarding actual joint venture work and the payment therefor, and any proposed changes to any provision of the joint venture, or those of each venturer relevant to the joint venture by authorized representatives of CTA, its Inspector General or any of its funding agencies.

Any misrepresentation regarding the status of a person or an entity in order to qualify for DBE status may result in conviction for a Class 2 felony, including a penalty for one and a half times the value of the contract. Material misrepresentation on any matter will also be grounds for terminating any contract which may be awarded, and for initiating action under federal or state laws concerning false statements.

**NOTE:** *If, after filing this Schedule B and before the completion of the joint venture's work on the project, there is any change in the information submitted, the joint venture must inform the General Manager, DBE Program directly in writing or through the prime contractor if the joint venture is a subcontractor.*

\_\_\_\_\_  
Name of DBE Partner Firm

\_\_\_\_\_  
Name of Non-DBE Partner Firm

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Name and Title of Affiant (Type or Print)

\_\_\_\_\_  
Name and Title of Affiant (Type or Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the above-signed Officers of

\_\_\_\_\_  
(Name of Joint Venture)

personally known to me as the persons described in the foregoing Affidavit, acknowledged that they executed the same in the capacity therein stated and for the purpose therein contained.

**IN WITNESS OF, I hereunto set my hand and official seal.**

\_\_\_\_\_  
Signature of Notary Public

My Commission Expires: \_\_\_\_\_

**SEAL**





**Schedule C:  
LETTER OF INTENT FROM DBE**

**Sub-Contracting Levels**

% \_\_\_\_\_ of the dollar amount of the DBE's subcontract will be sublet to non-DBE contractors.

% \_\_\_\_\_ of the dollar amount of the DBE's subcontract will be sublet to DBE contractors.

**NOTICE:** IF THE DBE WILL NOT BE SUB-SUBCONTRACTING ANY OF THE WORK DESCRIBED IN THIS SCHEDULE, A ZERO (0) MUST BE SHOWN IN EACH BLANK ABOVE.

**NOTICE:** IF MORE THAN THIRTY PERCENT (30%) OF THE DOLLAR AMOUNT OF THE DBE's SCOPE OF WORK WILL BE SUBLET, A BRIEF EXPLANATION AND DESCRIPTION OF THE WORK TO BE SUBLET MUST BE ATTACHED TO THIS SCHEDULE.

**NOTICE:** Any misrepresentation regarding the status of a person or an entity in order to qualify for DBE status may result in conviction for a Class 2 felony, including a penalty for one and a half times the value of the contract. Material misrepresentation on any matter will also be grounds for terminating any contract which may be awarded, and for initiating action under federal or state laws concerning false statements.

The undersigned will enter into a formal written agreement for the above work with you as Prime Contractor, conditioned upon your execution of a contract with the Chicago Transit Authority, and will do so within (5) five calendar days of your receipt of a signed contract from the Chicago Transit Authority.

\_\_\_\_\_  
(Signature of Owner, President or Authorized Agent of DBE)

\_\_\_\_\_  
Name/Title (Print)

\_\_\_\_\_  
Date Phone

**If proposing to perform as a DBE/non-DBE Joint Venture:**

\_\_\_\_\_  
(Signature of Owner, President or Authorized Agent of non-DBE)

\_\_\_\_\_  
Name/Title (Print)

\_\_\_\_\_  
Date Phone

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the above-signed Officer

\_\_\_\_\_  
(Name of DBE company)

personally known to me as the persons described in the foregoing Affidavit, acknowledged that h/she executed the same in the capacity therein stated and for the purpose therein contained.

**IN WITNESS OF, I hereunto set my hand and official seal.**

\_\_\_\_\_  
Signature of Notary Public

My Commission Expires: \_\_\_\_\_

**SEAL**



**Schedule D:  
AFFIDAVIT OF PRIME CONTRACTOR**

I hereby acknowledge that I have been advised of the following: Any misrepresentation regarding the status of a person or an entity in order to qualify for DBE status may result in conviction for a Class 2 felony, including a penalty for one and a half times the value of the contract. Material misrepresentation on any matter will also be grounds for terminating any contract which may be awarded, and for initiating action under federal or state laws concerning false statements.

To the best of my knowledge, information and belief, the facts and representations contained in the aforementioned attached Schedules are true and no material facts have been omitted.

The undersigned will enter into formal agreements with all listed DBE firms for work as indicated by this Schedule D and accompanying Schedules, and will enter into such agreements within five (5) calendar days after receipt of the contract executed by the Chicago Transit Authority. In the event the Prime Contractor cannot meet said five (5) day schedule, it must provide a written explanation for the delay and an estimate date by which the written agreement will be completed.

The Prime Contractor designated the following person as their DBE Liaison Officer:

\_\_\_\_\_  
(Name - Please Print or Type) (Phone)

I do solemnly declare and affirm under penalty of perjury that the contents of the foregoing document are true and correct, and that I am authorized on behalf of the Prime Contractor to make this affidavit.

\_\_\_\_\_  
(Name of Prime Contractor – Print or Type)  
\_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Name and Title of Affiant – Print or Type)  
\_\_\_\_\_  
(Date)

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

\_\_\_\_\_  
(Title of Affiant) (Name of Company)

personally known to me as the person described in the foregoing Affidavit, acknowledged that he/she executed the same in the capacity therein stated and for the purpose therein contained.

**IN WITNESS OF, I hereunto set my hand and official seal.**

\_\_\_\_\_  
Signature of Notary Public

My Commission Expires: \_\_\_\_\_

**SEAL**

**NAME OF PRIME BIDDER**

**BIDDERS LIST**

**BID NO.** \_\_\_\_\_

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

**JOB ORDER NO.** \_\_\_\_\_

**BID DUE DATE:** \_\_\_\_\_

**BUS. PHONE NO.** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_

**STATE:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

As the prime bidder, listed below is the information about (Name of Firm) \_\_\_\_\_ that is requested by the Authority.

Also, included on the following list are all firms who responded to a solicitation by submitting a bid or quote as a subcontractor. Furthermore, included on the list are all firms who submitted a bid or quote on their own. Under gross receipt column list range using the following: **Under \$500,000, \$500,000-\$1,000,000, \$1,000,000-\$2,000,000, \$2,000,000-\$2,500,000, \$2,500,000-\$3,000,000, \$3,000,000-\$3,500,000, \$3,500,000-\$4,000,000, over \$4,000,000.**

| FIRM NAME | FIRM ADDRESS | DBE OR NON-DBE | AGE OF FIRM | GROSS RECEIPT RANGE |
|-----------|--------------|----------------|-------------|---------------------|
|           |              |                |             |                     |
|           |              |                |             |                     |
|           |              |                |             |                     |
|           |              |                |             |                     |
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|           |              |                |             |                     |
|           |              |                |             |                     |

## U.S. DEPARTMENT OF TRANSPORTATION FEDERAL TRANSIT ADMINISTRATION REQUIREMENTS

In addition to the Standard Government Requirements for Material and Equipment Purchases, the Contractor is also required to comply with the following clauses required by the U.S. Department of Transportation Federal Transit Administration as applicable.

1. **Seismic Safety Requirements** – The Contractor agrees that any new building or addition to an existing building will be designed and constructed in accordance with the standards for Seismic Safety required in Department of Transportation Seismic Safety Regulations 49 CFR Part 41 and will certify to compliance to the extent required by regulation. The Contractor also agrees to ensure that all work performed under this contract including work performed by a subcontractor is in compliance with the standards required by the Seismic Safety Regulations and the certification of compliance issued on the project.
2. **Recycled Products** – The Contractor agrees to comply with all the requirements of Section 6002 of the Resource Conservation and Recovery Act (RCRA), as amended (42 U.S.C. 6962), including but not limited to the regulatory provisions of 40 CFR Part 247, and Executive Order 12873, as they apply to the procurement of the items designated in Subpart B of 40 CFR Part 247.
3. **No Obligation by the Federal Government** – The Contractor acknowledges and agrees that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the Contractor, or any other party pertaining to any matter resulting from the underlying contract.
4. **Privacy Act** – The following requirements apply to a Contractor and its employees that administer any system of records on behalf of the Federal Government under any contract.
  - A) The Contractor agrees to comply with, and assure the compliance of its employees with, the information restrictions and other applicable requirements of the Privacy Act of 1974, 5 USC subsection 552a. The Contractor agrees to obtain the express consent of the Federal Government before the Contractor or its employees operate a system of records on behalf of the Federal Government. The Contractor understands that the requirements of the Privacy Act, including the civil and criminal penalties for violation of the Act, apply to those individuals involved, and that failure to comply with the terms of the Privacy Act may result in termination of the underlying contract.
  - B) The Contractor also agrees to include these requirements in each subcontract to administer any system of records on behalf of the Federal Government financed in whole or in part with FTA funding.
5. **Access to Records and Reports** – The following access to records requirement apply to this Contract.
  - A) The Contractor agrees to provide the Authority, the FTA Administrator, the Comptroller General of the United States or any other authorized representatives access to any books, documents, papers and records of the Contractor which are directly pertinent to this Contract for the purposes of making audits, examination, excerpts and transcriptions. Contractor also agrees, pursuant to 49C.F.R. 633.17 to provide the FTA Administrator or his authorized representatives access to Contractor's records and construction sites pertaining to a major capital project, defined at 49U.S.C. 5302(a)1, which is receiving federal financial assistance through the programs described at 49U.S.C. 5307, 5309, or 5311. By definition, a major capital project excludes contracts of less than the simplified acquisition threshold currently set at \$100,000.
  - B) For any contract for a capital project or improvement entered into which was not the result of competitive bidding, the Contractor shall make available records related to the Contract to the Authority, the FTA and the Comptroller General or any authorized officer or employee of any of them for the purposes of conducting an audit and inspection.
  - C) The Contractor agrees to permit the authorized representatives to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonable needed.

D) The Contractor agrees to maintain all books, records, accounts and reports required under this contract, except in the event of litigation or settlement of claims arising from the performance of this contract, in which case Contractor agrees to maintain same under the Authority, the FTA Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto.

6. **Fraud and False or Fraudulent Statements or Related Acts** – The Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. subsection 3801 et seq and U.S. Department of Transportation and FTA regulations, "Program Fraud Civil Remedies", 49 C.F.R. Part 31, apply to its actions pertaining to this Contract.

By submitting a proposal and execution of the Contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it may make, or causes to be made, pertaining to the Contract Documents. In addition to other penalties that may be applicable the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor. The Contractor also acknowledges that it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. subsection 5307, the Government reserves the right to impose the penalties of 18 U.S.C. subsection 5307, the Government reserves the right to impose the penalties of 18 U.S.C. subsection 1001 and 49 U.S.C. subsection 5307(n)(1) on the Contractor, to the extent the Federal Government deems appropriate. The Contractor agrees to include the above language in each subcontract without modification, except to identify the subcontractor who will be subject to the provisions.

7. **Incorporation of Federal Transit Administration (FTA) Terms** – The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in the latest revision of FTA Circular 4220.1 are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any Authority requests which would cause the Authority to be in violation of the FTA terms and conditions.
8. **Clean Air** – (1) The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. (7401 et seq.). The Contractor agrees to report each violation to the Purchaser and understands and agrees that the Purchaser will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office. (2) The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA
9. **Federal Changes** – Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Agreement (Form FTA MA (4) dated October 1, 1997) between Purchaser and FTA, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this contract.

## BID PROTEST PROCEDURES

### SECTION I – AUTHORITY BID PROTEST PROCEDURE

- A. The Chicago Transit Authority (CTA/ Authority) will hear and consider a bona fide bid protest regarding its procurement actions.** It is anticipated that the majority of protests will be evaluated and finally decided by the Authority. Accordingly, the Authority intends to provide a thorough review of all bona fide bid protests. The Authority's primary concern, however, is the timely procurement of needed capital equipment, supplies or services. It does not intend to allow the filing of bid protests to unnecessarily delay the procurement process, especially if the protest involved is vexatious or frivolous in nature.

Notwithstanding the availability of these protest procedures, any interested party is encouraged to exhaust all methods described in the Contract Documents of resolving a procurement issue before filing a formal protest with the Authority. In its consideration of a bid protest, the Authority reserves the right to give due consideration to the good faith efforts of the protestor to resolve the issue involved through informal methods.

**Note – The Federal Transit Administration (FTA) will be notified by the Authority of all formal, written protests, when FTA funds are involved.**

**B. Definitions for purposes of this section -**

1. The term "days" refers to working days of the Authority.
2. The term "interested party" means any person (a) who is an actual bidder or prospective bidder in the procurement involved, and (b) whose direct economic interest would be affected by the award of the contract or by a failure to award the contract.

**C. Submission of Protest**

Any interested party may file a bid protest with the Authority on the basis that the Authority has failed to comply with applicable Federal or State law or with the Authority's Procurement Regulations. The protest must be filed in accordance with the timing requirements set forth in subsection D. "*Types of Protests and Timing*" of this section, and must include:

1. The name and address of the protestor.
2. The number of the contract solicitation.
3. A statement of the grounds for the protest, and in particular the Federal or State law or Authority Regulation alleged to have been violated. This statement should be accompanied by any supporting documentation the protesting party desires the Authority to consider in making its decision.

**Protest should be submitted to:**                    **General Manager Purchasing  
Chicago Transit Authority  
567 W. Lake Street  
Chicago, IL 60661-1498**

**D. Types of Protests and Timing**

The requirement for timely filing of a bid protest with the Authority will depend upon the type of protests involved. The Authority will consider the following three types of protest by interested parties:

**1. Protest regarding solicitation**

Any bid protest regarding the solicitation by the Authority must be filed **no later than five (5) days before the opening of bids**. Any protest filed after that date which raises issues regarding the solicitation will not be considered by the Authority.

This type of protest would include any claim that the bid solicitation contained exclusionary or discriminatory specifications, any challenge to the basis of award, or any claim that the solicitation documents or the solicitation process violated applicable Federal or State law, or that the Authority failed to follow its Procurement Regulations in the solicitation of bids.



## 2. Protests regarding bid evaluation

Any bid protest regarding the evaluation of bids by the Authority must be filed with the Authority **no later than twenty (20) days after the opening of bids**. Any protest filed after such date which raises issues regarding the bid evaluation will not be considered by the Authority.

This type of protest would include any challenge to determinations by the Authority of the responsiveness of a bid or the responsibility of a bidder, or any claim that the evaluation of bids violated federal or State law or the Authority's Procurement Regulations.

## 3. Protests Regarding Award of Contract

Any protest regarding the award of the contract must be filed **no later than ten (10) days after the date of award**. Any protest regarding the award of the contract filed after that date will not be considered by the Authority.

This type of protest will only be entertained by the Authority if the protestor is able to demonstrate that the party awarded the contract fraudulently represented itself as a responsible bidder or that the Authority violated Federal or State law or its Procurement Regulations in the award of the contract.

## E. Authority Response

### 1. Types of Protests

The Authority will notify the protestor upon timely receipt of a bid protest and may, where appropriate, request additional information from the protestor. The Authority may, at its discretion, meet with the protestor to review the matters raised by the protest. The Authority's consideration of the particular types of protests will, except as otherwise provided in subsection 2. "*Decisions by Authority*" of this section, be in accordance with the following provisions:

#### a. Protest regarding solicitation

Upon receipt of a timely filed protest regarding the solicitation, the Authority will postpone the opening of bids until resolution of the protest. No additional bids will be accepted during the period of postponement.

If the protest regarding the solicitation involves a claim of unduly restrictive or exclusionary specifications, the Authority will, in evaluation of the protest, consider both the specific need of the Authority for the feature or item challenged and any effects on competition of including the specification regarding that feature or item. If the Authority determines that such feature or item was included in the specification in order to meet justified and valid transit needs of the Authority, and was not unduly restrictive of competition or designed to exclude a particular competitor, then the Authority will have grounds to deny the protest.

#### b. Protests regarding bid evaluation

Upon receipt of a timely filed protest regarding the evaluation of bids, the Authority will suspend its evaluation of all bids submitted until resolution of the protest if the Authority determines that the protestor has established that there are reasonable doubts regarding the responsiveness of a bid or the responsibility of a bidder or regarding the Authority's compliance with Federal or State law or its Procurement Regulations.

#### c. Protests after award

Upon receipt of a timely filed protest regarding the award of a contract, the Authority will issue a stop work order, if necessary, until the resolution of the protest if the Authority determines that the protestor has established a prima facie case that the contract was awarded fraudulently or in violation of that Federal or State law or the Authority's Procurement Regulations.

## **2. Decisions by Authority**

As indicated above, in most instances the Authority will suspend the procurement process upon receipt of a bona fide bid protest. However, the Authority reserves the right, notwithstanding the pendency of a protest, to proceed with the appropriate action in the procurement process or under the contract in the following cases:

- a. where the item to be procured is urgently required;
- b. where the Authority determines that the protest was vexatious or frivolous; and
- c. where delivery or performance will be unduly delayed, or other undue harm will occur, by failure to make the award promptly.

After review of a bid protest submitted under this section, the Authority will issue a written decision of the basis of the information provided by the protestor, the results of any meetings with the protestor, and the Authority's own investigation. If the protest is upheld, the Authority will take appropriate action to correct the procurement process and protect the rights of the protestor, including resolicitation of bids, revised evaluation of bids or Authority determinations, or termination of the contract. If the protest is denied, the Authority will lift any suspension imposed and proceed with the procurement process or the contract, as the case may be.

The availability of review of bid protest by FTA is described in Section II. As noted in that section, under FTA's revised procurement guidelines the role of the Federal government in bid protest review is quite limited.

## **SECTION II – FTA BID PROTEST PROCEDURE**

**Reviews of protests by FTA will be limited to claims that the CTA failed to have or follow protest procedures, or claims that CTA failed to review a complaint or protest. A protestor must exhaust all administrative remedies with the CTA before pursuing a protest with FTA. An appeal to FTA must be received by the cognizant FTA regional or Headquarters Office within five (5) working days of the date the protestor knew or should have known of the violation.**

**Violations of Federal law or regulation will be handled by the complaint process stated within that law or regulation. Violations of State or local law or regulations will be under the jurisdiction of State or local authorities.**

General Decision Number: IL120009 05/04/2012 IL9

Superseded General Decision Number: IL20100009

State: Illinois

Construction Types: Building, Heavy, Highway and Residential

County: Cook County in Illinois.

BUILDING, RESIDENTIAL, HEAVY, AND HIGHWAY PROJECTS (does not include landscape projects).

| Modification Number | Publication Date |
|---------------------|------------------|
| 0                   | 01/06/2012       |
| 1                   | 01/13/2012       |
| 2                   | 02/03/2012       |
| 3                   | 03/02/2012       |
| 4                   | 04/06/2012       |
| 5                   | 05/04/2012       |

ASBE0017-001 06/01/2011

|  | Rates    | Fringes |
|--|----------|---------|
| ASBESTOS WORKER/INSULATOR<br>Includes the application<br>of all insulating<br>materials, protective<br>coverings, coatings, and<br>finishes to all types of<br>mechanical systems.....   | \$ 43.80 | 23.40   |
| Fire Stop Technician.....  | \$ 35.04 | 22.10   |
| HAZARDOUS MATERIAL HANDLER<br>includes preparation,<br>wetting, stripping removal<br>scrapping, vacuuming,<br>bagging and disposal of<br>all insulation materials,<br>whether they contain<br>asbestos or not, from<br>mechanical systems..... | \$ 32.85 | 22.20   |

\* BOIL0001-001 01/01/2012

|                  | Rates    | Fringes |
|------------------|----------|---------|
| BOILERMAKER..... | \$ 41.38 | 23.90   |

BRIL0021-001 06/01/2011

|                 | Rates    | Fringes |
|-----------------|----------|---------|
| BRICKLAYER..... | \$ 39.78 | 20.80   |

BRIL0021-004 06/01/2010

|                   | Rates    | Fringes |
|-------------------|----------|---------|
| Marble Mason..... | \$ 39.03 | 19.90   |

BRIL0021-006 06/01/2011

|                             | Rates    | Fringes |
|-----------------------------|----------|---------|
| TERRAZZO WORKER/SETTER..... | \$ 39.01 | 19.11   |
| TILE FINISHER.....          | \$ 33.60 | 15.22   |
| TILE SETTER.....            | \$ 40.49 | 16.93   |

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BRIL0021-009 06/01/2009

|                      | Rates    | Fringes |
|----------------------|----------|---------|
| MARBLE FINISHER..... | \$ 29.10 | 19.90   |

-----  
BRIL0021-012 06/01/2009

|                                   | Rates    | Fringes |
|-----------------------------------|----------|---------|
| Pointer, cleaner and caulker..... | \$ 39.20 | 18.51   |

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CARP0555-001 07/01/2010

|   | Rates    | Fringes |
|---|----------|---------|
| CARPENTER<br>Carpenter, Lather,<br>Millwright, Piledriver,<br>and Soft Floor Layer..... | \$ 40.77 | 22.12   |

-----  
CARP0555-002 12/01/2010

|  | Rates    | Fringes |
|--|----------|---------|
| CARPENTER (Excluding<br>structures with elevators and<br>structures over 3 1/2 stories)... | \$ 33.37 | 22.12   |

-----  
ELEC0009-003 05/29/2011

|  | Rates    | Fringes |
|--|----------|---------|
| Line Construction<br>Groundman.....    | \$ 32.64 | 19.76   |
| Lineman and Equipment<br>Operator..... | \$ 41.85 | 25.36   |

-----  
ELEC0134-001 06/07/2010

|                  | Rates    | Fringes |
|------------------|----------|---------|
| ELECTRICIAN..... | \$ 40.40 | 26.75   |

-----  
ELEC0134-002 04/01/1998

|                               | Rates    | Fringes   |
|-------------------------------|----------|-----------|
| ELECTRICIAN<br>CLASS "B"..... | \$ 20.71 | 2.975+a+b |

## CLASS B SCOPE OF WORK:

Install magnetic or electronic replacement ballasts either singly or in groups including necessary wiring within fixture; Install replacement lamp holders and/or sockets including necessary wiring within fixture including relocating sockets within fixture; Install replacement lighting circuit breakers where necessary; Install replacement lighting switches where necessary; Repair

lighting fixtures other than ballast or socket replacements; Rewire chandeliers or incandescent fixtures only within fixtures themselves.

FOOTNOTES:

a-Paid Vacation- Employees who have been employed for one year but less than three years receive 1 week of paid vacation; employees who have been employed three years but less than ten years receive 2 weeks of paid vacation; Employees who have been employed ten years but less than twenty years receive 3 weeks of paid vacation; and employees who have worked twenty or more years receive 4 weeks of paid vacation.

b-Funeral Leave-In the instance of the death of a mother, other-in-law-; father, father-in-law, sister, brother, husband, wife, or a child of an employee shall receive up to three days of paid funeral leave.

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 ELEC0134-003 06/07/2004

|                            | Rates    | Fringes |
|----------------------------|----------|---------|
| ELECTRICIAN                |          |         |
| ELECTRICAL TECHNICIAN..... | \$ 30.89 | 12.59   |

The work shall consist of the installation, operation, inspection, maintenance, repair and service of radio, television, recording, voice sound vision production and reproduction, telephone and telephone interconnect, facsimile, data apparatus, coaxial, fibre optic and wireless equipment, appliances and systems used for the transmission and reception of signals of any nature, business, domestic, commercial, education, entertainment and residential purposes, including but not limited to communication and telephone, electronic and sound equipment, fibre optic and data communication systems, and the performance of any task directly related to such installation or service whether at new or existing sites, such tasks to include the placing of wire and cable and electrical power conduit or other raceway work within the equipment room and pulling wire and/or cable through conduit and the installation of any incidental conduit.

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 ELEV0002-003 01/01/2012

|                        | Rates    | Fringes    |
|------------------------|----------|------------|
| ELEVATOR MECHANIC..... | \$ 48.56 | 23.535+a+b |

FOOTNOTES:

A. Eight paid holidays: New Year's Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; Day after Thanksgiving; Veterans' Day and Christmas Day.

B. Employer contributes 8% of regular basic hourly rate as vacation pay credit for employees with more than 5 years of service; and 6% for 6 months to 5 years of service.

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 \* ENGI0150-006 06/01/2011

Building and Residential Construction

|  | Rates | Fringes |
|--|-------|---------|
|--|-------|---------|

|           |                 |          |       |
|-----------|-----------------|----------|-------|
| OPERATOR: | Power Equipment |          |       |
| GROUP     | 1.....          | \$ 45.10 | 27.10 |
| GROUP     | 2.....          | \$ 43.80 | 27.10 |
| GROUP     | 3.....          | \$ 41.25 | 27.10 |
| GROUP     | 4.....          | \$ 39.50 | 27.10 |

POWER EQUIPMENT OPERATORS CLASSIFICATIONS

GROUP 1: Mechanic; Asphalt Plant\*; Asphalt Spreader; Autograde\*; Backhoes with Caisson attachment\*;Batch Plant\*; Benoto(Requires two Engineers); Boiler and Throttle Valve; Caisson Rigs\*; Central Redi-Mix Plant\*; Combination Backhoe Front Endloader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted)\*; Concrete Conveyor; Concrete Conveyor, Truck Mounted; Concrete Paver over 27E cu. ft.\*; Concrete Paver 27E cu ft and Under\*; Concrete Placer\*; Concrete Placing Boom; Concrete Pump (Truck Mounted); Concrete Tower; Cranes\*; Cranes, Hammerhead\*; Cranes, (GCI and similar type Requires two operators only); Creter Crane; Crusher, Stone, etc; Derricks; Derricks, Traveling\*; Formless Curb and Gutter Machine\*; Grader, Elevating; Grouting Machines; Highlift Shovels or Front Endloader 2 1/4 yd. and over; Hoists, Elevators, Outside Type Rack and pinion and similar Machines; Hoists, One, Two, and Three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes\*; Hydraulic Boom Trucks; Hydraulic Vac (and similar equipment);Locomotives; Motor Patrol\*; Pile Drivers amd Skid Rig\*; Post Hole Digger; Pre- Stress Machine; Pump Cretes Dual Ram(Requiring frequent Lubrication and Water); Pump Cretes; Squeeze Cretes-Screw Type Pumps Gypsum Bulker and Pump; Raised and Blind Hole Drill\*; Roto Mill Grinder (36" and Over)\*; Roto Mill Grinder (Less Than 36")\*; Scoops-Tractor Drawn; Slip-Form Paver\*; Straddle Buggies; Tournapull; Tractor with Boom, and Side Boom; and Trenching Machines\*.

GROUP 2: Bobcat (over 3/4 cu yd); Boilers; Broom, Power Propelled; Bulldozers; Concrete Mixer (Two Bag and over); Conveyor, Portable; Forklift Trucks; Greaser Engineer; Highlift Shovels or Front End loaders under 2 1/4 cu yd; Aotomatic Hoists, Hoists, Inside Elevators; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum; Laser Screed; Rock Drill (Self-Propelled); Rock Drill (Truck Mounted)\*; Rollers; Steam Generators; Tractors; Tractor Drawn Vibratory Roller (Receives an additional \$.50 per hour); Winch Trucks with "A" Frame.

GROUP 3: Air Compressor-Small 250 and Under (1 to 5 not to exceed a total of 300 ft); Air Compressor-Large over 250; Combination-Small Equipment Operator; Generator- Small 50 kw and under; Generator-Large over 50 kw; Heaters, Mechanical; Hoists, Inside Elevators (Remodeling or Renovatin work); Hydrualic Power Units (Pile Driving, Extracting, and Drilling); Low Boys; Pumps Over 3" (1 To 3 not to exceed a total of 300 ft); Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches; Bobcat (up to and including 3/4 cu yd)

GROUP 4 - Bobcats and/or other Skid Steer Loaders; Brick Forklifts; Oilers

\*-Requires Oiler

\* ENGI0150-025 06/01/2011

## Heavy and Highway Construction

|                           | Rates    | Fringes |
|---------------------------|----------|---------|
| OPERATOR: Power Equipment |          |         |
| GROUP 1.....              | \$ 43.30 | 27.10   |
| GROUP 2.....              | \$ 42.75 | 27.10   |
| GROUP 3.....              | \$ 40.70 | 27.10   |
| GROUP 4.....              | \$ 39.30 | 27.10   |
| GROUP 5.....              | \$ 38.10 | 27.10   |

## POWER EQUIPMENT OPERATOR CLASSIFICATIONS

GROUP 1: Asphalt Plant\*; Asphalt Heater and Planer combination; Asphalt Heater Scarfire\*, Asphalt Spreader; Autograder/ GOMACO or similar; ABG Paver\*, Backhoes with Caisson attachment\*, Ballast Regulator, Belt Loader\*; Caisson Rigs\*Car Dumper, Central Redi-Mix Plant\*, Combination Backhoe; Front End Loader Machine (1 cu yd or over Backhoe bucket or with attachments); Concrete Breaker (truck mounted); Concrete Conveyor; Concrete Paver over 27E cu ft\*; Concrete Placer\*; Concrete Tube Float; Cranes, all attachments\*; Cranes, Hammerhead, Linden, Peco and machines of a like nature\*; Creter Crane; Crusher, stone; All Derricks; Derrick Boats; Derricks, traveling\*; Dowell Machine with Air Compressor (\$1.00 above Class 1); Dredges\*; Field Mechanic Welder; Formless Curb and Gutter Machine\*; Gradall and machines of a like nature\*; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver mounted\*; Hoists, one, two, and three Drum; Hydraulic Backhoes\*; Backhoes with Shear attachments\*; Mucking Machine; Pile Drivers and Skid Rig\*; Pre-Stress Machine; Pump Cretes Dual Ram (requires frequent lubrication and water)\*; Rock Drill- Crawler or Skid Rig\*; Rock Drill truck mounted\*; Rock/ Track Tamper; Roto Mill Grinder, (36" and over)\*; Slip-Form Paver\*; Soil Test Drill Rig, truck mounted\*; Straddle Buggies; Hydraulic Telescoping Form (tunnel); Tractor Drawn Belt Loader\*; Tractor Drawn Belt Loader with attached Pusher (two engineers); Tractor with boom; Tractaire with attachment; Traffic Barrier Transfer Machine\*; Trenching Machine; Truck Mounted Concrete Pump with boom\*; Underground Boring and/or Mining Machines 5 ft in diameter and over tunnel, etc.\*; Wheel Excavator\* & Widener (Apsco); Raised or Blind Hoe Drill, Tunnel & Shaft\*

GROUP 2: Batch Plant\*; Bituminous Mixer; Boiler and Throttle Valve; Bulldozer; Car Loader Trailing Conveyors; Combination Backhoe Front End Loader Machine, (less than 1 cu yd Backhoe Bucket with attachments); Compressor and Throttle Valve; Compressor, common receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S series to and including 27 cu ft; Concrete Spreader; Concrete Curing Machine; Burlap Machine; Belting Machine and Sealing Machine; Concrete Wheel Saw; Conveyor Muck Cars (Haglund or similar type); Drills (all); Finishing Machine-Concrete; Greaser Engineer; Highlift Shovels or Front End Loader; Hoist- Sewer Dragging Machine; Hydraulic Boom Trucks, all attachments; Hydro-Blaster (requires two operators); Laser Screed\*; Locomotives, Dinky; Off-Road Hauling Units (including articulating); Pump Cretes; Squeeze Cretes-Screw Type pumps, Gypsum Bulker and Pump; Roller Asphalt; Rotary Snow Plows; Rototiller, Seaman, self-Propelled; Scoops-Tractor Drawn; Self- propelled Compactor; Spreader-Chip-Stone;

Scraper; Scraper-Prime Mover in Tandem regardless of size (add \$1.00 to Group 2 hourly rate for each hour and for each machine attached thereto add \$1.00 to Group 2 hourly rate for each hour); Tank Car Heater; Tractors, Push, pulling Sheeps Foot, Disc, or Compactor, etc; Tug Boats

GROUP 3: Boilers; Brooms, all power propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer, two bag and over; Conveyor, Portable; Farm type Tractors used for mowing, seeding, etc; Fireman on Boilers; Forklift Trucks; Grouting Machines; Hoists, Automatic; Hoists, all Elevators; Hoists, Tugger single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-hole Digger; Power Saw, Concrete, Power Driven; Pug Mills; Rollers, other than asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with A-Frame; Work Boats; Tamper-Form motor driven

GROUP 4: Air compressor - Small 250 and under (1 to 5 not to exceed a total of 300 ft); Air Compressor - Large over 250; Combination - Small Equipment Operator; Directional Boring Machine; Generators - Small 50 kw and under; Generators - Large , over 50 kw; Heaters, Mechanical; Hydraulic power unit (Pile Driving, Extracting or Drilling); Light Plants (1 to 5); Pumps, over 3" (1 to 3, not to exceed a total of 300 ft); Pumps, Well Points; Tractaire; Welding Machines (2 through 5); Winches, 4 small electric drill winches;

GROUP 5: Bobcats (All); Brick Forklifts; Oilers; Directional Boring

\*Requires Oiler

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IRON0001-026 06/01/2011

|                              | Rates    | Fringes |
|------------------------------|----------|---------|
| IRONWORKER                   |          |         |
| Sheeter.....                 | \$ 41.00 | 32.94   |
| Structural and Reinforcing.. | \$ 40.75 | 32.94   |

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IRON0063-001 06/01/2011

|                             | Rates    | Fringes |
|-----------------------------|----------|---------|
| IRONWORKER, ORNAMENTAL..... | \$ 40.20 | 28.78   |

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IRON0063-002 06/01/2011

|                    | Rates    | Fringes |
|--------------------|----------|---------|
| IRONWORKER         |          |         |
| Fence Erector..... | \$ 32.66 | 21.35   |

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IRON0136-001 07/01/2011

|                            | Rates    | Fringes |
|----------------------------|----------|---------|
| IRONWORKER                 |          |         |
| Machinery Movers; Riggers; |          |         |
| Macinery Erectors.....     | \$ 35.44 | 27.67   |
| Master Riggers.....        | \$ 37.94 | 27.67   |

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LABO0002-006 06/01/2011



|                                  | Rates     | Fringes |
|----------------------------------|-----------|---------|
| LABORER (BUILDING & RESIDENTIAL) |           |         |
| GROUP 1.....                     | \$ 35.20  | 21.45   |
| GROUP 2.....                     | \$ 35.20  | 21.45   |
| GROUP 3.....                     | \$ 35.275 | 21.45   |
| GROUP 4.....                     | \$ 35.30  | 21.45   |
| GROUP 5.....                     | \$ 35.35  | 21.45   |
| GROUP 6.....                     | \$ 35.40  | 21.45   |
| GROUP 7.....                     | \$ 34.425 | 21.45   |
| GROUP 8.....                     | \$ 34.425 | 21.45   |
| GROUP 9.....                     | \$ 35.525 | 21.45   |
| GROUP 10.....                    | \$ 35.65  | 21.45   |
| GROUP 11.....                    | \$ 35.475 | 21.45   |
| GROUP 12.....                    | \$ 36.20  | 21.45   |

LABORER CLASSIFICATIONS

GROUP 1: Building Laborers; Plasterer Tenders; Pumps for Dewatering; and other unclassified laborers.

GROUP 2: Fireproofing and Fire Shop laborers.

GROUP 3: Cement Gun.

GROUP 4: Chimney over 40 ft.; Scaffold Laborers.

GROUP 5: Cement Gun Nozzle Laborers (Gunite); Windlass and capstan person.

GROUP 6: Stone Derrickmen & Handlers.

GROUP 7: Jackhammermen; Power driven concrete saws; and other power tools.

GROUP 8: Firebrick & Boiler Laborers.

GROUP 9: Chimney on fire brick; Caisson diggers; & Well Point System men.

GROUP 10: Boiler Setter Plastic Laborers.

GROUP 11: Jackhammermen on fire brick work only.

GROUP 12: Dosimeter use (any device) monitoring nuclear exposure); Asbestos Abatement Laborer; Toxic and Hazardous Waste Removal Laborers.

LABO0002-007 06/01/2011

|                           | Rates     | Fringes |
|---------------------------|-----------|---------|
| LABORER (HEAVY & HIGHWAY) |           |         |
| GROUP 1.....              | \$ 35.20  | 21.45   |
| GROUP 2.....              | \$ 35.475 | 21.45   |
| GROUP 3.....              | \$ 35.35  | 21.45   |
| GROUP 4.....              | \$ 35.475 | 21.45   |
| GROUP 5.....              | \$ 36.20  | 21.45   |

LABORER CLASSIFICATIONS

GROUP 1: Common laborer; Tenders; Material expeditor (asphalt plant); Street paving, Grade separation, sidewalk, curb & gutter, strippers & All laborers not otherwise

mentioned

GROUP 2: Asphalt tampers & smoothers; Cement gun laborers

GROUP 3: Cement Gun Nozzle (laborers), Gunite

GROUP 4: Rakers, Lutemen; Machine-Screwmen; Kettlemen; Mixermen; Drun-men; Jackhammermen (asphalt); Paintmen; Mitre box spreaders; Laborers on birch, overman and similar spreader equipment; Laborers on APSCO; Laborers on air compressor; Paving Form Setter; Jackhammermen (concrete); Power drive concrete saws; other power tools.

GROUP 5: Asbestos Abatement Laborers; Toxic and Hazardous Waste Removal Laborers, Dosimeter (any device) monitoring nuclear exposure

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LABO0002-008 06/01/2011

|                            | Rates     | Fringes |
|----------------------------|-----------|---------|
| LABORER (Compressed Air)   |           |         |
| 0 - 15 POUNDS.....         | \$ 36.20  | 21.45   |
| 16 - 20 POUNDS.....        | \$ 36.70  | 21.45   |
| 21 - 26 POUNDS.....        | \$ 37.20  | 21.45   |
| 27 - 33 POUNDS.....        | \$ 38.20  | 21.45   |
| 34 - AND OVER.....         | \$ 39.20  | 21.45   |
| LABORER (Tunnel and Sewer) |           |         |
| GROUP 1.....               | \$ 35.20  | 21.45   |
| GROUP 2.....               | \$ 35.325 | 21.45   |
| GROUP 3.....               | \$ 34.425 | 21.45   |
| GROUP 4.....               | \$ 25.20  | 21.45   |
| GROUP 5.....               | \$ 30.20  | 21.45   |

LABORER CLASSIFICATIONS (TUNNEL)

GROUP 1: Cage tenders; Dumpmen; Flagmen; Signalmen; Top laborers

GROUP 2: Air hoist operator; Key board operator; concrete laborer; Grout; Lock tenders (Free Air Side); Steel setters; Tuggers; Switchmen; Car pusher

GROUP 3: Concrete repairmen; Lock tenders (pressure side); Mortar men; Muckers; Grout machine operators; Track layers

GROUP 4: Air trac drill operator; Miner; Bricklayer tenders; Concrete blower operator; Drillers; Dynamiters; Erector operator; Form men; Jackhammermen; Powerpac; Mining machine operators; Mucking machine operator; Laser beam operator; Liner plate and ring setters; Shield drivers; Power knife operator; Welder- burners; Pipe jacking machine operator; skimmers; Maintenance technician

GROUP 5: Asbestos abatement laborer; Toxic and hazardous waste removal laborer; Dosimeter (any device) monitoring nuclear exposure

LABORER CLASSIFICATIONS (SEWER)

GROUP 1: Signalmen; Top laborers and All other laborers

GROUP 2: Concrete laborers and Steel setters

GROUP 3: Cement carriers; Cement mixers; Concrete repairmen;

Mortar men; Scaffold men; Second Bottom men

GROUP 4: Air trac drill operator; Bottom men; Bracers-bracing; Bricklayer tenders; Catch basin diggers; Drainlayers; dynamiters; Form men; Jackhammermen; Powerpac; Pipelayers; Rodders; Welder-burners; Well point systems men

GROUP 5: Asbestos abatement laborer, Toxic and hazardous waste removal laborer; Dosimeter (any device) monitoring nuclear exposure

LABO0225-001 06/01/2011

|                               | Rates    | Fringes |
|-------------------------------|----------|---------|
| LABORER (DEMOLITION/WRECKING) |          |         |
| GROUP 1.....                  | \$ 30.00 | 21.45   |
| GROUP 2.....                  | \$ 35.20 | 21.45   |
| GROUP 3.....                  | \$ 35.20 | 21.45   |

LABORER CLASSIFICATIONS

GROUP 1 - Complete Demolition

GROUP 2 - Interior Wrecking and Strip Out Work

GROUP 3 - Asbestos Work with Complete Demolition/Wrecking or Strip Out Work

PAIN0014-001 06/01/2011

|                                | Rates    | Fringes |
|--------------------------------|----------|---------|
| PAINTER (including taper)..... | \$ 38.00 | 21.62   |

PAIN0027-001 06/01/2010

|              | Rates    | Fringes |
|--------------|----------|---------|
| GLAZIER..... | \$ 38.00 | 24.62   |

PLAS0005-002 07/01/2011

|                | Rates    | Fringes |
|----------------|----------|---------|
| PLASTERER..... | \$ 39.25 | 21.84   |

PLAS0502-001 06/01/2011

|                                   | Rates    | Fringes |
|-----------------------------------|----------|---------|
| CEMENT MASON/CONCRETE FINISHER... | \$ 41.85 | 21.78   |

PLUM0130-001 06/01/2011

|              | Rates    | Fringes |
|--------------|----------|---------|
| PLUMBER..... | \$ 44.75 | 21.53   |

PLUM0597-002 06/01/2011

|                 | Rates    | Fringes |
|-----------------|----------|---------|
| PIPEFITTER..... | \$ 44.05 | 24.13   |

\* ROOF0011-001 12/01/2011

|             | Rates    | Fringes |
|-------------|----------|---------|
| ROOFER..... | \$ 37.65 | 16.65   |

SFIL0281-001 01/01/2012

|                       | Rates    | Fringes |
|-----------------------|----------|---------|
| SPRINKLER FITTER..... | \$ 47.80 | 18.50   |

SHEE0073-001 06/01/2011

|                         | Rates    | Fringes |
|-------------------------|----------|---------|
| Sheet Metal Worker..... | \$ 40.56 | 27.23   |

SHEE0073-002 06/01/2011

|   | Rates    | Fringes |
|---|----------|---------|
| Sheet Metal Worker<br>ALUMINUM GUTTER WORK..... | \$ 27.63 | 27.23   |

TEAM0731-001 06/01/2011

COOK COUNTY - HEAVY AND HIGHWAY

|                   | Rates    | Fringes |
|-------------------|----------|---------|
| TRUCK DRIVER      |          |         |
| 2 or 3 Axles..... | \$ 33.85 | 16.85   |
| 4 Axles.....      | \$ 34.10 | 16.85   |
| 5 Axles.....      | \$ 34.30 | 16.85   |
| 6 Axles.....      | \$ 34.50 | 16.85   |

FOOTNOTES:

A. Paid Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

B. 900 straight time hours or more in 1 calendar year for the same employer shall receive 1 week paid vacation; 3 years - 2 weeks paid vacation; 10 years - 3 weeks paid vacation; 20 years - 4 weeks paid vacation.

C. An additional \$.20 per axle shall be paid for all vehicles with more than six (6) axles.

TEAM0731-002 05/01/2009

|  | Rates | Fringes |
|--|-------|---------|
| Traffic Control Device Monitor<br>TRAFFIC SAFETY WORKER:<br>Primary duties include but are not limited to the delivery, maintenance and pick-up of traffic control devices, the set-up and installation of traffic signs, pavement markings, barricades, crash barrels |       |         |

and glare screens, traffic control surveillance, the repair and maintenance trucks, cars, arrow boards, message signs, barricade and sign fabrication equipment.....\$ 28.25 9.07

TEAM0786-001 06/01/2008

COOK COUNTY - BUILDING AND RESIDENTIAL

|                  | Rates    | Fringes |
|------------------|----------|---------|
| TRUCK DRIVER     |          |         |
| 2 & 3 Axles..... | \$ 31.33 | .10+a   |
| 4 Axles.....     | \$ 31.58 | .10+a   |
| 5 Axles.....     | \$ 31.78 | .10+a   |
| 6 Axles.....     | \$ 31.98 | .10+a   |

FOOTNOTES:

a. \$463.00 per week.

An additional \$.20 per axle shall be paid for all vehicles with more than six (6) axles.

Paid Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

900 straight time hours or more in 1 calendar year for the same employer shall receive 1 week paid vacation; 3 years - 2 weeks paid vacation; 10 years - 3 weeks paid vacation; 20 years - 4 weeks paid vacation.

WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.

Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29CFR 5.5 (a) (1) (ii)).

The body of each wage determination lists the classification and wage rates that have been found to be prevailing for the cited type(s) of construction in the area covered by the wage determination. The classifications are listed in alphabetical order of "identifiers" that indicate whether the particular rate is union or non-union.

Union Identifiers

An identifier enclosed in dotted lines beginning with characters other than "SU" denotes that the union classification and rate have found to be prevailing for that classification. Example: PLUM0198-005 07/01/2011. The first four letters , PLUM, indicate the international union and

the four-digit number, 0198, that follows indicates the local union number or district council number where applicable , i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. The date, 07/01/2011, following these characters is the effective date of the most current negotiated rate/collective bargaining agreement which would be July 1, 2011 in the above example.

Union prevailing wage rates will be updated to reflect any changes in the collective bargaining agreements governing the rate.

#### Non-Union Identifiers

Classifications listed under an "SU" identifier were derived from survey data by computing average rates and are not union rates; however, the data used in computing these rates may include both union and non-union data. Example: SULA2004-007 5/13/2010. SU indicates the rates are not union rates, LA indicates the State of Louisiana; 2004 is the year of the survey; and 007 is an internal number used in producing the wage determination. A 1993 or later date, 5/13/2010, indicates the classifications and rates under that identifier were issued as a General Wage Determination on that date.

Survey wage rates will remain in effect and will not change until a new survey is conducted.

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#### WAGE DETERMINATION APPEALS PROCESS

1.) Has there been an initial decision in the matter? This can be:

- \* an existing published wage determination
- \* a survey underlying a wage determination
- \* a Wage and Hour Division letter setting forth a position on a wage determination matter
- \* a conformance (additional classification and rate) ruling

On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and Hour Regional Office for the area in which the survey was conducted because those Regional Offices have responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in 2.) and 3.) should be followed.

With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations  
Wage and Hour Division  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

Wage and Hour Administrator  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, DC 20210

4.) All decisions by the Administrative Review Board are final.

=====  
END OF GENERAL DECISION

**CHICAGO TRANSIT AUTHORITY  
INSURANCE AND BOND REQUIREMENTS**  
[Short Form rev. 11/13/09]

REQUISITION NUMBER: **B110P00987**  
SPECIFICATION NUMBER CTA: \_\_\_\_\_

**PART I. GENERAL INSTRUCTIONS AND REQUIREMENTS**

**A. WAYS TO COMPLY WITH CTA INSURANCE REQUIREMENTS.**

1. HOW TO COMPLY IF CGL, AUTOMOBILE LIABILITY, OWNERS PROTECTIVE LIABILITY, BUILDER'S RISK INSURANCE, CONTRACTORS POLLUTION LIABILITY, WORKERS COMPENSATION AND/OR PROFESSIONAL LIABILITY ARE REQUIRED BY PART III OF THIS DOCUMENT.

Contractors must provide the CTA with the following documents:

- a) CTA Certificate of Coverage on the CTA approved form. The CTA Certificate of Coverage may be completed only by an authorized representative of the insurance company, an agent, broker, or underwriter. Certificates of Insurance must disclose all deductibles and/or self insured retentions.
- b) Certified copy of the insurance policy

Methods (a) is a temporary method that is valid only for 90 days. Policies must be furnished prior to the expiration of this 90 day period. Failure to provide policies before expiration of this 90 day period is a material breach of the Contract which may result in default and, if uncured, termination for default.

2. HOW IS RAILROAD PROTECTIVE LIABILITY INSURANCE SATISFIED? THE CTA'S RAILROAD PROTECTIVE LIABILITY PROGRAM PROVIDES \$2,000,000 PER OCCURRENCE/ \$6,000,000 AGGREGATE LIMITS. TO BE IN COMPLIANCE WITH THE RAILROAD PROTECTIVE REQUIREMENTS, SEE PART III.B OF THIS DOCUMENT.

- For work performed within fifty (50) feet of rail right-of-way, the work of the Contractor is covered through the Blanket Railroad Protective policy.
- The contractor must provide evidence that the CGL policy exclusion for work within fifty (50) feet of rail right of way has been deleted by endorsement to their CGL policy.

The CTA may cancel the Blanket Railroad Protective Liability Policy prior to the expiration of coverage. If cancelled, The CTA agrees to provide the contractor with 30 days prior written notice.

If any portion or all of the need for or cost of such insurance shall result from Contractor's breach of this Contract, such insurance costs shall be a non-reimbursable cost to Contractor. CTA reserves the right to review the remaining project scope and to determine if the work to be performed within fifty (50) feet of rail right of way requires Railroad Protective Liability Insurance. The CTA further agrees that for premium expenses incurred by the Contractor for Railroad Protective Liability Insurance will be a reimbursable expense.



**B. DEADLINE FOR INITIAL SUBMITTAL OF CONTRACTOR'S INSURANCE AND BOND DOCUMENTS.**

The Contractor must furnish all required insurance and performance and payment bond documents within fourteen days of the date that the Contractor receives a letter (the "Insurance Submittal Letter") from the CTA's General Manager of Purchasing requesting the Contractor to submit the documents required by these Insurance and Bond Requirements. CTA will not execute the Contract until the required insurance and bond documents are delivered to CTA and approved by CTA. Failure to deliver the required documents within fourteen days of receipt of the Insurance Submittal Letter is a material failure to comply with the specifications and may result in any or all of the following at the CTA's sole discretion:

1. debarment or suspension, and
2. determination of Contractor non-responsibility.

**C. CTA ADDRESS.**

All notices and documents must be mailed to the CTA at:

Chicago Transit Authority  
Manager of Insurance Controls, Risk Compliance  
P.O. Box 7567  
Chicago, IL 60680-7567

**D. OBLIGATION TO MAINTAIN CONTINUOUS COMPLIANCE**

1. The Contractor expressly agrees that failure to comply and maintain compliance with all insurance and bond requirements shall constitute a material breach of the Contract which may result in default and, if uncured, termination for default under the contract. In addition, such failure, if uncured, may result in debarment and suspension.

2. The Contractor is prohibited from performing any work if Contractor has allowed any of the required insurance policies to expire.

**PART II. INSURANCE REQUIREMENTS**

- A. The CTA must be named as an Additional Insured and Certificate Holder. When the CTA is an additional insured, the coverage shall be primary.
- B. The CTA must be the Named Insured on the Owners Protective Liability and Builders Risk Insurance policies.
- C. The Commercial General Liability and Owners Protective Liability, General Aggregate Limit of Liability, if any, must apply on a per occurrence basis.
- D. All insurance carriers must be acceptable to the CTA. All insurance companies shall have at least an A VII POLICY HOLDER RATING, or better, by the A.M. Best Co., Inc. Insurance companies with lower ratings will not be accepted. Carriers licensed to do business in the State of Illinois must issue all insurance, with the exception of Railroad Protective.
- E. To the extent permitted by the Contractor's insurance policies required by the CTA, the Contractor and its insurers waive all rights of subrogation against the CTA.
- F. The insurance to be carried shall in no way be subject to limitations, if any, expressed in the indemnity section of the General Conditions (or any statutory, judicial or common law limitations).

### PART III. INSURANCE COVERAGES

#### A. WORKERS COMPENSATION

Coverage A: In form and in accordance with the laws of the State of Illinois.

Coverage B: Employers Liability:

**\$1,000,000** Bodily Injury by Accident

**\$1,000,000** Bodily Injury by Disease, Policy Limit

#### B. COMPREHENSIVE OR COMMERCIAL GENERAL LIABILITY:

**\$2,000,000** General Aggregate

**\$2,000,000** Products/Completed Operations Aggregate

**\$1,000,000** Personal Injury and Advertising Injury

**\$1,000,000** Per Occurrence

The Commercial General Liability policy shall include, without limitation: (i) Broad Form Contractual Liability, (ii) Products/Completed Operations to be maintained in full force and effect for a period of two (2) years following final completion of the work under the Contract, (iii) Independent Contractors' Protective Liability, (iv) Premises/Operations, including deletion of explosion, collapse and underground (XCU) exclusions, (v) Broad Form Property Damage, including Products/Completed Operations, (vi) Bodily Injury and Personal Injury Liability, with employee and contractual exclusions deleted, (vii) Severability of Interest and Cross Liability endorsement and (viii) Contractor expressly agrees to waive, and will require its insurer to waive, its rights, benefits and entitlement under the "Other Insurance" clause of its Commercial General Liability policy, with respect to the CTA.

**When work is to be performed within fifty (50) feet of rail right-of-way the Contractor will be enrolled as a participant in the CTA Blanket Railroad Protective program. In addition, Contractors and Sub-contractors are required to provide endorsements to their CGL policy eliminating the exclusion for work within fifty (50) feet of rail right-of-way.**

- a. Limits must be equal to the Railroad Protective Liability per occurrence limit of \$2,000,000 per occurrence.
- b. An endorsement must be provided deleting the contractual exclusion for work within 50' of the rail right of way.
- c. A certificate of insurance satisfying (a) and (b) above must be presented.

#### C. AUTOMOBILE LIABILITY

**\$1,000,000** Combined Single Limit (Bodily Injury and Property Damage)

**N/A** Uninsured/Underinsured Motorist Including Owned, Non-Owned, Hired and Borrowed Vehicles and Equipment

#### D. UMBRELLA LIABILITY

**N/A** Each occurrence and in the aggregate, excess of the underlying policies.

The Umbrella Liability Policy shall specifically identify each of the policies described in A, B, and C above on the Schedule of Underlying Coverages, and shall provide coverage at least as broad as each of the underlying policies.

**E. OWNERS PROTECTIVE LIABILITY**

**N/A** General Aggregate (Per Location)

**N/A** Per Occurrence

**N/A** Combined Single Limit (Bodily Injury and Property Damage Per Location)

The definition of designated contractor must be amended to include contractors of every tier.

**F. THE CTA WILL PROVIDE A BLANKET RAILROAD PROTECTIVE LIABILITY POLICY:**

**N/A** Bodily Injury/Property Damage per Occurrence

**N/A** Bodily Injury/Property Damage Aggregate

**G. CARGO LIABILITY/INLAND MARINE**

**N/A** OCC/AGG

**H. PROFESSIONAL LIABILITY**

**N/A** PER CLAIM

**I. OTHER INSURANCE: CTA NAMED ADDITIONAL INSURED ON THE GENERAL LIABILITY POLIC**

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**PART IV PERFORMANCE AND PAYMENT BOND REQUIREMENTS**

- A. The Contractor shall furnish separate Performance and Payment Bonds.
- B. The surety or sureties issuing the bond must be acceptable to the Authority and must have a Best's Key Rating Guide of A VII or greater and be listed in the most recently published "Listing of Approved Sureties" of the U.S. Department of the Treasury Circular 570, with underwriting limitations in excess of the Contract Price. The bond must cover the warranty period required by the Contract.
- C. The Performance Bond shall be for faithful performance of the Contract.
- D. The Payment Bond shall be for security for the payment of all persons for furnishing materials, provisions, or other supplies, or items used in, upon, for, or about the performance of the Work contracted to be done, or for performing any Work or labor thereon of any kind.
- E. The Authority reserves the right to require additional security under this Contract if any surety upon any bond furnished with this Contract becomes unacceptable to the Authority.

**PART V. PERFORMANCE AND PAYMENT BONDS REQUIRED FOR THIS CONTRACT.**

Payment Bond: **N/A**  
Performance Bond: **N/A**  
Fidelity Bond: **N/A**



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

### INSURANCE CERTIFICATE OF COVERAGE

Named Insured: \_\_\_\_\_ RFP#: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 (NUMBER & STREET)  
 \_\_\_\_\_  
 (CITY) (STATE) (ZIP)

Specification #: \_\_\_\_\_  
 Project #: \_\_\_\_\_  
 Contract #: \_\_\_\_\_

Description of Operation/Location

\_\_\_\_\_

The insurance policies and endorsements indicated below have been issued to the designated named insured with the policy limits as set forth herein covering the operation described within the contract involving the named insured and the Chicago Transit Authority. The Certificate issuer agrees that in the event of cancellation, non-renewal or material change involving the indicated policies, the issuer will provide at least sixty (60) days prior written notice of such change to the Chicago Transit Authority at the address shown on this Certificate. This certificate is issued to the Chicago Transit Authority in consideration of the contract entered into with the named insured, and it is mutually understood that the Chicago Transit Authority relies on this certificate as a basis for continuing such agreement with the named insured.

| Type of insurance  | Insurer Name | Policy Number | Policy Period | Limits of Liability<br>All Limits in Thousands  |
|--|--------------|---------------|---------------|---|
| <b>Commercial General Liability</b><br><input type="checkbox"/> Occurrence <input type="checkbox"/> Claims made<br><input type="checkbox"/> Premise-Operations<br><input type="checkbox"/> Explosion/Collapse<br><input type="checkbox"/> Underground<br><input type="checkbox"/> Products/Completed Operations<br><input type="checkbox"/> Blanket Contractual<br><input type="checkbox"/> Broad Form Property Damage<br><input type="checkbox"/> Independent Contractors<br><input type="checkbox"/> Personal Injury<br><input type="checkbox"/> Pollution<br><b>Commercial General Liability Form #: CG 00 01 _____</b> |              |               |               | Each Occurrence \$ _____<br><br>General Aggregate \$ _____<br><br>Products/Completed Operations Aggregate \$ _____<br><u>Deductible and/or Self Insured Retention</u><br><br>\$ _____ |
| Automobile Liability (Any Auto)  |              |               |               | Each Occurrence \$ _____  |
| <b>Excess Liability</b><br><input type="checkbox"/> Umbrella Liability   |              |               |               | Each Occurrence \$ _____  |
| Workers' Compensation and Employer's Liability   |              |               |               | WC \$ _____<br>Employers Liability \$ _____   |
| Builders' Risk/Course of Construction  |              |               |               | Amount of Contract \$ _____   |
| Professional Liability   |              |               |               | \$ _____  |
| Owner Contractors Protective   |              |               |               | \$ _____  |
| Other  |              |               |               | _____   |

- a) Each insurance policy required by this agreement, except policies for workers' compensation and professional liability, will read:  
 "The Chicago Transit Authority is an additional insured as respects to operations and activities of, or on behalf of the named insured, performed under contract with or permit from the Chicago Transit Authority".
- b) The General, Automobile and Excess/Umbrella Liability Policies described provide for separation of insureds applicable to the named insured and the CTA.
- c) General Liability, Auto Liability, Workers Compensation and Property insurers shall waive all rights of subrogation against the Chicago Transit Authority.
- d) The General Liability policies, including excess and umbrella will insure all liabilities assumed under the provisions of the Hold Harmless and Indemnity Clause contained in the Contract and not exclude any construction and/or demolition work performed within 50 feet of railroad track. Commercial General Liability must be written on the ISO Occurrence Form CG 00 01 12 04 (or a substitute form providing equivalent coverage) and include the following endorsement: Contractual Liability Railroads ISO Form CG 24 17 10 01 (or a substitute form providing equivalent coverage). The Contractor shall be responsible for arranging that all subcontractors maintain the necessary insurance requirements.
- e) The receipt of this certificate by the CTA does not constitute agreement by the CTA that the insurance requirements in the contract have been fully met, or that the insurance companies indicated by this certificate are in compliance with all contract requirements.

|   |  |
|---|--|
| Name and Address of Certificate Holder and Receipt of Notice  | Signature of Authorized Representative |
| Certificate Holder/Additional Insured   | _____                                  |
| <b>Chicago Transit Authority<br/>Dept. of Risk Management<br/>P.O. Box 7567<br/>Chicago, IL 60680</b> | Agent/Company Address                  |
|   | _____                                  |
|   | Telephone _____                        |

## SPECIAL CONDITIONS

SPECIFICATION NO. CTA 0881-11

CONTRACT NO. B12OP00987

### PERFORMANCE/ PAYMENT BOND

None required.

### INSURANCE

The Contractor or any Subcontractor shall furnish insurance in accordance with the requirements set forth on separate sheet bearing this specification number and entitled "Insurance Requirements" attached hereto and made a part thereof.

### DURATION OF CONTRACT

This Contract shall become effective on date of execution and shall continue in effect for a period of up to 36 months from date of contract.

### ESTIMATED EXPENDITURE

Based upon anticipated service needs, CTA estimates an expenditure of \$825,000.00 over a 36 month period under this contract. This figure is furnished for your information only and in no way represents a commitment from CTA to utilize this specific dollar amount. Periodic releases will be issued over the period of this contract.

### PROPOSAL PAGE PREPARATION

Bidder shall state on the Proposal Page(s) attached the following information:

- 1) Labor Rates: Bidder to list their labor rates for the timeframes indicated to apply to personnel identified to provide HVAC services as required.
- 2) Material Mark-up: Bidder to list the percentage charge to be applied to material/parts required and furnished by the Contractor. **Note**: Subcontractor or rental equipment expenses are not covered under this section.
- 3) Mobilization Charge: Bidder to list their flat rate price to apply to mobilizing an emergency crew to a location in the event of an emergency situation. This charge is limited to one occurrence charge per emergency. **Note**: The flat rate quoted is to apply to any of the given service locations and is to be fully loaded for labor and mileage expenses required to show up at the facility. No additional expense will be allowed to arrive at the jobsite. Hourly labor charges would then apply after the Contractor has reached the facility and begun actual repair work.

Labor rates quoted are to be fully loaded for all labor, overhead and insurance costs, tools of the trade, general expense, profits, and any other expense pertaining to the work. Further, Bidders are required to pay prevailing wage rates in accordance with Illinois decision number IL20100009 dated 05/04/2012 in order to be considered for award, as well as maintain any wage updates thereof.

SPECIAL CONDITIONS

SPECIFICATION NO. CTA 0881-11  
CONTRACT NO. B12OP00987

DELIVERY

Service is to take place at various CTA locations located throughout the Chicago metropolitan area as directed on the release.

INSPECTION/ DEMONSTRATION

If requested, the Bidder shall allow authorized CTA personnel access to the Contractor's and/or subcontractor's facilities prior to contract award in order to ensure compliance with our specification requirements, as well as vendor capability to perform the HVAC services required of this contract. The Authority will be the judge in determining the Contractor's capabilities. Failure of the vendor to provide adequate facilities shall be grounds for finding its bid non-responsive.

BID EVALUATION AND CONTRACT AWARD

Based on a best estimate it is anticipated that the number of yearly hours or usage for emergency and/or time and material work will be as listed below. It is also estimated that the yearly cost of materials to be supplied by the contractor will be \$50,000.00. Bid evaluation for award will be based upon the dollar sum derived by multiplying the estimated quantities for each item by the unit prices submitted on proposal page P-1. The estimated material charge of \$50,000.00 and the PERCENTAGE CHARGE TO BE ADDED TO THE ACTUAL COST OF MATERIAL FURNISHED BY CONTRACTOR will also be added. Contract award will be made to lowest qualified, responsive and responsible bidder based on the total price derived from the above analysis.

|   | Estimated yearly usage  |                              |
|---|---|------------------------------|
|   | NORMAL WORK HOURS<br>(MONDAY-FRIDAY)<br>7:00 A.M.-4:00P.M.<br>NO HOLIDAYS | OTHER THAN NORMAL WORK HOURS |
| ON SITE LABOR RATE FOR PREVENTATIVE MAINTENANCE AND REPAIRS | 2000 hours  | 200 hours                    |
| Emergency Responses   | 4   |                              |

## SPECIAL CONDITIONS

SPECIFICATION NO. CTA 0881-11

CONTRACT NO. B12OP00987

### SITE INSPECTION

Bidder may wish to familiarize himself with the site location. Arrangements for viewing the locations are to be made with Mr. Len Romano, Manager, Maintenance Construction, or his designee. **Mr. Romano can be contacted at (773) 722-4871.** Submission of a bid implies that the sites have been visited and examined, the field conditions of the work are understood and the contract requirements shall be carried out under conditions as found.

### REFERENCES

Bidder is to submit, upon request by the Authority, with a list of not less than three customers whom have provided similar HVAC services of similar size and scope in an industrial environment within the past two years. The list shall include company name, phone number, contact person, type of service performed, and duration of contract. Failure to satisfy this requirement to the satisfaction of the Authority shall be grounds for finding your bid non-responsive.

### ESCALATION

CTA encourages Bidders to quote prices that are firm for the Contract period. If the Bidder cannot offer firm prices, then he shall quote prices with a maximum percentage ceiling on escalation for the second 12 and third 12 months of the Contract. Bidder shall submit, 30 days prior to any escalation, justification for said price increase.

Note: Escalation, if quoted, is not automatically applied to the second 12 month and third 12 month periods of the contract. Rather, contractors shall provide to the Authority a request for and documentation justifying said request. Escalation will not be applied until the request and acceptable documentation are furnished.

### RESPONSE TIME

The qualified contractor(s) will be required to provide HVAC services awarded under this contract on an "as needed" basis. HVAC services covered on this contract require the contractor(s) to be available ("on-call") 24 hours a day, seven days a week, 365 days a year. The response time for the individual scopes of work with vary. Times to start and complete each job will be identified on the each particular release.

### PRICE LIST

Upon request the Contractor shall furnish to CTA copies of their vendor's price list(s) and /or invoice, upon which invoicing was/is based and/or copies of actual invoices and indirect material cost data, which CTA shall use for price verification, review and audit.

## SPECIAL CONDITIONS

SPECIFICATION NO. CTA 0881-11

CONTRACT NO. B12OP00987

### UNFORSEEN EQUIPMENT RENTALS

If conditions arise in either the time and material work and/or emergency work that might necessitate the rental of tools and/or equipment which are not normally used for HVAC work, the Contractor shall notify CTA of such a condition and upon approval by the CTA shall be reimbursed the actual cost of the rental.

### DELIVERY: RELEASE NOTICE

Periodic Release Notices will be issued against the contract, which will be the Contractor's authority to perform the work. Contractor is not to start the work without first receiving a release from CTA. CTA's primary method of issuing releases will be via e-mail. No paper release(s) will be generated. The Contractor is to provide a dedicated e-mail address on the proposal page, P-2 for receipt of the release(s). The Contractor is to confirm receipt of release(s) to [PurchasingDepartment@transitchicago.com](mailto:PurchasingDepartment@transitchicago.com).

### PAYMENT

The Contractor shall submit an invoice for each release for acceptable and approved services performed. Payment will be made upon receipt by the Chicago Transit Authority Accounts Payable of Invoice and Acceptance Certificate indicating that the required service has been completed as specified. Payments will be made Net thirty (30) days after final acceptance of goods or service, or receipt of Contractor's invoice by CTA, or in accordance with the terms of the Contractor's invoice, whichever is most favorable to the Authority. Payment date(s) shall be calculated from receipt of invoice or final acceptance of goods or service, whichever is later. If the Contractor does not complete the payment terms on the Proposal Page (P-2), then payment shall be rendered as Net thirty (30) days. Invoices must be presented only by the vendor to which a purchase order is awarded. Invoices received from a third party will not be honored unless prior written approval from the Purchasing Agent has been obtained.

### CONTRACTOR PERFORMANCE

Failure to perform any work assignment in accordance with the terms of this contract and to the satisfaction of CTA shall constitute non performance of the contract. Failure to furnish a full crew and sufficient material and equipment at the job site each day for the type of work to be performed shall constitute unsatisfactory progress on that work assignment. Either non-performance or unsatisfactory progress on any work assignment shall constitute default by the contractor.



## SPECIAL CONDITIONS

SPECIFICATION NO. CTA 0881-11

CONTRACT NO. B12OP00987

### ELECTRONIC FUND TRANSFER

CTA has adopted Electronic Fund Transfer (EFT) as the preferred method of payment for vendor invoices. An EFT enrollment form will be provided to the successful bidder with the executed contract and must be completed to enable payment of vendor accounts by this method. If awarded a contract, provide the completed EFT form to the CTA Purchasing Administrator identified on the title page.

### TERMINATION FOR CONVENIENCE

The Authority may terminate this Agreement, in whole or in part, without cause, at any time, by written notice to the Contractor whenever the Authority determines that such termination is in the best interest of the Authority. Upon receipt of written notice of termination, all services and any other performance hereunder by the Contractor shall cease to the extent specified in the notice of termination. In the event of termination in whole, the Contractor shall prepare a final invoice within 30 days of termination reflecting the services actually furnished pursuant to this Agreement to the satisfaction of the Authority and for which no previous invoice was submitted to the Authority.

The Contractor shall be paid costs, including closeout costs, and profit for the services performed up to the time of termination. The Contractor shall promptly submit, in accordance with the terms hereof, a termination claim to the Authority and the parties shall negotiate a termination settlement to be paid to the Contractor. If the Contractor has any property in his possession belonging to the Authority, the Contractor will account for same, and dispose of it in the manner the Authority directs.

### TERMINATION FOR CAUSE

The Authority may, by written notice of default to the Contractor, terminate the whole or part of this agreement in the following circumstances:

- (a) If the Contractor fails to perform the services as specified herein at or within the times specified herein or therein of any extensions thereof;
- (b) If the Contractor fails to perform the services in the manner specified herein;
- (c) If the Contractor fails to perform any other provision of the agreement for any reason whatsoever, or fails to perform or keep any other covenant required to be performed or kept, and in either of these instances does not cure such failure within a period of (10) working days (or such longer period of time as may be authorized by the Authority in writing) after receipt of written notice of default from the Authority specifying such failure.

## SPECIAL CONDITIONS

SPECIFICATION NO. CTA 0881-11

CONTRACT NO. B12OP00987

In the event of termination, Contractor's performance hereunder shall cease, and the Contractor shall prepare a final invoice reflecting the services actually furnished to the satisfaction of the Authority that have not yet appeared on a previous invoice. The Authority agrees to pay the Contractor, in accordance herewith and as reflected on said invoices, for such services actually furnished, less payment of any compensation previously paid and less any costs or damages incurred by the Authority as a result of such default, including, without limitation, any amount necessary to obtain suitable and replacement Contractors in excess of the cost had the Contractor satisfactorily completed the agreement.

### ETHICS ORDINANCE

The Contractor agrees to comply with the CTA Code of Ethics, CTA Ordinance No. 04-99, as amended from time to time, the provisions of which are hereby incorporated into this Agreement. The Contractor further agrees that any contract negotiated, entered into or performed in violation of the Code of Ethics shall be voidable as to the CTA.

### COMPLIANCE WITH LAWS, REGULATIONS AND CODES

If any part of this Specification shall be at date of issue, or shall later become, in non-conformity with current or future City, County, State or Federal Laws and/or Codes or Regulations, because of materials or requirements specified therein, Chicago Transit Authority shall have the right to negotiate for and accept or reject substitute materials and/or requirement.

### ACCESS TO RECORDS

The Contractor shall permit and agree to cooperate with the authorized representatives of CTA, including, but not limited to, the CTA's Inspector General and auditors, who may inspect and audit all data and records of the Contractor relating to the Contractor's performance and Subcontractor contracts under this Contract from the date of this Contract through and until the expiration of five (5) years after completion of this Contract.

### PROMPT PAYMENT TO SUBCONTRACTORS

- A) The Contractor is required to pay all Subcontractors for all work that the Subcontractor has satisfactorily completed, no later than 7 calendar days after the Contractor has received payment from CTA. All of the Contractor's contracts with its Subcontractors must state that the Subcontractor will receive payment within 7 calendar days of the date that the Contractor has received payment from CTA.
  
- B) In addition, all Retainage amounts must be paid by the Contractor to the Subcontractor no later than 14 calendar days after the Subcontractor has, in the opinion of the Chief Infrastructure Officer, satisfactorily completed its portion of the Work. All of the Contractor's contracts with its Subcontractors must state that the Subcontractor will receive

## SPECIAL CONDITIONS

SPECIFICATION NO. CTA 0881-11

CONTRACT NO. B12OP00987

payment of Retainage within 14 calendar days of the date that the Subcontractor has, in the opinion of the Chief Infrastructure Officer, satisfactorily completed its portion of the Work.

- C) A delay in or postponement of payment to the Subcontractor requires good cause and prior written approval of the General Manager, Purchasing.
- D) The Contractor is required to include, in each subcontract, a clause requiring the use of appropriate arbitration mechanisms to resolve all payment disputes.
- E) CTA will not pay the Contractor for work performed unless and until the Contractor ensures that the Subcontractors have been promptly paid for the work they have performed under all previous payment requests, as evidenced by the filing with CTA of lien waivers, canceled checks (if requested), and the Contractor's sworn statement that it has complied with the prompt payment requirements. Prime Contractors must submit a prompt payment affidavit, (form to be provided by CTA) which identifies each subcontractor (both DBE and non-DBE) and the date and amount of the last payment to such subcontractor, with every payment request filed with CTA, except for the first payment request, on every contract with CTA.
- F) Failure to comply with these prompt payment requirements is a breach of the Contract which may lead to any remedies permitted under law, including, but not limited to, Contractor debarment. In addition, Contractor's failure to promptly pay its Subcontractors is subject to the provisions of 50 ILCS 505/9.

### DAVIS-BACON ACT

- 1. Minimum Wages.
  - a. All mechanics and laborers employed or working upon the Project Site, (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the Project), will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR, Part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at the time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor, which is attached hereto as Part III Article 3 and made a part hereof, regardless of any contractual relationship that may be alleged to exist between the Contractor and such laborers and mechanics.

## SPECIAL CONDITIONS

SPECIFICATION NO. CTA 0881-11

CONTRACT NO. B12OP00987

Contributions made or costs reasonably anticipated for bona fide fringe benefits under Section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of Subsection 1.d. of this Section; also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds or programs that cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics must be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR Section 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided, that the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under 1b of this Section 18.17) and the Davis-Bacon poster (WH-1321) must be posted at all times by the Contractor and its Subcontractors at the Project Site in a prominent and accessible place where it can be easily seen by the workers.

- b. (1) The General Manager, Purchasing will require that any class of laborers or mechanics that is not listed in the wage determination and that is to be employed under the Contract be classified in conformance with the wage determination. The General Manager, Purchasing will approve an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:
- i) The work to be performed by the classification requested is not performed by a classification in the wage determination;
  - ii) The classification is utilized in the area by the construction industry; and
  - iii) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

## SPECIAL CONDITIONS

SPECIFICATION NO. CTA 0881-11

CONTRACT NO. B12OP00987

- (2) If the Contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the General Manager, Purchasing agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken will be sent by the General Manager, Purchasing to the Administrator of the Wage and Hour Division, Employment Standards Administration, Washington, DC, 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within thirty (30) days of receipt and so advise the General Manager, Purchasing or will notify the General Manager, Purchasing within the 30-day period that additional time is necessary.
  - (3) In the event the Contractor, the laborers or mechanics to be employed in the classification or their representatives, and the General Manager, Purchasing do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the General Manager, Purchasing will refer the questions, including the views of all interested parties and the recommendation of the General Manager, Purchasing to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within thirty (30) days of receipt and so advise the General Manager, Purchasing or will notify the General Manager, Purchasing within the 30-day period that additional time is necessary.
  - (4) The wage rate (including fringe benefits where appropriate) determined pursuant to Subsection 1.b. paragraphs (2) and (3) of this Section, must be paid to all workers performing work in the classification under this Contract from the first day on which work is performed in the classification.
- c. Whenever the minimum wage rate prescribed in the Contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the Contractor must either pay the benefit, as stated in the wage determination or must pay another bona fide fringe benefit or an hourly cash equivalent thereof.
  - d. If the Contractor does not make payments to a trustee or other third person, the Contractor may consider as part of the wages of any laborer or mechanic

## SPECIAL CONDITIONS

SPECIFICATION NO. CTA 0881-11

CONTRACT NO. B12OP00987

the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, provided, that the Secretary of Labor has found, upon the written request of the Contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the Contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

2. **Withholding.** The Authority will upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld from the Contractor under this Contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Davis-Bacon prevailing wage requirements, which is held by the same prime contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the Contractor or any Subcontractor the full amount of wages required by the Contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the Project Site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the Project), all or part of the wages required by the Contract, the Authority may, after written notice to the Contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.
3. **Payrolls and Basic Records.**
  - a. Payrolls and basic records relating thereto must be maintained by the Contractor during the course of the work and preserved for a period of three (3) years thereafter for all laborers and mechanics working at the Project Site (or under the United State Housing Acts of 1937, or under the Housing Act of 1949, in the construction or development of the project). Such records must contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in Section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in Section 1 (b)(2)(B) of the Davis-Bacon Act, the

## SPECIAL CONDITIONS

SPECIFICATION NO. CTA 0881-11

CONTRACT NO. B12OP00987

Contractor must maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs must maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

- b.
- (1) The Contractor must submit weekly for each week in which any Work is performed, a copy of all payrolls to the Authority. The payrolls submitted must set out accurately and completely all of the information required to be maintained under §5.5(a)(3)(i) of Regulations, 29 CFR Part 5. This information may be submitted in any form desired. Optional form WH-347 is available for this purpose and may be purchased from the Superintendent of Documents (Federal Stock Number 029-005-00014-1), U.S. Government Printing Office, Washington, D.C. 20402. The Contractor is responsible for the submission of copies of payrolls by all Subcontractors.
  - (2) Each payroll submitted must be accompanied by a "Statement of Compliance," signed by the Contractor or Subcontractor or his or her agent who pays or supervises the payment of the persons employed under the Contract and must certify the following:
    - i) that the payroll for the payroll period contains the information required to be maintained under §5.5(a)(3)(i) of Regulations, 29 CFR Part 5, and that such information is correct and complete;
    - ii) that each laborer or mechanic (including each helper, apprentice, and trainee) employed on the Contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in Regulations, 29 CFR Part 3; and

## SPECIAL CONDITIONS

SPECIFICATION NO. CTA 0881-11

CONTRACT NO. B12OP00987

- iii) that each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the Contract.
  - (3) The weekly submission of properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirements for submission of the "Statement of Compliance" required by 3b (2) of Section 18.17 of this Contract.
  - (4) The falsification of any of the above certifications may subject the Contractor or subcontractor to civil or criminal prosecution under section 1001 Title 18 and Section 231 of Title 31 of the United States Code.
- c. The Contractor or subcontractor must make the records required under Subsection 3, paragraph a of this Section available for inspection, copying, or transcription by authorized representatives of the Federal Transit Administration, or the Department of Labor, and must permit such representatives to interview employees during working hours on the job. If the Contractor or Subcontractor fails to submit the required records or to make them available, the Federal agency may, after written notice to the Contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12



## SPECIAL CONDITIONS

SPECIFICATION NO. CTA 0881-11

CONTRACT NO. B12OP00987

### 4. **Apprentices and Trainees.**

- a. **Apprentices** - Apprentices will be permitted to work at less than the predetermined rate for the work they perform when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services or with a State Apprenticeship Agency recognized by the Bureau, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Office of Apprenticeship and Training, Employer and Labor Services or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification must not be greater than the ratio permitted to the Contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, must be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program must be paid not less than the applicable wage rate on the wage rate determination for the work actually performed. Where the Contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeymen's hourly rate) specified in the Contractor's or Subcontractor's registered program must be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen's hourly rate specified in the applicable wage determination. Apprentices must be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator of the Wage and Hour Division of the U.S. Department of Labor determines that a different practice prevails for the applicable apprentice classification, fringe benefits must be paid in accordance with that determination. In the event the Office of Apprenticeship Training, Employer

## SPECIAL CONDITIONS

SPECIFICATION NO. CTA 0881-11

CONTRACT NO. B12OP00987

and Labor Services or a State Apprenticeship Agency recognized by the Bureau, withdraws approval of an apprenticeship program, the Contractor will no longer be permitted to use apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

- b. **Trainees** - Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification, by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the Project Site must not be greater than permitted under the plan provided by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeymen's hourly rate specified in the applicable wage determination. Trainees must be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees must be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeymen's wage rate on the wage determination that provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate, that is not registered and participating in a training plan approved by the Employment and Training Administration, must be paid not less than the applicable wage rate on the wage determination for the classification for work actually performed. In addition, any trainee performing work on the Project Site in excess of the ratio permitted under the registered program must be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event that the Employment and Training Administration withdraws approval of a training program, the Contractor will no longer be permitted to use trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.
- c. **Equal Employment Opportunity:** The use of apprentices, trainees, and journeymen under 29 CFR 5.16 shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR Part 30.

## SPECIAL CONDITIONS

SPECIFICATION NO. CTA 0881-11

CONTRACT NO. B12OP00987

5. **Compliance With Copeland Act Requirements** - The Contractor must comply with the requirements of 29 CFR Part 3, which are incorporated by reference in this Contract.
6. **Subcontracts** - The Contractor or Subcontractor must insert in any subcontracts the clauses contained in 29 CFR 5.5(a)(1) through (10) and such other clauses as the Authority or Federal Transit Administration may by appropriate instructions require, and also a clause requiring the Subcontractors to include these clauses in any lower tier subcontracts. The Contractor shall be responsible for the compliance by any Subcontractor or lower tier Subcontractor with all the contract clauses in 29 CFR 5.5.
7. **Contract Termination Debarment** - A breach of the Contract clauses in 29 CFR 5.5 may be grounds for termination of the contract, and for debarment as a Contractor and a Subcontractor as provided in 29 CFR 5.12.
8. **Compliance With Davis-Bacon and Related Act Requirements** - All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR Parts 1, 3, and 5 are herein incorporated by reference.
9. **Disputes Concerning Labor Standards** - Disputes arising out of labor standards provisions of this Contract shall not be subject to the general disputes clause of this Contract, PART 2, Article 16. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR Parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the Contractor (or any of its Subcontractors) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.
10. **Certification of Eligibility** –
  - a. By entering into this Contract, the Contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the Contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).
  - b. No part of this Contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12 (a)(1).
  - c. The penalty for making false statements is prescribed in the United States Criminal Code, 18 U.S.C. 1001.

## SPECIAL CONDITIONS

SPECIFICATION NO. CTA 0881-11

CONTRACT NO. B12OP00987

### **Illinois Prevailing Wage Act**

The following requirements apply to individual scope of work funded with State funds. The Authority will notify the Contractor in the request for project work if Illinois Prevailing Wages apply to the scope of work. Davis-Bacon Act requirements as set forth in the Special Conditions apply if the Authority does not notify the Contractor in the request for project work.

1. Not less than the prevailing rate of wages as determined by the Illinois Department of Labor must be paid to all laborers, mechanics, and other workers performing Work under this Contract.

2. Contractor's attention is called to the generally prevailing hourly rate of wages, as determined by the Illinois Department of Labor, included in the request for project work and which are incorporated into the Contract Documents.

3. The wage rates set forth in the request for project work are the rates in effect at the time that a request for project work is issued. In the performance of the Work, however, the Contractor is fully responsible for paying the generally prevailing hourly rate of wages in effect, as determined by the Department of Labor, at the time the Work is performed. One resource for determining the current prevailing wage rate is the Internet site <http://www.state.il.us/agency/idol/rates/rates.HTM> maintained by the State of Illinois Department of Labor. If the Department of Labor revises the prevailing rate of hourly wages to be paid for the Work prior to completion of the Project, the revised rate will apply to the Contract from the effective date of such revision, provided, however that such revision will not entitle the Contractor to any increased compensation under the terms hereof.

4. As a condition of making payment to the Contract, the Authority may request the Contractor to submit an affidavit to the effect that not less than the prevailing hourly wage rate is being paid to laborers, mechanics, and other workers employed on this Contract in accordance with Illinois law.

**CHICAGO TRANSIT AUTHORITY**

**DETAIL SPECIFICATION  
FOR**

**MAINTENANCE AND SERVICE;  
FACILITY HEATING, VENTILATION, AIR CONDITIONING & MECHANICAL SYSTEMS**

**SPECIFICATION NO. CTA 0881-11**

**1.0 SCOPE**

- 1.01 Maintenance and Service Contract: This specification covers the requirements for the maintenance, service, start up and authorized repairs of the heating, ventilating, air conditioning (HVAC) systems and other related mechanical systems at various Chicago Transit Authority's Facilities to be performed by a Mechanical Contractor (Contractor).
- 1.02 Duration of Contract: The duration of this contract shall be for three (3) years.

**2.0 REQUIREMENTS**

- 2.01 Contractor: The Contractor shall furnish all material and labor necessary to maintain, service, perform seasonal start up and perform repairs as authorized by the Authority of the heating, ventilating, air conditioning (HVAC) and other related mechanical systems at the Chicago Transit Authority's (Authority's) facilities as specified herein.
- 2.02 Locations: The facilities are systemwide.
- 2.03 HVAC and Mechanical System Components: The major components of the systems required to be maintained, serviced, require seasonal start up and repairs at each facility include, but may not be limited to, the following:
1. Air Turnover Units.
  2. Boilers.
  3. Roof Top Self-Contained Units.
  4. Air Conditioners.
  5. Dock Heaters.
  6. Roof Top Exhaust Fans.
  7. Variable Air Volume (VAV) Boxes.
  8. Indoor Self-Contained Air Conditioner Unit.
  9. Window Air Conditioner.
  10. Duct Heaters.
  11. Domestic Hot Water Heaters.
  12. Direct gas fired units.
  13. Indirect gas fired units.
  14. Heating coils.
  15. Heat recovery coils.
  16. Actuators.
  17. Louvers.

The type, quantity, size, age, manufacturer, model, and other specifics of the HVAC systems and equipment and other mechanical systems and equipment must be verified at each location by the Contractor. This site investigation would determine the level of effort, frequency, time and parts required for the maintenance, service start up and repair that would be required at each location.

- 2.04 **Maintenance Schedule:** The Contractor shall execute a comprehensive preventive maintenance program of the system equipment. The maintenance schedules included herein and the maintenance schedule of the original equipment manufacturer (OEMs) shall be observed. In the event of conflict between schedules, the more frequent schedule shall take precedence. In the event of conflict between methods, the OEM instructions shall preside.
- 2.05 **Replacement Parts:** Replacement parts identified in the schedules shall comply with the requirements specified herein.
- 2.06 **Start Up:** Throughout the contract duration, startup of equipment used for heating shall be within the first two weeks of October. Startup of cooling equipment shall be within the last two weeks of May. All seasonal equipment shall be maintained throughout the year. The Authority may, based on weather conditions or other factors, request alteration of the startup dates.
- 2.07 **Service or Repair:** The Contractor shall modify and service, repair or replace parts for all equipment as recommended by the OEM in post-sale service bulletins. It is the responsibility of the Contractor to obtain and maintain current editions of the bulletins for all major equipment used at all the facilities included in this contract.
- 2.08 **Emergency Service:** The Contractor's service shall include restoring full operation to any component of the HVAC and mechanical systems and equipment in the event of a failure or improper operation.
  - 1. The Contractor shall be available for emergency repair service twenty-four (24) hours per day, seven (7) days per week. The Contractor shall furnish and maintain contact information, i.e. telephone number(s), for said service throughout the contract period.
  - 2. The Contractor shall maintain a response system that provides a reply to the originating caller within 30 minutes of the Authority's call for emergency service.
  - 3. Within two (2) hours of the Authority's original call for emergency service, the Contractor shall have a technician at the Authority's location requiring emergency service.
- 2.09 **Quality Assurance:** All maintenance, service, start up and repair work shall conform to the latest version of the original manufacturer's instructions and recommendations; shall follow the manufacturer's recommended procedures and meet the standards and requirements specified by the applicable institutions, organizations, Federal, State, and Local building codes. All replacement parts shall be new original manufacturer's parts unless approved otherwise by the Authority.
- 2.10 **Environmental:** The Contractor shall execute all maintenance and service in compliance with current Environmental Protection Agency (EPA) regulations. Included in this requirement is the use of registered refrigerant recovery equipment. The recovery equipment shall be present on the job site any time a refrigerant system is to be serviced.
  - 1. Technicians servicing refrigerant systems shall possess applicable refrigerant handling certification as required by the U.S. Environmental Protection Agency, U.S. 40 CFR part 82, subpart F. The current version of the regulation shall apply.
- 2.11 **Contractor:** The Contractor must be licensed to perform the required HVAC or mechanical system maintenance, service, start up or repair work. The Contractor must be approved by the manufacturer of the equipment he is maintain, servicing and repairing. No work shall be done that would void any warranty. The Contractor shall have a minimum of five (5) years experience with providing maintenance, service, start up and repairs for HVAC equipment and mechanical equipment of this type. The Contractor

shall be able to provide sufficient personnel and other resources to perform the services of a magnitude similar to that required to meet this specification. The Contractor, if requested, shall submit data stating capability to qualify along with references or examples of where a service of the type proposed has been used.

2.12 Technicians: Only technicians that are permanently employed by the Contractor shall perform all maintenance, service, start up and repair labor. Each technician shall be fully trained, licensed and qualified to work on the equipment being serviced or maintained. Each technician and other tradesmen shall have a minimum of five (5) years experience in their field.

2.13 Authorization: No maintenance, service, start up or repairs shall be performed without the written approval of the Authority. After obtaining approval, the Contractor shall provide the Authority with a schedule and time frame to perform the work. All non-emergency maintenance, service, start up or repair work shall be performed as soon as possible after the Authority's approval. Non-emergency work shall commence

1. The Authority shall have the option to accompany the Contractor's personnel when performing maintenance, service, start-ups and repairs. Provide sufficient notice to the Authority when scheduling the work.
2. Except as otherwise required by the Authority to avoid work during rush hour periods at the facilities, the Contractor is to perform all the work at the facilities including maintenance, service, start-up and repairs during the Authority's normal business hours of Monday to Friday 7:30 am to 4:30 pm, excluding holidays; unless approved otherwise. Scheduling of the work shall be coordinated with the Authority.
3. Under certain conditions work may have to be performed during non rush hours, during evening or weekend hours, or require extending the work beyond normal hours. The time to perform the work may be extended by the mutual consent of the Contractor and the Authority. Emergency service or repair work may have to be performed at any time and on any day of the week, including holidays.
4. No overtime will be paid for normally scheduled maintenance, service and start up work.
5. The Contractor shall notify the Manager, or his designee, of any interruption to normal system operation that may be required for the Contractor to perform the work.

2.14 Repair Estimates: All repairs and replacement of parts exceeding \$250.00 in total cost shall be submitted to the Authority for approval. When seeking authorization for any repair or required or suggested part replacement, the Contractor shall include a written estimate with the request. The estimate shall describe the work scope, itemize all labor and material charges and detail the work schedule. Drawings, shop drawings, product data, specifications, catalog cuts and photographs are to be submitted to substantiate the work and obtain approvals. The estimate shall be submitted to the Authority within three (3) days of discovery or notification that the work is required.

2.15 Reports: Within two (2) business days after performing HVAC or mechanical service at one of the Authority's facilities, the Contractor shall provide the Authority a written report. Reports shall include, but not be limited to, the following:

1. Location.
2. Type of system serviced.
3. Summary of work performed.
4. Parts replaced.
5. Work remaining, if any.
6. Identification of abnormal operation revealed during service.
7. Descriptions and estimates of repairs deemed necessary.
8. Estimates of service to be performed.
9. List of parts recommended to be repaired, with pricing.
10. Signature and date by the technician who performed the work.

- 2.16 Permits: The Contractor shall obtain, at his expense, all permits and bonds that may be required by any municipality or other governing body for the complete performance of the maintenance and service work.
  
- 2.17 Site Requirements: The Contractor shall keep the work site free from accumulated waste and rubbish. At the completion of work, the Contractor shall remove all waste, rubbish, tools, ladders, scaffolding and surplus materials, leaving the work area broom clean. Debris left at the work site will be removed and disposed of by the Authority at the Contractor's expense.
  - 1. The Contractor awarded the contract shall be held responsible for any damage to the structures, building elements, site elements or other property, and for any injury inflicted to personnel or service delays due to negligence of the Contractor's workers or other personnel.
  
- 2.18 Maintenance Frequency: The Contractor shall execute each maintenance procedure according to the schedule provided herein, as recommended by the manufacturer and approved by the Authority, as required by the Authority or at least once per year during the contract period. Included in this requirement are the lubrication, cleaning and replacement of parts as required for maintenance. Deviations to this requirement require the written approval of the Authority.
  - 1. The Authority reserves the right to alter the scope of the work performed or the maintenance schedule provided herein in the event of schedule or equipment additions, retirements or modifications. The Authority will notify the Contractor in writing of changes prior to requesting maintenance or service of the relevant equipment.
  - 2. Possible maintenance frequencies include, but are not limited to, the following:
    - a. Start-up.
    - b. Annual.
    - c. Bi-annual.
    - d. Seasonal.
    - e. Bi-seasonal.
    - f. Quarterly.
    - g. Monthly.

3.0 HVAC SCHEDULED MAINTENANCE REQUIREMENTS

3.01 Air Turnover Units (Direct and Indirect units)

- 1. Power flame burner(s)

Heating Season Maintenance

TAS = twice a season; AOS = annually on startup

| Item                      | Frequency | Remarks   |
|---------------------------|-----------|---|
| Pilot turndown test       | AOS       | Required after any adjustments to flame scanner mount or pilot burner; verify annually – refer to flame safeguard manufacturer's instructions |
| Refractory hold in        | AOS       | As required – see 'pilot turndown test'   |
| High limit safety control | AOS       | Refer to heat exchanger manufacturer's instructions   |
| Pilot and main gas        | AOS       | Perform leakage tests - refer to valve manufacturer's instructions  |



| Item  | Frequency  | Remarks  |
|---|------------|--|
| Operating control   | AOS        | Refer to heat exchanger manufacturer's instructions.   |
| Firing rate control   | TAS<br>AOS | Verify heat exchanger manufacturer's settings. Perform combustion test.  |
| Fuel valve interlock switch   | AOS        | Refer to valve manufacturer's instructions.  |
| Purge switch  | AOS        | Refer to fuel/air control motor manufacturer's instructions.   |
| Low fire start interlock  | AOS        | Refer to fuel/air control motor manufacturer's instructions.   |
| Inspect burner components   | AOS        | Refer to burner manufacturer's and control component manufacturer's instructions.                                |
| Check burner blower motor and blower wheel for cleanliness. Remove and clean as necessary | TAS        | Remove, lubricate (if required) and clean. Burner motors having oil cups require premium grade SAE 20 motor oil. |
| Remove, inspect and clean gas pilot system  | AOS        | Remove and clean.  |
| Linkages, louvers   | TAS        | Clean and adjust   |
| Controls  | AOS        | Verify thermostat and shutoff controls are operational and in automatic.   |

### 3. Air handler (Roof Top and Indoor)

#### Heating Season Maintenance

TAM = twice a month; TAS = twice a season; AOS = annually on startup

| Item                                      | Frequency | Remarks   |
|---|-----------|---|
| Main supply/exhaust fan motor             | AOS       | Check voltage and amperage; lubricate; check mounting hardware for tightness.   |
| Main supply/exhaust fan belts and pulleys | TAS       | Check for belt wear and proper adjustments; replace and adjust as needed. Check tightness of pulleys on shaft and motor and for wear of sheaves; correct or repair as needed. |
| Main supply/exhaust fan bearings          | AOS       | Check condition and tightness; lubricate; repair as needed.   |
| Main supply fan blades                    | TAS       | Check cleanliness, balance, shaft connections. Clean, tighten or repair as needed.  |
| Induced draft fan motor                   | AOS       | Check voltage and amperage; lubricate (as required); check mounting hardware for tightness. Use only high temperature grease equal to Gargoyle BRB # 1.                       |
| Louvers                                   | TAS       | Clean, adjust and replace as needed.  |
| Base                                      | TAS       | Inspect; remove debris and dust; clean as needed.   |
| Air handler circulating pumps,            | AOS       | Check for leaks, repair as needed   |

| Item                           | Frequency | Remarks   |
|--------------------------------|-----------|---|
| hotwater and glycol            |           |   |
| Inspect access doors           | AOS       | Replace worn door gaskets, replace broken door handles, replace broken door holds |
| Actuators                      | TAS       | Test actuators for operation, replace broken                                      |
| Freeze stat                    | AOS       | Test freeze stat for operation and repair, set point, freeze alarm                |
| Intake/exhaust hoods           | AOS       | Inspect and repair any defects  |
| Service lighting               | AOS       | Verify all service lighting is working, replace bulbs as needed                   |
| Bleed system                   | AOS       | Bleed system at start up  |
| Three way valves               | AOS       | Verify operation of three way valve, repair as needed                             |
| Temperature sensors            | AOS       | Replace any failed temperature sensors  |
| Differential pressure switches | AOS       | Verify operation, replace as needed   |
| Heating coil                   | AOS       | Pressure test for leaks, repair/replace coil                                      |
| Glycol Heat Recovery Coils     | AOS       | Pressure test for leaks, repair/replace coil                                      |
| Power panel                    | AOS       | Verify unit is in automatic mode  |

3.03 Rooftop Self-Contained Units

All season

Quarterly Maintenance

| Item                           | Remarks  |
|--------------------------------|--|
| Supply air blower motor        | Check bearing play; check voltage and amperage; ensure mounting hardware is tight; clean, tighten and lubricate as needed. |
| Supply air blower fan blades & | Check bearing play; ensure blades and pulleys are tight on shaft;  |

| Item                                       | Remarks  |
|--|--|
| housing                                    | clean, tighten and lubricate as needed.  |
| Supply air blower belts                    | Check tension and condition; replace and adjust as needed.   |
|  |  |
| Evaporator coil                            | Inspect for cleanliness and damage; clean or repair as needed.   |
| Condenser fans                             | Manually rotate fans to ensure proper operation. Inspect and verify all mounting hardware is tight. Inspect belts and pulleys; adjust as needed. |
| Evaporator drain pan and condensate piping | Ensure pan is clean and free of blockage. Clean and flush pan. Blow out condensate piping.   |
| Panel door latches and weather stripping   | Check door integrity. Inspect weather stripping and latches; repair as needed.   |
| Controls                                   | Verify the operation   |

## Heating season

## Maintenance Schedule

M = monthly; AOS = annually on startup

| Item                                       | Frequency | Remarks  |
|--|-----------|--|
|  |           |  |
| High limit safety control                  | AOS       | Refer to heat exchanger manufacturer's instructions.   |
| Pilot and main gas                         | AOS       | Perform leakage tests - refer to valve manufacturer's instructions.  |
| Burner controls                            | AOS       | Test for proper operation; adjust as needed.   |
| Burners                                    | AOS       | Visually inspect for proper flame; check for soot buildup; clean and adjust as needed.   |
| Induced draft fan motor (where applicable) | AOS       | Check voltage and amperage; lubricate as needed. Check mounting hardware and fan blade for tightness; tighten as needed. Use only high temperature grease.                           |
| Venting system                             | AOS       | Examine the venting system externally; ensure all joints and connections are tight, including the vent connection from the draft hood and the stack. Repair all corroded components. |
| Thermostats                                | AOS       | Test normal and set-back operation; adjust as needed.  |

## Cooling season

## Startup (Annual) Maintenance

| Item |  | Remarks |
|------|--|---------|
|      |  |         |

| Item               |     | Remarks   |
|--------------------|-----|---|
| Exhaust air fan    | AOS | Check the fan belts for excessive wear and proper tension; replace and adjust as needed. Verify fan rotates freely and is free of dirt and debris; lubricate and clean as needed. |
| Condenser coil     | AOS | Check for cleanliness, leaks and damage. Clean coil of debris with power washer; straighten fins. Repair as needed.   |
| Refrigerant charge | AOS | Check and record the following: ambient, superheat and subcooling temperatures, suction and discharge pressures (each circuit); correct as needed.                                |
| Thermostats        | AOS | Test normal and set-back operation; adjust as needed.   |

#### Monthly Maintenance

| Item                    |   | Remarks  |
|-------------------------|---|--|
| Condenser coil          | M | Inspect for damage, leaks and blockage; correct as needed.   |
| Compressor(s)           | M | Check for visible signs of leakage, loose mounting hardware, tubing and fittings, tubing and fitting fatigue; correct as needed.   |
| 100% modulating exhaust | M | Check the condition of the pressure tube between the outside-air pressure sensor and the fitting on the unit vertical support. Install new tubing as needed.   |
| Unit controls           | M | Check that all electrical connections are tight and sound; correct as required. Test all safety controls per manufacturer's literature to ensure proper operation.   |
| Compressor oil          | M | Check sight glass (each circuit) for proper level; correct as needed.  |
| Economizer              | M | Inspect dampers for cleanliness; clean as needed. Inspect bearings; repair as needed. Inspect fresh air and return air damper hinges and pins to ensure all moving parts are securely mounted. Verify that all damper and inlet vane linkages move freely; lubricate as needed. Check optional low ambient damper blades for proper alignment and unobstructed movement; adjust as needed. |
| Evaporator Coil         | M | Check gas lines and air flow passages for cleanliness, blockages, leaks and damage. Clean coil of debris with power washer; straighten fins. Correct as needed.  |

## Monthly Maintenance

| Item                  |   | Remarks   |
|-----------------------|---|---|
| Air filters           | M | Replace; check filter switch; correct as needed.  |
| Blower                | M | Clean impellers; check belt tension and wear; replace and adjust as needed. Inspect bearings; repair as needed.   |
| Compressor(s)         | M | Check for visible signs of leakage, oil levels, loose mounting hardware, tubing and fittings, tubing and fitting fatigue; correct as needed.  |
| Condenser unit        | M | Clean coils; check tubing supports; inspect passages for damage, leaks and blockage; correct as needed. Check motor mounts and bearings; secure or repair as needed.  |
| Refrigeration section | M | Check moisture indicator sight glass, suction, head and discharge pressures. Check bypass and expansion valves per manufacturer's instructions; adjust as needed. Inspect lines and valves for leakage and loose mounting. Correct as needed. |
| Condensate drain      | M | Check for leaks, loose mounts and piping connections; correct as needed.  |
| Reheat                | M | Inspect elements for cleanliness, corrosion and operation; clean or repair as needed.   |
| Humidifier            | M | Check pan for deposits and drain for clogging; clean as needed. Check infrared lamp operation; repair as needed.  |

## Bi-Annual Maintenance

| Item                  | Remarks   |
|-----------------------|---|
| Blower and compressor | Inspect electrical connections; tighten as needed.  |
| Condenser unit        | Inspect electrical connections; tighten as needed.  |
| Refrigeration section | Check refrigerant level; correct as needed.   |
| Unit Controls         | Check fuses, operation sequence and contactor operation. Inspect electrical connections; tighten as needed. |
| Reheat unit           | Inspect electrical connections; tighten as needed.  |
| Humidifier            | Check electrical connections; tighten as needed. Flush drain line.  |
| Air distribution      | Check grill for restrictions; correct as needed.  |

3.05 Dock Heaters

Heating season

Maintenance Schedule

M = monthly; AOS = annually on startup

| Item                                       | Frequency | Remarks  |
|--|-----------|--|
| High limit safety control                  | AOS       | Refer to heat exchanger manufacturer's instructions.   |
| Pilot and main gas                         | AOS       | Perform leakage tests - refer to valve manufacturer's instructions.  |
| Burner controls                            | AOS       | Test for proper operation; adjust as needed.   |
| Burners                                    | AOS       | Visually inspect for proper flame; check for soot buildup; clean and adjust as needed.   |
| Induced draft fan motor (where applicable) | AOS       | Check voltage and amperage; lubricate as needed. Check mounting hardware and fan blade for tightness; tighten as needed. Use only high temperature grease.                           |
| Venting system                             | AOS       | Examine the venting system externally; ensure all joints and connections are tight, including the vent connection from the draft hood and the stack. Repair all corroded components. |
| Thermostats                                | AOS       | Test normal and set-back operation; adjust as needed.  |
| Steam Traps                                | AOS       | Verify normal operation, replace as needed.  |
| Coils                                      | AOS       | Inspect for leaks, replace as needed   |
| Fan  | AOS       | Verify operation, replace as needed  |

| Item               | Frequency | Remarks                              |
|--------------------|-----------|--------------------------------------|
| Thermostat control | AOS       | Verify operation                     |
| Shut off valves    | AOS       | Inspect for leaks, replace as needed |

## 3.06 Rooftop Exhaust Fans

## All Season Annual Maintenance

| Item            | Remarks   |
|-----------------|---|
| Motor           | Check voltage and amperage, mounting hardware, pulley to shaft connection; lubricate and tighten as needed. |
| Belts           | Check tension and wear; replace and adjust as needed.   |
| Bearings        | Check for excessive play; lubricate; tighten or repair as needed.   |
| Fan blade       | Check for cleanliness, tightness to shaft and balance; clean, tighten or balance as needed.                 |
| Butterfly doors | Verify operation, counterweight and hinge, repair as needed   |

## 3.07 VAV Boxes

## All Season Quarterly Maintenance

| Item                              | Remarks   |
|-----------------------------------|---|
| Motor (where applicable)          | Clean; check voltage, amperage and all mounting hardware, including fan set screw; tighten as needed.   |
| Hot Water Coil                    | Check cleanliness, clean as needed. Check for leaks, repair as needed.  |
| Housing                           | Check cleanliness and air leaks; clean, tighten and re-seal as needed.  |
| Dampers and linkage               | Clean and check for proper operation; adjust and lubricate as needed.   |
| Thermostat and controls           | Check for proper operation; adjust as needed.   |
| Support hangers & equipment seals | Check all support hangers for looseness. Tighten as needed<br>Check the seals on all panels, and connections to duct for air leakage. Tighten or replace defective seals as needed. |

## 3.08 Indoor Self-Contained Unit

## Cooling season

## Start-up (Annual) Maintenance

| Item               | Remarks   |
|--------------------|---|
| Condenser coil     | Clean coil of debris with compressed air or vacuum cleaner; straighten fins; inspect for damage, leaks and blockage; correct as needed.   |
| Condensate pump    | Check operation; check float, pump impeller housing and bowl for excessive mineral deposit build-up, debris, and other foreign matter that could cause improper operation. Clean or repair as needed. |
| Refrigerant charge | Check and record ambient, superheat and subcooling temperatures and suction and discharge pressures; correct as needed.   |
| Thermostats        | Test normal operation; adjust as needed   |

## Cooling – Monthly Maintenance

| Item           | Remarks  |
|----------------|--|
| Air filters    | Replace.   |
| Condenser coil | Inspect for damage, leaks and blockage; correct as needed.   |
| Compressor(s)  | Check for visible signs of leakage, loose mounting hardware, tubing and fitting fatigue or looseness, check terminal connections for tightness; tighten and correct as needed. |
|                |  |
| Unit controls  | Check that all electrical connections are tight and sound; correct as required. Test all safety controls per manufacturer's instructions to ensure proper operation.           |

## 3.09 Window Air Conditioners

## All Season Maintenance

Q = quarterly; SA = semi-annually; A = annually

| Item                 | Frequency | Remarks   |
|----------------------|-----------|---|
| Unit removal         | A         | Remove unit from case; clean thoroughly; service as indicated herein.   |
| Fan motor and blades | A         | Check end play and drag in the motor bearings; repair motor if excessive; oil bearings (if accessible). Check evaporator and condenser fan blades for cleanliness and balance; clean, straighten or repair as needed. |
| Air filter           | Q         | Replace.  |
| Evaporator coil      | SA        | Inspect for damage, leaks, blockages, cleanliness; correct as needed.   |
| Condenser coil       | SA        | Inspect for damage, leaks, blockages, cleanliness; correct as needed.   |
| Condensate pan       | A         | Check for debris and fungus build-up in condensate pan. Blow-out condensation line and treat with fungicide. After reinstalling unit, verify unit is properly pitched; correct as necessary.                          |
| Compressor           | A         | With unit out of its case, check for visible signs of leakage, loose  |



| Item | Frequency | Remarks  |
|------|-----------|--|
|      |           | mounting hardware, signs of tubing and fitting fatigue, check voltage and amperage. After cleaning unit, check voltage and amperage, supply and return air temperatures, suction and discharge temperatures. Compare with manufacturer's recommended operating standards. If refrigerant service ports are available, check superheat and subcooling pressures; correct for optimum operation as needed. |

### 3.10 Electric Duct Heaters

#### Heating Season Maintenance

AOS = annually on startup

| Item       | Frequency | Remarks   |
|------------|-----------|---|
| Electrical | AOS       | Check coil for continuity and for shorting to case. Check electrical connections for tightness.<br>Check for cracked or broken insulators.<br>Test thermal cut-out switches for proper operation.<br>Tighten all loose connections, replace defective insulators and thermal cut-out switches |
| Duct Seal  | AOS       | Inspect seal to duct for air leakage.<br>Tighten all fasteners that secure the heater to the duct and/or reseal as required.  |
| Air Flow   | AOS       | Inspect heater coils for debris or other air blockage.<br>Clean coil and remove blockage as required.   |

## 4.0 MECHANICAL MAINTENANCE REQUIREMENTS

### 4.01 Domestic hot water (tanks and tankless) and circulating pumps

#### All Season Maintenance

SA = semiannually; A = annually (or sooner if needed)

| Item                                | Frequency | Remarks   |
|-------------------------------------|-----------|---|
| Circulating pump motor              | SA        | Check voltage and amperage; lubricate; inspect resilient mounts for sagging.  |
| Circulating pump coupling           | SA        | Inspect for broken springs, loose shaft connections; check alignment; adjust or repair as needed.                                 |
| Circulating pump bearings and seals | SA        | Check for leaks; lubricate or repair as needed.   |
| Burner, pilot & vent                | SA        | Clean and adjust burner and pilot assembly, inspect flue pipe for signs of corrosion and soot buildup; clean or repair as needed. |
| Tank                                | SA        | Flush tank to remove mineral deposits; inspect for leaks or signs of corrosion.   |
| Temperature & pressure              | A         | Inspect valve for signs of discharge or leaking; correct  |

|               |    |  |
|---------------|----|--|
| safety valve  |    | temperature and/or pressure or replace valve as needed.  |
| Anode Rod     | A  | Check to determine if replacement is necessary. Replace if 1/8" diameter core wire is visible.   |
| Lime build-up | A  | Refer to the A.O. Smith booklet, Form 4800 for detailed description on inspection and clean-out. |
| Flue Damper   | SA | Check damper operation in accordance with the A.O. Smith recommended procedures.                 |
| Tankless      | SA | Clean intake water strainer, clean exhaust air filter  |

## 5.0 PARTS

- 5.01 **General:** Unless approved otherwise, the Contractor shall utilize new genuine replacement parts, approved by the original equipment manufacturer (OEM), when maintaining or servicing equipment. Use of substitute parts requires the prior written approval of the Authority. All parts shall be new and in original cartons. No used or rebuilt parts shall be used.
- 5.02 **Original Equipment Manufacturer Catalog:** The Contractor shall furnish current, published OEM catalog and price information for all parts included in each written service estimate. In the event said publications are not available, the Contractor shall furnish a part description and pricing on the Contractor's letterhead when submitting the estimate for the Authority's approval.
- 5.03 **Substitutes:** All substitute parts shall be certified by the Contractor as equivalent to the OEM part in every aspect of quality, dimensional size, electrical and mechanical characteristics, function and warranty.
- 5.04 **Disposition of Replaced Parts:** The Contractor shall make available to the Authority's Warehouse Operations Manager, or his designee, all electrical, electronic and electro-mechanical service parts that are removed and replaced. The Authority will review and, at its option, retain parts for failure analysis or warranty credit. Parts not retained by the Authority shall be removed and disposed of properly by the Contractor.
- 5.10 **Replacement of Parts as a Part of Maintenance Program:** Scheduled replacement of parts is an integral element of the comprehensive preventive maintenance program. These replacement parts include, but are not limited to, filters, drive belts, flexible hoses and anodes. Said parts are designated in the schedules of the HVAC Maintenance and Mechanical Maintenance Requirements by the remarks 'replace' and 'replace as needed'.
- 5.11 **Repair Parts:** Repair parts are those parts with life expectancies of 5 years or longer. Said parts are designated in the schedules of the HVAC Maintenance and Mechanical Maintenance Requirements by the remarks 'replace' and 'replace as needed'.
- 5.12 **EPA Requirements:** Contractor must provide the Authority, upon request, with a copy of their current registration, Refrigerant Recovery or Recycling Device Acquisition form OMB #2060-0256, of all proposed refrigerant recovery equipment in conformance with the current Environmental Protection Agency (EPA) regulations.
- 5.13 **Approved Parts:** The Contractor shall only use parts approved by the Authority. Should the Contractor wish to substitute a part for an equal part, the Contractor must provide product data, specifications, test reports, samples and other data as required by the Authority for review and approval and abide by any other substitute approval requirements.

- 5.14 Procurement Administrator: Bidders requiring additional information or desiring to view the Authority's sites shall contact the Procurement Administrator listed on this document. Potential bidders requiring additional information from must route their requests through the Procurement Administrator. Potential bidders who contact any Authority personnel other than the Procurement Administrator will be considered in violation of the provisions of the contract document.

## 6.0 UNIT PRICES

- 6.01 Unit Prices: Contractor to provide unit prices for the following maintenance, service, start up or repair visits at any of the Authority's facilities:

1. Scheduled Maintenance.
2. Start-up.
3. Service.
4. Repair.
5. Emergency Service or Repair during normal days and hours.
6. Emergency Service or Repair during non-normal days and hours.

All unit prices shall include all travel time and travel expenses, overhead, profit and the cost to provide the Authority with a written report.

- 6.02 Replacement Parts: Parts replaced as part of the normal maintenance, service and start-up work (such as filters) will be paid for by the Authority at the Contractor's cost. No mark up shall be added.

- 6.03 Time and Material: Repairs and replacement parts required or recommended by the Contractor for optimum operation of the HVAC and mechanical systems are to be included in the Contractor's report. The Contractor shall also include an estimate for the recommended work, repairs and/or replacement parts along with a proposed schedule to perform the work. The estimate shall include all parts, equipment, labor, overhead and profit necessary to complete the work for the Authority's review and approval. No work shall be performed without written direction from the Authority.

- 6.04 Travel Time and Expenses: No additional amounts will be paid for travel time, travel expenses, or other expenses that the Contractor may encounter in the performance of the inspection, maintenance, repair or installation work. All such expenses are considered general conditions and must be included in all the unit price bid amounts.

## 7.0 SUBMITTALS

- 7.01 Submittals: The Contractor must submit a submittal for each new or replacement part that he intends to install as a part of the HVAC and mechanical maintenance, service, start-up and repair work. Each submittal shall include shop drawings, product data, specifications, certifications that the part is approved by the manufacturer, installation instructions, operating and maintenance instructions for the part and a copy of the warranty for the part.

## 8.0 CONTRACTOR'S REQUIREMENTS

- 8.01 Site Inspection: The Contractor may want to make a personal inspection of the facilities prior to submitting his price so as to ascertain a representative scope of the work including location of the work, condition of the equipment, dimensions, extent of the systems, type of equipment, access, and conditions under which the Contractor will be performing the required work at each individual location. Arrangements for visiting the facility shall be made by the Procurement Administrator. No extras will be allowed for the Contractor's failure to fully evaluate existing conditions prior to submitting his price.

- 8.02 Special Requirements: The Chicago Transit Authority is an operating transportation agency and must maintain operations at all scheduled times. The Contractor shall conduct his operations in such a manner

as not to cause damage to the Authority's equipment, put the public or the Authority's personnel in danger, cause inconvenience to the customers, or interrupt service or operations. All work shall be completed in such a manner (including storing of material and equipment) so as not to interfere with the operation of the facility or interfere with work being performed by the Authority's personnel. No extras will be allowed for the special requirements working at this location or scheduling the work with the Authority.

- 8.03 Property Permits: Contractor's (and Subcontractor's, if applicable) employees assigned to work on the Authority's property will be given individual property permits. These permits shall be carried by each employee at all times while on the Authority's property. All permits issued shall be returned to the Authority at completion of the project; if the employee no longer works on this project; or on the date of expiration.
- 8.04 Work Area Availability: All work shall be scheduled and coordinated with the Authority in advance and approved in writing. Provide a new schedule and re-coordinate when there are changes to the schedule. Strictly comply with operating requirements of the Chicago Transit Authority while work is in progress.
- 8.05 Work Area Safety: Contractor personnel whenever working on the Authority's property shall take all necessary precautions to permit concurrent safe occupancy by the Authority's employees. The Contractor shall provide all the necessary signs, cones, barricades, lights and other safety equipment approved by the Authority.
1. All personnel shall wear safety vests and hard hats at all times while on the Authority's property.
- 8.06 Supplies: The Contractor is to provide all required personnel, material, tools, and equipment necessary to perform the required maintenance, service, start up and repairs of the HVAC and mechanical equipment at each of the Authority's locations. The Contractor is required to provide his own ladders, scaffolds or other access to the work. The Contractor is required to provide any required fall protection required by code, ANSI or OSHA requirements.
- 8.07 Personnel: The Contractor shall enforce strict discipline among his employees and always maintain a professional attitude and good working habits while working on the Authority's property. The Contractor shall not interfere with or disrupt the Authority's operations. The Contractor's personnel whose work is unsatisfactory or who are considered by the Authority to be careless, incompetent, unskilled or otherwise objectionable shall be dismissed from the project by the Contractor upon the Authority's request. Dismissed personnel shall not be allowed to work on the Authority's property under this contract.
1. The Contractor's personnel required to work on this project, if applicable, must be trained in OSHA's Confined Space Entry Program and follow specific guidelines of the Authority's written requirements for the "Confined Space Program" in addition to all OSHA requirements set forth in OSHA standard 29 CFR 1910.146.
- 8.08 Testing and Inspection: Contractor to provide testing and inspection after performing his work, including all equipment, parts, accessories, connections, pumps, controls, switches, filters, belts and all other components to ascertain proper and optimum operation of the entire system.
1. Contractor shall check for leaks and any other evidence of faulty materials, workmanship, deterioration, worn parts, noise or other abnormal conditions or improper operation.
  2. After testing and inspection, perform any repairs, replacements and/or adjustments required for proper and optimum operation and performance.
  3. Contractor to arrange for and pay for any required City of Chicago Inspections, tests or certifications; periodic or one time.
  4. Contractor to provide operation and maintenance manuals for any new equipment and provide training or instruction to the Authority's personnel as required.
- 8.09 Warranty: Should the Contractor's repairs or other installations or work fail or not meet the Authority's

complete satisfaction, the Contractor shall make any and all repairs/corrections required to repair or replace the deficient materials and/or workmanship at no cost to the Authority. All work and parts shall be warranted for a minimum of one (1) year. The Contractor shall repair the work or replace parts as required during the warranty period at no charge to the Authority and to the Authority's satisfaction.

9.0 ADDITIONAL INFORMATION FOR POTENTIAL CONTRACTORS

- 9.01 Potential contractors requiring additional information shall contact the Procurement Administrator or Buyer whose name is stated in the Contract Documents. Potential contractors requiring additional information from a person or persons potentially listed in the Special Conditions section of the Contract Documents must route their request through the Procurement Administrator or Buyer. Potential contractors who contact any CTA personnel other than the Procurement Administrator or Buyer during the open bidding period will be considered to be in violation of the provisions set forth in the Contract Documents.

End of Section

MD / dsd – Initial Specification – 05/29/97  
JB / jb – 9th Revision – 12/23/11

**PROPOSAL**  
**SPECIFICATION NO. CTA 0881-11**  
**CONTRACT NO. B12OP00987**

By execution of this Proposal, the undersigned offers, in accordance with the terms of the Contract Documents of which this Proposal is a part, to furnish all labor, material, tools, equipment and insurance required to perform various HVAC work as required at various CTA locations, F.O.B. Destination, as described in these General and Special Conditions and Detail Specification No. CTA 0881-11, at the firm price rates as stated below. This contract shall become effective on the date of execution and shall continue in effect for a period of up to 36 months.

Prices quoted shall be **firm** for the contract duration unless escalation is stated below. Escalation shall be allowed for the second and third year of the contract only.

Escalation prices with \_\_\_\_\_% maximum ceiling on escalation for the second 12 months and \_\_\_\_\_% maximum ceiling on escalation for the third 12 months of the contract.

**\*NOTE: All requests for price increases, if any, must give CTA a written 30 day advance notice before the price increase is to go into effect.**

**LABOR RATES:**

|   | UNIT PRICE<br>NORMAL WORK<br>HOURS<br>(MONDAY-FRIDAY)<br>7:00 A.M.-4:00P.M.<br>NO HOLIDAYS | UNIT PRICE<br>OTHER THAN NORMAL WORK<br>HOURS |
|---|--|---|
| ON SITE LABOR RATE FOR<br>PREVENTATIVE MAINTENANCE<br>AND REPAIRS | \$ _____ / hr.   | \$ _____ / hr.                                |

**PROPOSAL**  
**SPECIFICATION NO. CTA 0881-11**  
**CONTRACT NO. B12OP00987**

**MATERIAL/PARTS:** \_\_\_\_\_ % Mark-up on Contractor's costs (Pricing to reflect material and parts purchases. The percentage charge to be added to actual cost of replacement parts, material, etc. furnished by the Contractor.)

**MOBILIZATION CHARGE:** To apply only to **emergency work** by authorized CTA personnel and is limited to one charge per emergency occurrence. Note: The flat rate is to apply to any of the given service location on any given day and is to be fully loaded for labor and mileage expenses required to show up at the facility. No additional expense will be allowed to arrive at the jobsite. Hourly labor charges would apply after the Contractor has reached the facility and begun actual repair work.

\$ \_\_\_\_\_ each occurrence

NAME OF COMPANY BIDDING: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PERSON TO CONTACT NORMAL HOURS: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

PERSON TO CONTACT AFTER HOURS: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

E-MAIL ADDRESS FOR RELEASE(S): \_\_\_\_\_

GENERAL E-MAIL ADDRESS IF DIFFERENT FROM ABOVE: \_\_\_\_\_

TERMS:           DISCOUNT: \_\_\_\_\_ % \_\_\_\_\_ DAYS, NET \_\_\_\_\_ DAYS

## CERTIFICATION REGARDING A DRUG FREE WORKPLACE

Pursuant to the definitions regarding a Drug Free Workplace provided in the Drug-Free Workplace Act of 1988, the Illinois Drug Free Workplace Act, 30 ILCS 580/1 *et seq.*, the Illinois Substance Abuse Prevention on Public Works Projects Act, 820 ILCS 265/1 *et seq.*, the Federal Acquisition Regulation System ("FAR"), Procedures for Transportation Workplace Drug & Alcohol Testing Programs, 49 CFR 40, and Prevention of Alcohol Misuse & Prohibited Drug Use in Transit Operation, 49 CFR 655, \_\_\_\_\_ ("Contractor") certifies to the best of its knowledge and belief that it and its principals:

1. Maintain a workplace(s) (i.e. the site(s) for the performance of work done by the Contractor in connection with this contract) safe and free from "controlled substances" as described in the Controlled Substances Act (21 U.S.C. 812) and as further described in regulations 21 CFR 1308.11 - 1308.15.
2. Have neither been convicted, including entering a plea of 'nolo contendere,' nor had sentence imposed by any judicial body charged with the responsibility to determine violations of Federal or State criminal drug statutes.
3. Publish and give notice to its employees and sub-contractors that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Contractor's workplace, and also that ~~actions will be taken against~~ any and all employees and sub-contractors found to be violation of same.
4. Provide that all employees engaged in the performance of the contract receive a copy of the above statement, that the employee will abide by the terms of this statement, and that the employee will notify the employer in writing of the employee's conviction no later than five (5) calendar days after such conviction.
5. Provide for appropriate action against an employee for violation of any and all of these rules and that an employee convicted of drug abuse must satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health or law enforcement or other appropriate agency.
6. Comply with all drug and alcohol policies, testing programs and reporting requirements set forth in 49 CFR 40 and 49 CFR 655 whenever the Contractor, its employees, or sub-contractor(s) perform one or more of the following functions considered "safety-sensitive", as defined in 49 CFR 655:
  - a. Operating a revenue service vehicle, including when not in revenue service;
  - b. Operating a non-revenue service vehicle, when required to be operated by a holder of a Commercial Driver's License;
  - c. Controlling dispatch or movement of a revenue service vehicle;
  - d. Maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service; or
  - e. Carrying a firearm for security purposes.
7. Have in place a written program which meets or exceeds the program requirements of the Substance Abuse Prevention on Public Works Projects Act (820 ILCS 265/1 *et seq.*) to be filed with the Authority and made available to the general public, or have in place a collective bargaining agreement which deals with the subject matter of the Substance Abuse Prevention on Public Works Projects Act (820 ILCS 365/1 *et seq.*).
8. Will otherwise comply with all drug and alcohol policies set forth in applicable Federal, State and local laws and regulations, including, but not limited to the Drug-Free Workplace Act of 1988, FAR, Illinois Drug Free Workplace Act, 49 CFR 40 and 49 CFR 655 in such version, prior or subsequent to amendment or revision, as is currently enforced or enforceable at and during the execution and performance of this Contract.

In addition to other remedies, the Contractor's failure to comply with any part of the requirements of the Drug-Free Workplace Act of 1988, FAR, Illinois Drug Free Workplace Act, the Illinois Substance Abuse Prevention on Public Works Projects Act, 49 CFR 40 or 49 CFR 655, may render the Contractor subject to any or all of the following: suspension of payments, termination of contract for default, suspension or debarment.

\_\_\_\_\_  
Signature and Title of Authorized Official

\_\_\_\_\_  
Date



**CERTIFICATION OF PRIMARY PARTICIPANT  
REGARDING DEBARMENT, SUSPENSION, AND OTHER  
RESPONSIBILITY MATTERS**

\_\_\_\_\_, certifies to the best of our knowledge and belief that it and  
(Company's name)

its principles:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of frauds or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
3. Are not presently indicated for or otherwise criminally or civilly charged by charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/ proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

THE PRIMARY PARTICIPANT (APPLICANT OR POTENTIAL CONTRACTOR FOR A MAJOR THIRD PARTY CONTRACT) \_\_\_\_\_ CERTIFIES OR  
(Company name)  
AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 *ET SEQ.* ARE APPLICABLE THERETO.

\_\_\_\_\_  
(Signature and Title of Authorized Official)

If you are unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification.

**CERTIFICATION OF LOWER TIER PARTICIPANT  
REGARDING DEBARMENT, SUSPENSION, AND OTHER  
RESPONSIBILITY MATTERS**

\_\_\_\_\_, certifies to the best of our knowledge and belief that it and  
(Company's name)

its principles:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of frauds or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
3. Are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/ proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

THE LOWER TIER PARTICIPANT (APPLICANT OR POTENTIAL CONTRACTOR FOR A MAJOR  
THIRD PARTY CONTRACT) \_\_\_\_\_ CERTIFIES  
(Company name)  
OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS  
SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF  
31 U.S.C. SECTIONS 3801 *ET SEQ.* ARE APPLICABLE THERETO.

\_\_\_\_\_  
(Signature and Title of Authorized Official)

If you are unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification.

**LOBBYING CERTIFICATION**

**Certification for Contracts, Grants, Loans  
and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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

By: \_\_\_\_\_  
(Type or print name of contractor)

\_\_\_\_\_  
(Signature of authorized officer)

\_\_\_\_\_  
(Title of authorized officer)



**PROPOSAL (Continued)  
TO BE EXECUTED BY A CORPORATION**

The undersigned hereby acknowledges having received a full set of CONTRACT DOCUMENTS (Requirements for Bidding and Instructions to Bidders; General Conditions; Standard Government Requirements; Special Conditions Disadvantaged Business Enterprise Commitment; Special Conditions, if any, issued with the specifications; and all other forms, certificates, and documents issued with the specifications) AND ADDENDA NOS. (none unless indicated here)

BIDDER MUST INSERT ADDENDA NUMBERS HERE - IF ANY

And the undersigned agrees, if awarded the contract, to perform the contract in accordance with the terms and conditions of the Contract Documents and Addenda, if any, thereto. Notice to the undersigned may be served by mailing to the address hereinafter set forth.

FURTHER, THE UNDERSIGNED, BEING DULY SWORN, DEPOSES AND STATES ON OATH THAT the undersigned has not entered into any agreement with any other bidder or prospective bidder or with any other person, firm or corporation relating to the price or prices named within the undersigned proposal or any other proposal, nor any agreement or arrangement under which any person, firm or corporation is to refrain from bidding, nor any agreement or arrangement for any act or omission in restraint of free competition among bidders, and has not disclosed to any person, firm or corporation the terms of the undersigned's proposal or the price or prices named herein. As required by Section 33E-11 of the Illinois Criminal Code of 1961, as amended (the "Act"), the undersigned certifies that the undersigned contractor or any agent, partner, employee or officer of the contractor is not barred from contracting with any unit of state or local government as a result of engaging in or being convicted of either bid-rigging in violation of Section 3 of Article 33E or bid-rotating in violation of Section 4 of Article 33E of the Act or any similar offenses of any state or the United States that contain the same elements as the offenses of bid-rigging or bid-rotating.

Name of Corporation: \_\_\_\_\_  
(Print or Type Name of Corporation)

Business Address: \_\_\_\_\_  
(Print or Type Street, City, State and Zip Code)

BY: \_\_\_\_\_  
**SIGNATURE OF AUTHORIZED OFFICER\***

Title of Signatory: \_\_\_\_\_  
(Print or Type)

\*Note: If signed by any person other than the corporate President or Vice President, a certified copy of a resolution or by-law authorizing such person to sign must accompany this Proposal.

State of \_\_\_\_\_

County of \_\_\_\_\_

Signed and Sworn to before me on:  
\_\_\_\_\_

by \_\_\_\_\_  
(Printed name of Authorized Officer)

\_\_\_\_\_  
(Signature of Notary Public)

**IF BIDDER IS A CORPORATION - THIS PAGE MUST BE EXECUTED**

**PROPOSAL (Continued)**  
**TO BE EXECUTED BY A SOLE PROPRIETOR**

The undersigned hereby acknowledges having received a full set of CONTRACT DOCUMENTS (Requirements for bidding and Instructions to Bidders; General Conditions; Standard Government Requirements; Special Conditions Disadvantaged Business Enterprise Commitment; Special Conditions, if any, issued with the specifications; and all other forms, certificates, and documents issued with the specifications) AND ADDENDA NOS. (none unless indicated here)

BIDDER MUST INSERT ADDENDA NUMBERS HERE - IF ANY

And the undersigned agrees, if awarded the contract, to perform the contract in accordance with the terms and conditions of the Contract Documents and Addenda, if any, thereto. Notice to the undersigned may be served by mailing to the address hereinafter set forth.

FURTHER, THE UNDERSIGNED, BEING DULY SWORN, DEPOSES AND STATES ON OATH THAT the undersigned has not entered into any agreement with any other bidder or prospective bidder or with any other person, firm or corporation relating to the price or prices named within the undersigned proposal or any other proposal, nor any agreement or arrangement under which any person, firm or corporation is to refrain from bidding, nor any agreement or arrangement for any act or omission in restraint of free competition among bidders, and has not disclosed to any person, firm or corporation the terms of the undersigned's proposal or the price or prices named herein. As required by Section 33E-11 of the Illinois Criminal Code of 1961, as amended (the "Act"), the undersigned certifies that the undersigned contractor or any agent, partner, employee or officer of the contractor is not barred from contracting with any unit of state or local government as a result of engaging in or being convicted of either bid-rigging in violation of Section 3 of Article 33E or bid-rotating in violation of Section 4 of Article 33E of the Act or any similar offenses of any state or the United States that contain the same elements as the offenses of bid-rigging or bid-rotating.

**Signature of Bidder:** \_\_\_\_\_  
(Signature of Bidder)

**Name of Bidder:** \_\_\_\_\_  
(Print or Type)

**Business Address:** \_\_\_\_\_  
(Print or Type Street Address)

\_\_\_\_\_ (Print or Type City, State and Zip Code)

State of \_\_\_\_\_

County of \_\_\_\_\_

Signed and Sworn to before me on:  
\_\_\_\_\_

by \_\_\_\_\_  
(Printed name of Authorized Officer)

\_\_\_\_\_  
(Signature of Notary Public)

**IF BIDDER IS A SOLE PROPRIETOR - THIS PAGE MUST BE EXECUTED**

**PROPOSAL (Continued)**  
**TO BE EXECUTED BY PARTNERSHIP OR JOINT VENTURE**

The undersigned hereby acknowledges having received a full set of CONTRACT DOCUMENTS (Requirements for bidding and Instructions to Bidders; General Conditions; Standard Government Requirements; Special Conditions Disadvantaged Business Enterprise Commitment; Special Conditions, if any, issued with the specifications; and all other forms, certificates, and documents issued with the specifications) AND ADDENDA NOS. (none unless indicated here)

BIDDER MUST INSERT ADDENDA NUMBERS HERE -- IF ANY

And the undersigned agrees, if awarded the contract, to perform the contract in accordance with the terms and conditions of the Contract Documents and Addenda, if any, thereto. Notice to the undersigned may be served by mailing to the address hereinafter set forth.

FURTHER, THE UNDERSIGNED, BEING DULY SWORN, DEPOSES AND STATES ON OATH THAT the undersigned has not entered into any agreement with any other bidder or prospective bidder or with any other person, firm or corporation relating to the price or prices named within the undersigned proposal or any other proposal, nor any agreement or arrangement under which any person, firm or corporation is to refrain from bidding, nor any agreement or arrangement for any act or omission in restraint of free competition among bidders, and has not disclosed to any person, firm or corporation the terms of the undersigned's proposal or the price or prices named herein. As required by Section 33E-11 of the Illinois Criminal Code of 1961, as amended (the "Act"), the undersigned certifies that the undersigned contractor or any agent, partner, employee or officer of the contractor is not barred from contracting with any unit of state or local government as a result of engaging in or being convicted of either bid-rigging in violation of Section 3 of Article 33E or bid-rotating in violation of Section 4 of Article 33E of the Act or any similar offenses of any state or the United States that contain the same elements as the offenses of bid-rigging or bid-rotating.

Firm Name: \_\_\_\_\_  
(Print or Type Name of Firm)

Business Address: \_\_\_\_\_  
(Print or Type Street Address)

\_\_\_\_\_ (Print or Type City, State and Zip)

**BY SIGNATURE(S):**

*All Partners or Joint Ventures of the Firm must sign this bid unless one Partner or Joint Venturer is authorized to sign for the Partnership or Joint Venture*

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

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

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

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

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

State of \_\_\_\_\_

County of \_\_\_\_\_

Signed and Sworn to before me on:  
 \_\_\_\_\_

by \_\_\_\_\_  
(Printed name of Authorized Officer)

\_\_\_\_\_  
(Signature of Notary Public)

**IF BIDDER IS A PARTNERSHIP OR JOINT VENTURE -- THIS PAGE MUST BE EXECUTED**

# DISCLOSURE OF OWNERSHIP

All businesses submitting proposals are required to complete the appropriate portion of this form. If more space is needed attach additional pages. In signing and submitting its proposals, of which this Disclosure of Ownership form is a part, the business certifies that the information submitted on this Disclosure of Ownership form is correct as of the date of the submittal of the proposal.

1. IF THE BUSINESS IS A CORPORATION, check this box  and complete:  
If the shares of the Corporation are not listed on the New York Stock Exchange or any regional exchange, list then name of each person who possesses either nominal or beneficial ownership or 5% or more of the Corporation's stock (list below). If none, type or print "NONE" in space below.

FEIN #:

Corporate Headquarters Address:  
City, State, Zip:

State of Incorporation:

Is the Corporation listed on the New York Stock Exchange?  Yes  No

If the corporation is listed on an exchange other than the New York Stock Exchange, the name of the exchange is \_\_\_\_\_

| TYPED OR PRINTED NAME | %INTEREST |
|-----------------------|-----------|
| _____                 | _____     |
| _____                 | _____     |
| _____                 | _____     |
| _____                 | _____     |

2. IF THE BUSINESS IS A PARTNERSHIP, check this box  and complete:  
The name of each general, limited or individual partner entitled to receive 5% or more of the profit derived from partnership activities (list below). If none, type or print "NONE" in space below.

| TYPED OR PRINTED NAME | %INTEREST |
|-----------------------|-----------|
| _____                 | _____     |
| _____                 | _____     |
| _____                 | _____     |
| _____                 | _____     |

3. IF THE BUSINESS IS A SOLE PROPRIETORSHIP, check this box  and complete:  
The name of each person other than the owner entitled to receive 5% or more of the profits derived from the activities of the business (list below). If none, type or print "NONE" in space below.

| TYPED OR PRINTED NAME | %INTEREST |
|-----------------------|-----------|
| _____                 | _____     |
| _____                 | _____     |
| _____                 | _____     |
| _____                 | _____     |

DISCLOSURE - TO BE COMPLETED BY ALL BIDDERS



**PROPOSAL (continued)**

**ACCEPTANCE**

The undersigned, on behalf of Chicago Transit Authority, A Municipal Corporation of the State of Illinois, hereby accepts the foregoing bid items as identified in the Proposal.

**Contract Number**

**Total Amount of Contract     \$**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2012, at Chicago, Illinois

\_\_\_\_\_  
Vice President, Purchasing & Warehousing

\_\_\_\_\_  
President

Approved as to form and legality, for the sole benefit of CTA. Subject to proper authorization and execution thereof:

\_\_\_\_\_  
Attorney