



Poles and Power To Support A Rail Yard Surveillance System

Request for Proposal

October 20, 2011

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Section 1
1A - Introduction

Legal Notice

Legal notice was published 20 October, 2011 in the Franklin Park Herald-Journal as follows:

Village of Franklin Park

Request for Proposals

Poles and Electrical Installation

October 20, 2011

The Village of Franklin Park is soliciting proposals from firms with demonstrated experience placing telephone poles and installing electrical to support video surveillance cameras.

Qualified firms interested in performing such services should obtain the detailed Request for Proposal package (of which this legal notice is a part) from the Village Clerk's Office, 847-671-4800. The Request for Proposal document may be obtained from:

Village of Franklin Park
9500 West Belmont Avenue
Franklin Park, IL 60131

A **mandatory informational meeting and tour of the locations** where poles and electric service must be installed to support the surveillance system will be held on **November 04, 2011 at 10:00am** beginning in the Village Conference Room located at the Village Hall. It is mandated that firms planning to submit a proposal attend this meeting and tour the proposed four locations. This will be the only opportunity to discuss the project, tour the locations where service must be installed, and ask questions about the scope of services and other requirements of this RFP.

The closing date and time for receipt of proposals is **November 28, 2011 at 4:00pm prevailing time (CDT)**, after which time additional proposals will not be accepted.

1C - General Information

The Village of Franklin Park requests proposals to install four telephone poles with 120 VAC electrical power to support surveillance cameras that will monitor access to the rail yard between Franklin Avenue and the O'Hare Airport.

These poles will support surveillance cameras for the entrances to the Canadian Pacific Rail Yard. The focus of the response to this RFP is:

Propose the placement of four telephone poles west of Mannheim Road near Franklin Avenue at gates 2, 3, 4 & 5. Each pole must have a 120 VAC supply attached to the pole.

All questions and inquiries about this RFP are to be emailed to:

Dennis Wagner
Village of Franklin Park
9500 West Belmont Avenue
Franklin Park, IL 60131
dwagner@vofp.com

All inquiries about the RFP will be distributed to all companies via email based upon the email address supplied to the Village during the mandatory informational meeting.

1D - RFP Submittal Requirements

The following copies of the proposal, including all attachments, shall be submitted to the Office of the Village Clerk **on or before 4:00pm on November 28, 2011:**

1. Three hard copies of the proposal in separate sealed envelopes.
2. One electronic copy on vendor-provided media. Media used can be USB thumb drive, CD or DVD. This media will not be returned to the vendor.

Any proposal received after this date and time will be refused and returned unopened.

Implementation Proposal Preparation and Format

The proposal contents shall be typed and must be presented with the following minimum sections to be considered a compliant response:

Cover
Table of Contents
Transmittal Letter with executive signature
Scope of Services
Implementation Plan
Detailed Bill of Materials
Required Attachments:

1. References
2. Company and staff qualifications
3. The completed form from RFP Attachment 3
4. Written acceptance of terms and conditions found in RFP Attachment 7
5. A copy of RFP Section 3 indicating acceptance of standards
6. Requested documents and data
7. Product feature sheets and specifications
8. Other vendor materials

Transmittal Letter

The Transmittal Letter shall be in an Executive Summary format and be signed by an officer of the company that can legally bind your company in a contract for the proposed materials and services.

Scope of Services

Provide a clear description of the services that you are proposing. These services shall be similar to the tasks shown in the implementation plan.

Implementation Plan

Provide a sample plan composed of key tasks illustrating your approach to the implementation of the network and likely duration of the process.

Detailed Bill of Materials

Your proposal must include a detailed bill of materials for parts and proposed services.

Attachment 1: References

Your Proposal must include a reference list for at least three similar projects included in the last two years for local entities. The list will contain a brief scope of work along with the names and contact telephone numbers for each reference. The list must include sub-contractors to be used on this project if applicable. The reference customers must have received similar to the wireless services that you are proposing. See RFP Attachment 1 for an example of a form that is appropriate.

Attachment 2: Company and Staff Qualifications

Provide a brief overview of your company.

Identify the Project Manager/Coordinator for the project should you be the successful bidder.

Describe the experience of the personnel that will be involved with the implementation of the project. Show the personnel that are certified by the manufacturer of the equipment or submit

other proof of equivalent experience. Provide a brief biography with certifications and experience for each employee that will be participating in the project.

Attachment 3: RFP Certification Form

Complete the form in RFP Attachment 3. The form must be notarized and included as the attachment to your response.

Attachment 4: Terms and Conditions

Include a written statement that indicates acceptance of the Village of Franklin Park Terms and Conditions that are included in RFP Attachment 7.

Attachment 5: Village Standards

Excerpt RFP Section 3 and include as this attachment to your response. Indicate your acceptance of these standards or make comment where indicated.

Attachment 6: Requested Document or Data

Place any other requested document or data in this section that does not have a designated attachment.

Attachment 7: Product Data Sheets

If applicable, include data sheets for all equipment and services being proposed in this attachment. If not applicable insert page indicating this is “not applicable”.

Attachment 8: Other Vendor Materials

Include any additional materials that may be relevant to your proposed approach to this project in this section. If not applicable insert page indicating this is “not applicable”.

Price Proposal Preparation and Format

A separate price proposal shall be prepared using the Detailed Bill of Materials from the Implementation Proposal with pricing added for each line item with a total for the project at the bottom of the page. Three copies of this document shall be submitted in a separate sealed envelope with proper markings to identify the contents.

IE - Selection Process and Basis of Award

Village staff will perform an evaluation of the proposals received. Appropriate finalist(s) will be interviewed by the Village, after which a selection will be made.

The Village reserves the right to reject any or all proposals and to waive any informality or technical error and to accept any proposal deemed most favorable to the interests of the Village.

The Village will review proposals based upon your response in the following areas:

1. Compliance with the required format for the response.
2. Prior experience with placement of poles and electrical installation.
3. The ability of the firm to meet the requirements outlined in Attachment 3, certification form.
4. Proposed fees.
5. Understanding of the Village's current and future needs.
6. Technical and services approach.
7. Customer and Trade References.
8. The financial resources and ability of the firm to perform the contract and provide the required services.

Additional criteria to be used include:

- The ability and skill of the firm to meet the requirements of the RFP and provide ongoing services.
- The ability to provide the service promptly within the time specified without delay or interference.
- The character, integrity, reputation, judgment, experience and efficiency of the firm.
- The quality of the performance on previous contracts for materials and services.
- The previous and existing compliance by the firm with laws and ordinances relating to the firm's services.
- The terms and scope of conditions attached to the proposal.

Section 2

Poles and Power to Support Surveillance System

This section contains the description of the requirements for the poles required at the entrances to the rail yard.

2A. Scope of Services

The Village of Franklin Park is requesting a proposal to install:

1. Furnish and install four new sixty foot wooden pole with at least eight feet of the pole buried.
2. Install an aerial cable for 120 VAC power complete with meter box, disconnect box and ground rod. Place the cable to the nearest appropriate ComEd power source.

Section 3

Standards

This contract calls for the installation of a “public work,” within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 et seq. (“the Act”). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the “prevailing rate of wages” (hourly cash wages plus fringe benefits) in the county where the work is performed. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice and record keeping duties (e.g. Certified Payroll documentation for all labor related to the installation of cabling for this project, including subcontractor labor).

The following general standards sections that are based upon the Illinois Department of Transportation Standard Specifications (these requirements can be found on the State of Illinois website at <http://www.dot.state.il.us/desenv/pdfs/spec2002/sec100.pdf>) and shall apply to the scope of work requested within this Request for Proposal.

3A Resident Notification

The contractor is responsible for notifying the residents and businesses prior to start of all construction that would affect access. The Village must approve the method of notification.

Accept

3B Permitted Hours of Work

The Franklin Park Municipal Code restricts all construction activity to the 12-hour period from 7:00 a.m. to 7:00 p.m. on weekdays and Saturday. No construction work is permitted on Sundays or holidays. All Contractors working on this project will be bound by these requirements.

Accept

3C Utilities

The Contractor shall protect all public and private utilities and shall notify the owners of all utilities at least 48 hours prior to commencing work and JULIE (1-800-892-0123) and obtain the horizontal and vertical field locations for their utilities within the limits of the proposed construction.

Accept

3D Construction Equipment and Materials

No construction equipment shall be parked or stored on Village right-of-ways without prior written approval from the Director of Public Works. No construction material, excavation spoils or any other objects shall be placed on/or stored on Village parkways. Every effort shall be made by the Contractor when working near trees and shrubs to protect them from harm.

Accept

3E Excavation -Removal and Disposal

All debris removed during the construction process shall be properly disposed at a suitable off-site location and will be considered incidental to the contract. All waste material is to be disposed of by the Contractor at his expense. This work shall be done in accordance with Sections 202 and 301 of the Standard Specifications.

Accept

3F General Debris

During the performance of the work, Contractor shall keep a reasonable degree of order by disposing of accumulated rubbish and waste material, and at the completion of the work the site shall be cleared of all debris, leftover tools, consumable supplies, and materials which may have accumulated in the performance of the work. Where the Contractor, after ten (10) days notice, fails to keep the area of work reasonably clean and safe or fails to clean this area at the completion of the work, the Village may perform this work, the cost of which shall be against Contractor's account and may be deducted from the sums due or to become due to the Contractor. The Contractor is responsible for the physical removal of rubbish and packing materials from the Village premises.

Accept

3G Miscellaneous Incidental Restoration

Any parkway damaged by the Contractor will be repaired to the satisfaction of the Village. Methods for repair must be approved by the Village prior to the Contractor making any repairs. This work will be considered incidental to the Contract. All other damages to property not specifically covered in other sections of this Contract will be corrected and restored to its original condition or better as existed before construction. The Contractor must have proper permits before making any concrete or asphalt cuts and will be responsible for any and all restoration costs. All grassy areas disturbed will be refilled, packed, and seeded to match original ground cover.

All work shall be in accordance with the applicable portions of Sections 211, 212, 250, 251 and

252 of the Standard Specifications. All restoration must be completed within two (2) weeks from completion of construction. This work will be done at the Contractor's expense and will be considered incidental to the Contract. The Contractor shall leave all project sites in the best possible condition and to the complete satisfaction of the Village.

Accept

3I Facility Restoration

The Contractor shall be responsible for replacing or restoring to original condition any damage to water tanks, floors, ceiling, walls, window, door, fixtures, furniture, grounds, pavement, roots, building exteriors, mechanical and electrical systems, etc., caused by its personnel and operations. Any damage or disfiguration will be restored at the Contractor's expense. The Contractor shall be responsible for all out of service and damage claims billed by third parties for damage caused by the Contractor.

Accept

3J Traffic Control Plan

Traffic Control and Devices shall be in accordance with the applicable sections of the Standard Specifications, the Supplemental Specifications, the Illinois Manual on Uniform Traffic Control Devices for Streets and Highways, any Highway Standards contained in the Plans, the Traffic Specifications and the Special Provisions contained herein. Special attention is called to Articles 107.09 and 107.14 of the Standard Specifications and the following Highway Standards relating to traffic control:

The Contractor shall coordinate all traffic control work on this project with adjoining or overlapping projects, including barricade placement necessary to provide a uniform traffic detour pattern. All traffic control devices shall remain in place until specific authorization for relocation or removal is received from the Village.

The Contractor shall ensure that all traffic control devices installed are operational, functional and effective 24 hours a day, including Sundays and holidays. All traffic control and protection shall be incidental to the contract.

All barricades shall be Type I or II equipped with a flashing light. At each point of closure, sufficient numbers of barricades shall be used to completely close the sidewalk to pedestrian movement. Where construction activities involve sidewalks on both sides of the street, the work shall be staged so that both sidewalks are not out of service at the same time.

Accept

3K Engineering

Prior to installation, all plans and drawings must be submitted by the Vendor to the Village approved Engineering Firm for approval.

Accept

3L Labor and Materials

Unless otherwise specified, the contractor must furnish all labor, equipment, materials, wire, cable, conduits, outside plant, transportation, shipping, and supplies necessary to complete this project in a satisfactory manner in accordance with the plans, specifications and terms of this RFP. All materials shall be shipped FOB distribution.

Accept

Reject with comment

3M Tools and Test Equipment

The Contractor must supply, furnish, fabricate or otherwise provide all utilities, tools, installation equipment, and test equipment that are required or completing the installation and implementation of the fiber optic system.

Accept

Reject with comment

3N Permits and Approvals

The Contractor must apply for and obtain all permits and approvals from the Village and any other regulatory agencies, and all building owners and managers. The Contractor will pay costs of these permits and approvals beyond those not waived by the Village.

Accept

30 Access

The Contractor will have access to Village buildings, including docks and elevators when and where available, in order to carry out the required work. Access to Village buildings must be coordinated with the Village project manager. The Contractor shall pay any costs associated with after-hours access to a facility.

Accept

Reject with comment

3P Codes and Standards

The contractor must possess the equipment and all required licenses and authorizations necessary to complete the type of services required.

The Contractor is responsible for compliance with all Local, State and Federal codes, the NEC and with procedures established under the ANSI/TIA/EIA 568B-3, 569A, 606 and 607 recommendations. Grounding and bonding will be performed as outlined in the ANSI/TIA/EIA 607 standard and the BICSI Telecommunication Distribution Methods Manual (TDMM). . If there are violations of code, the Contractor must make corrections at no cost to the Village.

Accept

Reject with comment

3Q Quality and Workmanship

Quality of work and neat appearance shall be as important as the electrical and mechanical efficiency of the system.

Accept

Reject with comment

3R Non-disruption

During installation and cutover, all reasonable precautions must be undertaken to prevent or minimize any disruption of or disturbance to Village operations. Access to Village facilities may not be impaired without the Village's prior approval. The Contractor is responsible for insuring minimal disruption of any existing telemetry, telephone, video, scada systems, water tower systems and data communications' systems and networks. Planned outages shall be scheduled only with permission from the Village.

Accept

Reject with comment

3S Installation of Cabling

It is the responsibility of the installing firm to inform the owners/operators of facilities (e.g., electric power, natural gas, and other communication cables) located near the proposed installation of the specific dates and times of the installation. The vendor must follow standards and practices outlined by OSHA for all work in confined or hazardous spaces.

Accept

3T Equipment Installation Guidelines and Requirements

Approval of the installation plan and procedures will occur most quickly if the guidelines and requirements presented below are adhered to. Exceptions to the rules will be considered, but will require supportive documentation.

3T-1 Type of Cable and Conduit

The Village of Franklin Park Electrical Code covers the type and material make-up of communication cable and conduit. Questions regarding this code should be addressed to the Village of Franklin Park. For fiber optic cable, the following highlights the requirements and guidelines:

1. In any areas that are subject to periodic flooding, cable and equipment shall be waterproof.
2. All equipment must be clearly identified as to the owner.
3. All installations shall comply with the provisions of the Franklin Park Electrical Code and any other applicable local and national code.

Accept

3U Standards and Code References

The following standards and specifications apply to installed equipment in the locations as defined in the attached document.

Except as otherwise specified, materials must be new, must conform to industry standards, and must be Underwriter's Laboratories listed and labeled. Defective or damaged materials must be replaced or repaired prior to final acceptance in a manner that meets the approval of the Village and at no additional cost to the Village. In addition, the latest editions of the following standards are minimum requirements (when there are conflicts between codes and standards, the more stringent standards or codes shall apply):

3U-1 American National Standards Institute (ANSI)

3U-2 Village of Franklin Park Codes

3U-3 Electronic Industries Associated Telecommunications Industry Association including but not limited to: EIA/TIA 567, 568, 569, 607, 72, 606

3U-4. Institute of Electrical and Electronic Engineers (IEEE)

3U-5. International Telecommunications Union (ITU)

3U-6. International Organization for Standardization (ISO)

- 3U-7. Internet Engineering Task Force (IETF)
- 3U-8. National Electric Codes (NEC®)
- 3U-9. National Fire Protection Association (NFPA)
- 3U-10. National Electronic Manufacturers Association (NEMA)
- 3U-11. Rural Electrification Association Standards (REA)

Accept

3V Installation Standards for Customer Premise Equipment

- 3V-1 All elements of the system installation shall conform to local building codes.
- 3V-2 The Bidder is responsible for the engineering, furnishing, and installation of all interface equipment to existing voice, video, and data equipment.
- 3V-3 The Village shall be allowed to attach technically compatible equipment without abrogating any warranties of the bidder.
- 3V-4 To the extent possible, the system shall be assembled and wired at the factory. The system shall be tested and adjusted to the maximum extent possible before shipment.
- 3V-5 Upon completion of the system's installation and prior to acceptance by the Village, all equipment shall be thoroughly cleaned and made free of extraneous bits of installation materials, wire, etc., by the contractor. Debris resulting from the installation shall be removed from all areas and be disposed of by the contractor.
- 3V-6 Prior to acceptance testing, the bidder shall certify to the Village that all system hardware and features provided in the system have been thoroughly tested to ensure that no mechanical or electrical problems exist and that all system features are functional.
- 3V-7 The contractor shall not interfere with existing telephone, video, and data service in any fashion without Village permission. On water towers no interference shall be caused to existing communication provider's equipment.
- 3V-8 The bidder shall provide an acceptance checklist to be approved by the Village.

Accept

Attachments

The following appendices must be completed as indicated and returned as part of the price proposal:

1. Trade References Form
2. Price Proposal Form
3. RFP Certification Form

The material in the following attachments is provided to aid the bidder:

4. Terms and Conditions

ATTACHMENT 1

Return with Bid

TRADE REFERENCES

Bidder Instructions:

Each contractor shall provide no less than three references for the installation of fixed wireless systems that demonstrate the skills bidder has proposed in the response to this RFP.

MANDATORY INFORMATION

BUSINESS: _____
ADDRESS: _____
CONTACT PERSON: _____
PHONE NUMBER: _____
APPROXIMATE DATE: _____

BUSINESS: _____
ADDRESS: _____
CONTACT PERSON: _____
PHONE NUMBER: _____
APPROXIMATE DATE: _____

BUSINESS: _____
ADDRESS: _____
CONTACT PERSON: _____
PHONE NUMBER: _____
APPROXIMATE DATE: _____

BUSINESS: _____
ADDRESS: _____
CONTACT PERSON: _____
PHONE NUMBER: _____
APPROXIMATE DATE: _____

ATTACHMENT 2

Price Proposal

This document is a standard price proposal and shall be submitted in a separate, sealed envelope. Prepare separate pricing summaries for each of the two options.

PROPOSER NAME:

Pricing Summary

Location:	Gate 2
Material Cost	\$
Labor Cost	\$
Site Restoration Cost	\$
Total	\$

Location:	Gate 3
Material Cost	\$
Labor Cost	\$
Site Restoration Cost	\$
Total	\$

Location:	Gate 4
Material Cost	\$
Labor Cost	\$
Site Restoration Cost	\$
Total	\$

Attachment 3

RFP Certification Form

This Form Must Be Notarized

Return with Bid

**VILLAGE OF FRANKLIN PARK
RFP CERTIFICATION FORM**

RE: CERTIFICATION OF BIDDER, COMPLIANCE WITH SECTION CRIMINAL CODE OF 1961

I/We hereby certify that _____
(Name of Bidder)

by bidding on this contract, no action has occurred that would result in a violation of 33E-4 of the Illinois Criminal Code of 1961.

Signed: _____

Attest: _____

_____ Title: _____ Commission expiry:

Date: _____
: Date: _____

**INTERFERENCE WITH PUBLIC CONTRACTING – BID-RIGGING AND
ROTATING – KICKBACKS – BRIBERY
PUBLIC ACT 85-1295
S.B. 2002**

AN ACT to add Article 33E to the “Criminal Code of 1961”, approved July 28, 1961 as amended.

Be it enacted by the People of the State of Illinois, represented in the General Assembly:

Section 1: Article 33E is added to the “Criminal Code of 1961” approved July 28, 1961, as amended, the added Article to read as follows:

Sec 33E-3 Bid-rigging. A person commits the offense of bid-rigging when he knowingly agrees with any person who is, or but for such agreement would be, a competitor of such person concerning any bid submitted or not submitted by such person or another to a unit of State or local government when with the intent that the bid submitted or not submitted will result in the award of a contract to such person or another and he either (1) provides such person or receives from another information be disclosed to a competitor in an independent noncollusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted.

Bid-rigging is a Class 3 felony. Any person convicted of this offense shall be barred for 5 years from the date of conviction from bidding on any contract offered for bid by any unit of State or local government.

Sec. 33E-4 Bid rotating. A person commits the offense of bid rotating when pursuant to any collusive scheme or agreement with another, he engages in a pattern over time (which, for the purposes of this Section, shall include at least 3 contract bids within a period of 10 years, the most recent of which occurs after the effective date of this amendatory Act of 1988) of submitting sealed bids to units of State or local government with the intent that the award of such bids rotates, or is distributed among persons or business entities which submit bids on a substantial number of the same contracts. Bid rotating is a Class 2 felony. Any person convicted of this offense shall be permanently barred from bidding on public contracts in the State of Illinois.

THIS FORM MUST BE NOTORIZED

Attachment 4

Terms and Conditions

1. Any contract or agreement resulting from the acceptance of this proposal by the Village shall be on forms either supplied by or approved by the Village's Legal Department, and shall contain, as a minimum, applicable provisions of this Request for Proposal. The Village reserves the right to reject any agreement that does not conform to the Request for Proposal and any Village requirements for agreements and contracts. Vendors should include any standard contract documents with their proposal.
2. If, through any cause, the firm fails to fulfill any of the obligations agreed to in a timely and proper manner, the Village shall have the right to terminate the contract by notifying the firm in writing of such termination at least 15 calendar days in advance of such termination.
3. The Village reserves the right to request clarification of information submitted and request additional information as needed.
4. General Contractor or Subcontractor Hold Harmless Agreement. The Contractor shall indemnify and hold harmless the Municipality its agents, and its employees from and against all claims for personal injury, property damage or stolen goods, including claims against the Village, its agents, or servants, arising out of the Illinois Structural Work Act, and all losses and expenses, including attorney's fees that may be incurred by the Village, defending such claims, arising out of or resulting from the performance of the work and caused in whole or in part by any negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by the party indemnified hereunder. In any and all claims against the Village or any of its agents, or servants by an employee of a Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation of benefits payable by or for the Contractor or subcontractor under Workers' Compensation Acts, Disability Acts, or their Employee Benefit Acts.
5. Insurance. The Contractor shall meet all insurance requirements as stated in Article 107.26 and 107.27 of the IDOT Standard Specifications. All insurance policies obtained for the project shall include the Village of Franklin Park and its duly authorized representatives as additional insured parties. All costs associated with meeting these requirements shall be considered incidental to the Contract. These requirements can be found on the State of Illinois website at <http://www.dot.state.il.us/desenv/pdfspect2002/sec100.pdf>

To summarize the requirements of Franklin Park:

<u>Type of Insurance</u>	<u>Occurrence</u>	<u>Liability Limits</u>	
		Each	<u>Aggregate</u>
GENERAL LIABILITY			
Bodily Injury	\$1,000,000		\$3,000,000
Property Damage	\$1,000,000		\$3,000,000
Contractual Insurance- Broad Form	\$1,000,000		\$3,000,000

<u>Type of Insurance</u>	<u>Occurrence</u>	<u>Liability Limits</u>	
		Each	<u>Aggregate</u>
AUTOMOBILE LIABILITY			
Bodily Injury	\$1,000,000		\$1,000,000
Property Damage	\$1,000,000		\$1,000,000

This insurance must include non-owned, hired, or rented vehicles, as well as owned vehicles.

WORKMEN'S COMPENSATION & OCCUPATIONAL DISEASES:	Statutory for Illinois
Employers Liability Coverage:	\$1,000,000 per accident

6. The Contractor will be responsible for any damages, injuries, accidents, and claims resulting from, and or occurring during completion of specified services.
7. The Contractor will be responsible for transportation of all materials to the job site (FOB Destination) and be responsible for insurance on all materials after initiation of job and until the point where the Village accepts the completed system.
8. Contractor will be required to submit waivers of lien to Village to receive the final payment for the project.

ATTACHMENT 5
RAIL YARD LAYOUT

