

City of Kankakee

304 S. Indiana Ave., Kankakee, IL 60901



Invitation to Bid for Grant Funded Trades

Submissions Due: Thursday, March 5, 2026



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REQUEST FOR QUALIFICATIONS

I. INTRODUCTION

The City of Kankakee (“the City”) is soliciting bids from qualified firms to provide comprehensive at-risk construction services related to improvements to 2391 East Court Street, Kankakee, IL 60901 owned by Kankakee County Coalition Against Domestic Violence (KCCADV). This work is part of a larger construction project overseen by a construction manager but specifically will be covered by a \$2 million dollar grant award from the State of Illinois DCEO Urban Shelter Grant funded by the Department of Housing and Urban Development Community Development Block Grant Covid Relief program. The KCCADV is contributing \$1,571,750.00 of its own funds to cover the balance of project constructions costs. The successful firm shall accept the assignment of all trade contracts from the City for services covering exterior windows; acoustic ceiling tiles; fire protection and alarm systems; plumbing; HVAC and electrical work through a public bid process and awarded by the City. The scope of the work for each bid package is further outlined below under Project Information.

This is an Invitation to Bid; there will be a public opening and reading of responses received by the City pursuant to this request.

II. BID SUBMISSION

Bid submissions are due by Thursday, March 5th, 2026 at 2:00 p.m. local time.

Please submit four (4) bound copies and one digital copy to:

City of Kankakee
ATTN: Stacy Gall
City Clerk
304 S Indiana Ave.
Kankakee, IL 60901
slgall@citykankakee-il.gov

Bids must be enclosed in a sealed envelope (or another sealed container).

The submission must clearly display “Bid – Construction Services for City of Kankakee Shelter Project” with the respondent’s corporate name, a contact name and phone number listed on the outside of the envelope or container. **Bids must also label what bid package the company is submitting a bid for on the front of the package.**

The City will only accept four (4) bound copies in addition to an electronic copy on an electronic storage device. Timely delivery of submissions is the responsibility of the Respondent.



III. SCHEDULE

The following is the proposed schedule for the bidding process for the Grant Funded trades.

January 26th, 2026	Issuance of Invitation to bid
February 9th, 2026	Mandatory pre-bid meeting <ul style="list-style-type: none">• 10:00 a.m. at 2391 E. Court St.
February 23rd, 2026	Last day to submit questions/clarifications
March 5th, 2026	Bid due and Public Bid opening at 2p.m.
March 16th, 2026	Award by the City Council

IV. RESPONDENTS' INQUIRIES AND ADDENDA

Questions regarding the proposals should be directed to the Construction Manager on the project. PSI is the Construction Manager and their project manager, Owen Starr, can be reached at 815-932-4194, or via email at ostarr@psibuilds.com.

Last day to submit questions regarding the proposal is February 23rd, 2026.

Any responses to questions or changes in this bid request shall be issued in writing as an addendum. Respondents must acknowledge addenda received as part of their submissions. Oral interpretations or clarifications will not be binding.

V. GENERAL INSTRUCTIONS, NOTIFICATIONS AND PURPOSE

Respondents are advised to carefully review all sections of this bid and to follow instructions completely, as failure to make a complete submission may result in rejection of the submittal. A submission that departs from or materially alters the terms, requirements, or scope of work defined by this request may be rejected as being unresponsive.

The purpose of this bid is to identify contractors that will work with the grant program efficiently and effectively with respect to process, quality control, safety, time and cost.

As part of the bid process, to meet the federal regulations and terms of the grant agreement, The City of Kankakee must make notification about the CDBG funded project by posting locally and distributing the Minority Business Enterprise (MBE) Bid Notification and the Section 3 Notice to Citizens Opportunity to Work forms publicly at all City Hall, the City's Public Safety Building, the Illinois Procurement Technical



Assistance Centers /APEX Accelerator, and various other channels where the public receives information. This outreach will be documented.

1. The method of transmittal of the bid is at the contractor's risk of untimely receipt by the City. The City of Kankakee will not be responsible for delays in delivery by UPS, FedEx, Airborne or any other carrier the Construction Manager chooses. Faxed or emailed copies are not acceptable.
2. A written request for the withdrawal of a bid or any part thereof may be granted if the request is received by the City prior to the specified time of opening. Contractors will not be allowed to withdraw a bid after the official opening.
3. Bids must be signed by an authorized official of the organization and the name of the official and their title typed below the signature. The official signing the bid must initial all erasures and/or corrections in the bid documents.
4. The City reserves the right to terminate this bid at any stage and/or reissue a subsequent solicitation. The City may remedy or waive technical errors in the bid process as is in the best interest of the City.
5. This bid does not commit the City to enter into a contract.
6. All information required by this bid should be supplied to constitute a proper proposal.
7. All bids will be available for inspection in the City of Kankakee's City Clerk's office after award of contract.
8. In accordance with the Illinois Human Rights Act, which requires that every party to a public sector contract shall have adopted written sexual harassment policies, P.A. 87-1257, Contractors shall certify compliance and produce all required documents upon request. (Attachment B)
9. In the selection of contractors, the City will not use criteria that may subject qualified individuals with disabilities to discrimination on the basis of their disability, in conformance with the requirements of the Americans with Disabilities Act.
10. Every party to a public contract and every eligible proposer shall comply with the procedures and requirements of the Department of Human Rights Regulations concerning equal employment opportunities and affirmative action. (Attachment B)
11. By submitting a proposal, the Contractor certifies that it follows all laws, ordinances, regulations and codes of state, federal, county and local government agencies, which may, in any manner, affect the preparation of proposals or the performance of the contract.
12. **Contractors shall submit with its proposal, the signed Non-Collusion Affidavit,** (Attachment A) certifying that the Company is not barred from bidding as result of a



conviction for either bid-rigging or bid rotating under Article 33E of the Criminal Code of 1961.

13. The Construction company agrees to maintain all records and documents for projects of the City of Kankakee in compliance with the Freedom of Information Act, 5 ILCS 140/1 et seq. In addition, contractors shall produce, without cost to the City, records which are responsive to a request received by the City under the Freedom of Information Act and which are in the custody or control of the Contractors, so that the City may provide records to those requesting them within the time frames required. If additional time is necessary to compile records in response to a request, then Contractors shall so notify the City and if possible, the City shall request an extension so as to comply with the Act. In the event that the City of Kankakee is found to have not complied with the Freedom of Information Act based upon the contractor's failure to produce documents or otherwise appropriately respond to a request under the Act, then the contractor shall indemnify and hold the City harmless from such non-compliance, and pay all amounts determined to be due by the City of Kankakee as a result of such non-compliance including but not limited to fines, costs, attorneys' fees and penalties.
14. The Contractor shall not pay less than the prevailing rates of wages to all laborers, workmen, and mechanics performing work under this contract, and shall comply with the requirements of the Illinois Wages of Employees on Public Works Act (820 ILCS 130/1-12). These prevailing wage rates will be determined by the State of Illinois through the grant program. (Attachment C)
15. Each bid shall be accompanied by an acceptable Bidder's Bond in the amount of five percent (5%) of the total bid. The bond must be payable to the City of Kankakee. Bidders shall submit with their bid packet the bid bond form (Exhibit G). The document will state that the bid security is forfeited as liquidated damages if the successful bidder fails to:
 - Enter into the formal contract within the specified timeframe after notice of award.
16. All costs associated with developing or submitting bids in response to this request, or to provide oral or written clarification of its content shall be borne by the respondent. The City assumes no responsibility for these costs. This bid does not commit the City to pay any costs incurred in preparation for submission of a response or in anticipation of a contract.

VI. PROJECT INFORMATION

This project is for a brand-new program facility for Harbor House. The new facility will be constructed on the North end of their lot at 2391 East Court Street in Kankakee, IL 60901. Site work is slated to start in late October, but these seven bid packages need to be bid out publicly due to them being funded by a State Grant. These bid packages will be out for bid for a minimum of 30 days per the grant requirements.



Bid Package #2 – Acoustical Ceiling Tile
Bid Package #3 – Fire Protection
Bid Package #4 – Fire Alarm System
Bid Package #5 – Plumbing
Bid Package #6 – Mechanical
Bid Package #7 – Electrical

VII. ESTIMATED PROJECT TIMELINE

Construction Site Work Start	Late October 2025
Issuance of Invitation to Bid	January 26th, 2026
Mandatory Pre-Bid Meeting	February 9th, 2026
Last Days for Request for Information	February 23rd, 2026
Bids due to the City	March 5th, 2026
Awarded by City Council	March 16th, 2026

VIII. SELECTION CRITERIA AND PROCESS

A public bid opening will take place on Thursday, March 5th, 2026 at 2p.m. at the City Clerk's office at 304 S. Indiana Ave., Kankakee, IL 60901. The lowest bidder that fulfills all bid requirements will be awarded.

A bidder who is otherwise deemed to be responsible bidder may be deemed the lowest bid if the bidder has and maintains a primary place of business which shall include locations of manufacturing, production, distribution or employment of other non-family individuals within the municipal boundaries of the County of Kankakee and the bid received is within the following parameters:

- (a) If the total bid is \$100,000 or less, not more than 5% more than the lowest bid;
- (b) If the total bid is more than \$100,000, but less than \$500,000, not more than 3% more than the lowest bid;
- (c) If the total bid is \$500,00 or more, not more than 1% more than the lowest bid.
(Ord 06-17, 04/03/06)

Contractor Requirements

- The Prime Contractor must submit the "Intent to Comply with Section 3" form (Attachment F) with the bid packet and review the section 3 cause (Attachment E). Failure to do so shall result in the bid being incomplete.
- The Prime Contractor must notify all sub-contractors of their responsibilities under Section 3
- The Prime Contractor must provide a permanent workforce breakdown of all current employees and identify those Section 3 workers that were hired within the last five years.



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- The Prime Contractor must provide an estimated breakdown of potential hires for the awarded project and timeline of anticipated hiring
 - The Prime Contractor must refrain from contracting with sub-contractors as to whom they have received notice or have knowledge that the sub-contractors have been found in violation of the regulations in 24 CFR 75.
 - Maintain records that document a good faith effort to utilize Section 3 workers and Target Section 3 workers as trainees and employees and any other qualitative efforts to comply with Section 3. (Requirement applies to both contractors and sub-contractors.) Recordkeeping requirements for recipients are found at 24 CFR § 75.31. The contractor is required to maintain documentation to demonstrate compliance with the regulations and is responsible for requiring their subcontractors to maintain or provide any documentation that will assist recipients in demonstrating compliance, including documentation that shows hours worked by Section 3 workers and Targeted Section 3 workers.

IX. SCOPE OF SERVICES

The scope of work shall include, but may not be limited to, the following list of services:

Bid Package #1 – Glazing

Provide all labor, material, equipment and supervision to complete the Glazing Package scope of work in accordance with the construction documents and in compliance with all federal, state and local codes, including but not limited to the following:

1. All work to meet plans, specifications, local codes and all governing agencies.
2. If there are any discrepancies between this bid package and the contract documents, the more stringent shall apply.
3. Include any labor and material escalations through the duration of the project.
4. Include full-time supervision for this scope of work.
5. Include Section 3 worker requirements to comply with the State Grant Agreement.
6. Furnish and install all exterior vinyl windows per the elevation plans.
7. Furnish and install interior glazing of the hollow metal frames per the interior window schedule (hollow metal frames by others).
8. Furnish and install the exterior aluminum entrance system – include all hardware (access control by others).
9. Furnish and install the interior aluminum entrance system – include all hardware (access control by others). Subject to change based off new drawings
10. Perform field measuring before fabrication of aluminum frames and coordinate opening sizes and locations with other trades.
11. Furnish and install all fasteners, accessories, embeds, shims, and sealants needed per specification requirements.
12. Furnish and install sealants and accessories to make systems water and airtight.
13. Install all material, systems, and any accessories per the design documents and manufacturer's instructions.



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14. Attend sub-contractor coordination meetings as needed per the Construction Manager's recommendation.

General and Miscellaneous Scope of Work Items

15. Provide all submittals, shop drawings, samples, and warranty certificates.
16. The bidder will provide layout as needed to complete the scope of work.
17. The bidder is responsible for dust control to the satisfaction of the construction manager's superintendent while performing the contract work.
18. The bidder is responsible for all hoisting, rigging, planking and scaffolding required to perform their scope of work.
19. Monitor and maintain all erosion control standards and described by the SWPPP.
20. The bidder will not cause disruption or loss of business to businesses immediately adjacent to or in the surrounding area of the site.
21. Phasing Constraints and Requirements are included.
22. This contractor shall be responsible for ensuring that his machinery, subcontracted machinery, and machinery being used for deliveries and pick-ups be in a condition when it leaves the jobsite to not have material being tracked on the public roads. Any clean-up labor and/or costs, including street sweeping, to ensure that the roads are kept in a clean and presentable condition to the general public will be this subcontractor's responsibility for his scope of work.
23. Adequate bracing and/or shoring protection of your work and work areas will be your direct responsibility.
24. Clean up of all work areas on a daily basis as to where all debris and misc. loose material is either disposed of or kept in an organized manner.
25. Bidders are to visit the site and will be aware of the logistics and access available for the completion of the bidder's work.
26. The bidder will make any storage arrangements needed with the Construction Manager prior to mobilizing materials to the site.
27. Provide a daily report to the Construction Manager to ensure all grant requirements are being followed.
28. Provide background checks on all individuals who will be working on the site.

ALTERNATES for Bid Package #1:

1. ALTERNATE ADD: Upgrade exterior windows from vinyl to double hung aluminum framed windows with tilt wash operation. YKK AP YES SSG with OBE Guardian SN68 Low E insulated glass or an approved equal.



Bid Package #2 – Acoustical Ceiling Tile

Provide all labor, material, equipment and supervision to complete the Acoustical Ceiling Tile scope of work in accordance with the construction documents and in compliance with all federal, state and local codes, including but not limited to the following:

1. All work to meet plans, specifications, local codes and all governing agencies.
2. If there are any discrepancies between this bid package and the contract documents, the more stringent shall apply.
3. Include any labor and material escalations through the duration of the project.
4. Include full-time supervision for this scope of work.
5. Include Section 3 worker requirements to comply with the State Grant Agreement.
6. Furnish and install all acoustical ceiling tiles per the room finish schedule
7. Furnish and install wall angle, mains, and tees to complete the scope of work
8. Furnish and install rivets, wire, and other accessories as necessary to complete the scope of work
9. Furnish attic stock of 200 SF of acoustical ceiling tile for Harbor House.
10. Furnish 20 labor hours for ceiling tile replacement to be used at the direction of the Construction Manager.
11. Install all material, systems, and any accessories per the design documents and manufacturer's instructions.
12. Coordinate installation with the Construction Manager and other trades impacted.
13. Attend sub-contractor coordination meetings as needed per the Construction Manager's recommendation.

General and Miscellaneous Scope of Work Items

14. Provide all submittals, shop drawings, samples, and warranty certificates.
15. The bidder will provide layout as needed to complete the scope of work.
16. The bidder is responsible for dust control to the satisfaction of the construction manager's superintendent while performing the contract work.
17. The bidder is responsible for all hoisting, rigging, planking and scaffolding required to perform their scope of work.
18. Monitor and maintain all erosion control standards and described by the SWPPP.
19. The bidder will not cause disruption or loss of business to businesses immediately adjacent to or in the surrounding area of the site.
20. Phasing Constraints and Requirements are included.
21. This contractor shall be responsible for ensuring that his machinery, subcontracted machinery, and machinery being used for deliveries and pick-ups be in a condition when it leaves the jobsite to not have material being tracked on the public roads. Any clean-up labor and/or costs, including street sweeping, to ensure that the roads are kept in a clean and presentable condition to the general public will be this subcontractor's responsibility for his scope of work.
22. Adequate bracing and/or shoring protection of your work and work areas will be your direct responsibility.
23. Clean up of all work areas on a daily basis as to where all debris and misc. loose material is either disposed of or kept in an organized manner.



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24. Bidders are to visit the site and will be aware of the logistics and access available for the completion of the bidder's work.
 25. The bidder will make any storage arrangements needed with the Construction Manager prior to mobilizing materials to the site.
 26. Provide a daily report to the Construction Manager to ensure all grant requirements are being followed.
 27. Provide background checks on all individuals who will be working on the site.

ALTERNATES for Bid Package #2:

2. ALTERNATE ADD: Upgrade all acoustical ceiling tile to Armstrong 3250E or an approved equal



Bid Package #3 – Fire Protection

Provide all labor, material, equipment and supervision to complete the Fire Protection Package scope of work in accordance with the construction documents and in compliance with all federal, state and local codes, including but not limited to the following:

1. All work to meet plans, specifications, local codes and all governing agencies.
2. If there are any discrepancies between this bid package and the contract documents, the more stringent shall apply.
3. Include any labor and material escalations through the duration of the project.
4. Include full-time supervision for this scope of work.
5. Include Section 3 worker requirements to comply with the State Grant Agreement.
6. Fire Protection contractor shall be responsible for engineering of the system and for the submission of shop drawings with hydraulic calculations to the building department.
7. Furnish and install a new sprinkler system to cover all areas of the new building. This system shall conform with NFPA 13 and shall include a dry type system in all combustible attic areas with either a wet or a dry system in conditioned areas.
8. Supply fire RPZ to be installed by the plumbing contractor.
9. The water main serving the sprinkler system shall be flushed at a rate appropriate to its size, prior to connection to the system. Coordinate all testing with the construction manager.
10. Fire Protection contractor shall coordinate the location of the sprinklers in the ceiling to avoid any diffusers or light fixtures shown on the drawings.
11. Provide all switches as needed for a complete system.
12. Attend sub-contractor coordination meetings as needed per the Construction Manager's recommendation.

General and Miscellaneous Scope of Work Items

13. Provide all submittals, shop drawings, samples, and warranty certificates.
14. The bidder will provide layout as needed to complete the scope of work.
15. The bidder is responsible for dust control to the satisfaction of the construction manager's superintendent while performing the contract work.
16. The bidder is responsible for all hoisting, rigging, planking and scaffolding required to perform their scope of work.
17. Monitor and maintain all erosion control standards and described by the SWPPP.
18. The bidder will not cause disruption or loss of business to businesses immediately adjacent to or in the surrounding area of the site.
19. Phasing Constraints and Requirements are included.
20. This contractor shall be responsible for ensuring that his machinery, subcontracted machinery, and machinery being used for deliveries and pick-ups be in a condition when it leaves the jobsite to not have material being tracked on the public roads. Any clean-up labor and/or costs, including street sweeping, to ensure that the roads are kept in a clean and presentable condition to the general public will be this subcontractor's responsibility for his scope of work.
21. Adequate bracing and/or shoring protection of your work and work areas will be your direct responsibility.



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22. Clean up of all work areas on a daily basis as to where all debris and misc. loose material is either disposed of or kept in an organized manner.
 23. Bidders are to visit the site and will be aware of the logistics and access available for the completion of the bidder's work.
 24. The bidder will make any storage arrangements needed with the Construction Manager prior to mobilizing materials to the site.
 25. Provide a daily report to the Construction Manager to ensure all grant requirements are being followed.
 26. Provide background checks on all individuals who will be working on the site.

ALTERNATES for Bid Package #3:

3. ALTERNATE ADD: Inclusion of a fire pump sized for this building plus a future 8,000 square foot building expansion to the south.



Bid Package #4 – Fire Alarm System

Provide all labor, material, equipment and supervision to complete the Fire Alarm System Package scope of work in accordance with the construction documents and in compliance with all federal, state and local codes, including but not limited to the following:

1. All work to meet plans, specifications, local codes and all governing agencies.
2. If there are any discrepancies between this bid package and the contract documents, the more stringent shall apply.
3. Include any labor and material escalations through the duration of the project.
4. Include full-time supervision for this scope of work.
5. Include Section 3 worker requirements to comply with the grant.
6. Fire Alarm contractor shall engineer and submit shop drawings and device data for permit along with conductor type and size, battery calculations, and voltage drop calculations.
7. Furnish and install all fire alarm devices for a complete system. Devices as indicated on the drawings shall be code approved as confirmed by the Alarm contractor and approved by the Building and Fire Departments.
8. Devices as indicated on the drawings shall be code approved as confirmed by the Alarm Contractor and approved by the Building and Fire Departments.
9. Furnish and install all fire alarm wiring in metallic conduit.
10. Installation personnel shall be supervised by persons who are qualified and experienced in the installation, inspection, and testing of the fire alarm systems with a minimum NICET Level II certified in the field of fire alarm systems.
11. Provide duct detectors on the return side of air handling units for mechanical systems with over 2,000 cubic feet per minute.
12. The fire alarm system shall be monitored by an approved supervising station. Owner shall provide the name of monitoring service to the building and fire departments.
13. The installing fire alarm contractor shall provide a completed Fire Alarm System Record of Completion to the authority having jurisdiction.
14. A complete system acceptance test shall be completed and witnessed by this authority.
15. The fire alarm contractor shall conduct a detector sensitivity check within one year after installation.
16. The installing contractor, in accordance with the Construction Manager, shall be responsible for contacting the authority having jurisdiction for inspections of all fire alarm components prior to concealment.
17. The owner shall be provided with operating manuals and maintenance instructions by the fire alarm contractor.

General and Miscellaneous Scope of Work Items

18. Provide all submittals, shop drawings, samples, and warranty certificates.
19. The bidder will provide layout as needed to complete the scope of work.
20. The bidder is responsible for dust control to the satisfaction of the construction manager's superintendent while performing the contract work.
21. The bidder is responsible for all hoisting, rigging, planking and scaffolding required to perform their scope of work.



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22. Monitor and maintain all erosion control standards and described by the SWPPP.
 23. The bidder will not cause disruption or loss of business to businesses immediately adjacent to or in the surrounding area of the site.
 24. Phasing Constraints and Requirements are included.
 25. This contractor shall be responsible for ensuring that his machinery, subcontracted machinery, and machinery being used for deliveries and pick-ups be in a condition when it leaves the jobsite to not have material being tracked on the public roads. Any clean-up labor and/or costs, including street sweeping, to ensure that the roads are kept in a clean and presentable condition to the general public will be this subcontractor's responsibility for his scope of work.
 26. Adequate bracing and/or shoring protection of your work and work areas will be your direct responsibility.
 27. Clean up of all work areas on a daily basis as to where all debris and misc. loose material is either disposed of or kept in an organized manner.
 28. Bidders are to visit the site and will be aware of the logistics and access available for the completion of the bidder's work.
 29. The bidder will make any storage arrangements needed with the Construction Manager prior to mobilizing materials to the site.
 30. Provide a daily report to the Construction Manager to ensure all grant requirements are being followed.
 31. Provide background checks on all individuals who will be working on the site.

ALTERNATES for Bid Package #4:

None

Bid Package #5 – Plumbing

Provide all labor, material, equipment and supervision to complete the Plumbing Package scope of work in accordance with the construction documents and in compliance with all federal, state and local codes, including but not limited to the following:

1. All work to meet plans, specifications, local codes and all governing agencies.
2. If there are any discrepancies between this bid package and the contract documents, the more stringent shall apply.
3. Include any labor and material escalations through the duration of the project.
4. Include full-time supervision for this scope of work.
5. Include Section 3 worker requirements to comply with the grant.
6. Furnish and install sanitary waste and vent piping stubbed five foot outside of the building per the drawings.
7. Furnish, install, and certify domestic water RPZ. Install and certify fire RPZ that is provided by fire protection contractor.
8. Furnish and install all domestic water piping per the drawings.
9. Provide and install domestic water pipe insulation.
10. Furnish and install all plumbing equipment per the schedule including water closets, showers, sinks, water coolers, hose bibs, floor drains, and grease interceptors.
11. Dishwashers, washing machines, and refrigerators to be provided by the owner only.
12. Furnish and install all floor drains and clean outs to the proper elevation and protect for concrete pour.
13. Furnish and install radon risers per the drawings.
14. Plumbing contractor to include plumbing underground excavation and backfill as needed to complete the scope of work.
15. Work shall include all labor, services, materials, equipment, and performance of all work required for the installation of plumbing work as shown on the drawings and herein specified.
16. All plumbing water supply shall be run in copper piping, waste and vent in PVC.
17. Coordinate any flushing, chlorination, and testing with the Construction Manager prior to starting.
18. Plumbing contractor shall ensure that all plumbing work does not interfere with the installation of other trade contractors before complete installation.
19. Plumbing contractor shall provide any sleeves necessary to complete this scope of work. Coordinate with other trade contractors.
20. Plumbing contractor shall include any sealant and caulking of plumbing work.
21. Plumbing contractor shall provide all appurtenances for a complete installation, including wall carriers/supports, traps, strainers, drain escutcheons, shut-off valves, etc.
22. Any fixture indicated as ADA shall be installed per ADA requirements, including mounting height, associated appurtenances and pre-molded ADA insulation covers for exposed waste and water lines.
23. Plumbing contractor is to participate in all sub-coordination meetings as directed by the Construction Manager.

General and Miscellaneous Scope of Work Items



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24. Provide all submittals, shop drawings, samples, and warranty certificates.
 25. The bidder will provide layout as needed to complete the scope of work.
 26. The bidder is responsible for dust control to the satisfaction of the construction manager's superintendent while performing the contract work.
 27. The bidder is responsible for all hoisting, rigging, planking and scaffolding required to perform their scope of work.
 28. Monitor and maintain all erosion control standards and described by the SWPPP.
 29. The bidder will not cause disruption or loss of business to businesses immediately adjacent to or in the surrounding area of the site.
 30. Phasing Constraints and Requirements are included.
 31. This contractor shall be responsible for ensuring that his machinery, subcontracted machinery, and machinery being used for deliveries and pick-ups be in a condition when it leaves the jobsite to not have material being tracked on the public roads. Any clean-up labor and/or costs, including street sweeping, to ensure that the roads are kept in a clean and presentable condition to the general public will be this subcontractor's responsibility for his scope of work.
 32. Adequate bracing and/or shoring protection of your work and work areas will be your direct responsibility.
 33. Clean up of all work areas on a daily basis as to where all debris and misc. loose material is either disposed of or kept in an organized manner.
 34. Bidders are to visit the site and will be aware of the logistics and access available for the completion of the bidder's work.
 35. The bidder will make any storage arrangements needed with the Construction Manager prior to mobilizing materials to the site.
 36. Provide a daily report to the Construction Manager to ensure all grant requirements are being followed.
 37. Provide background checks on all individuals who will be working on the site.

ALTERNATES for Bid Package #5:

None



Bid Package #6 – Mechanical

Provide all labor, material, equipment and supervision to complete the Mechanical Package scope of work in accordance with the construction documents and in compliance with all federal, state and local codes, including but not limited to the following:

1. All work to meet plans, specifications, local codes and all governing agencies.
2. If there are any discrepancies between this bid package and the contract documents, the more stringent shall apply.
3. Include any labor and material escalations through the duration of the project.
4. Include full-time supervision for this scope of work.
5. Include Section 3 worker requirements to comply with the State Grant Agreement.
6. Furnish and install gas furnaces in accordance with the mechanical equipment schedule and drawings.
7. Furnish and install condensing units in accordance with the mechanical equipment schedule and drawings.
8. Mechanical contractor will be responsible for laying out and coordinating with concrete contractor for the housekeeping pads needed.
9. Furnish and install thermostats with programmable wireless remote sensor and a lockable transparent plastic security cover.
10. Furnish and install all supply and return diffusers per the drawings. Coordinate the install of these diffusers with the ceiling installation.
11. Furnish all labor, materials, equipment, and services necessary for the proper installation of the HVAC system indicated.
12. Include schedule 40 black steel gas piping of approved U.S.A. manufacture, ASTM A 53. All fittings shall be 125 lb. standard close grain cast iron with heavy bands and cut full tapered threads. Install dirt leg and gas shut-off cock at each piece of gas fired equipment.
13. Furnish and install all duct insulation and liner. All rectangular supply ductwork shall be internally lined with one inch thick, one and one half inch pcf density, fiber glass insulation bonded by a thermosetting resin. Liner shall be installed per manufacturer's recommendations. Any unlined supply duct shall be insulated with 1.0 pcf Knauf duct wrap or approved equal.
14. Furnish and install all flexible ductwork per the drawings. All flexible low-pressure ductwork shall be insulated wire mold type UK that meets UL-181, class 1 requirements. Length of flexible ductwork shall not exceed five feet.
15. Work shall include all labor, services, materials, equipment, and performance of all work required for the installation of mechanical work as shown on the drawings and herein specified.
16. Furnish and install all fittings required for a complete installation.
17. Mechanical contractor shall be responsible for verifying the sizing of the gas service and piping and for the coordination of service by the gas company.
18. Mechanical contractor shall ensure that all mechanical work does not interfere with the installation of other trade contractors work before complete installation.
19. Mechanical contractor shall provide any sleeves necessary to complete this scope of work. Coordinate with other trade contractors.
20. Mechanical contractor shall include any supports needed for the mechanical work and any sealant and caulking of mechanical work.



-
21. Include commissioning of the HVAC systems and controls. Prior to construction, submit a commissioning plan. Post construction, submit a preliminary commissioning report. Final commissioning reports for all HVAC systems shall be delivered to building owner within 90 days of occupancy.
 22. Mechanical contractor is to participate in all sub-coordination meetings as directed by the Construction Manager.

General and Miscellaneous Scope of Work Items

23. Provide all submittals, shop drawings, samples, and warranty certificates.
24. The bidder will provide layout as needed to complete the scope of work.
25. The bidder is responsible for dust control to the satisfaction of the construction manager's superintendent while performing the contract work.
26. The bidder is responsible for all hoisting, rigging, planking and scaffolding required to perform their scope of work.
27. Monitor and maintain all erosion control standards and described by the SWPPP.
28. The bidder will not cause disruption or loss of business to businesses immediately adjacent to or in the surrounding area of the site.
29. Phasing Constraints and Requirements are included.
30. This contractor shall be responsible for ensuring that his machinery, subcontracted machinery, and machinery being used for deliveries and pick-ups be in a condition when it leaves the jobsite to not have material being tracked on the public roads. Any clean-up labor and/or costs, including street sweeping, to ensure that the roads are kept in a clean and presentable condition to the general public will be this subcontractor's responsibility for his scope of work.
31. Adequate bracing and/or shoring protection of your work and work areas will be your direct responsibility.
32. Clean up of all work areas on a daily basis as to where all debris and misc. loose material is either disposed of or kept in an organized manner.
33. Bidders are to visit the site and will be aware of the logistics and access available for the completion of the bidder's work.
34. The bidder will make any storage arrangements needed with the Construction Manager prior to mobilizing materials to the site.
35. Provide a daily report to the Construction Manager to ensure all grant requirements are being followed.
36. Provide background checks on all individuals who will be working on the site.

ALTERNATES for Bid Package #6:

4. ALTERNATE DEDUCT: Deletion of the gas piping to the generator



Bid Package #7 – Electrical

Provide all labor, material, equipment and supervision to complete the Electrical Package scope of work in accordance with the construction documents and in compliance with all federal, state and local codes, including but not limited to the following:

1. All work to meet plans, specifications, local codes and all governing agencies.
2. If there are any discrepancies between this bid package and the contract documents, the more stringent shall apply.
3. Include any labor and material escalations through the duration of the project.
4. Include full-time supervision for this scope of work.
5. Include Section 3 worker requirements to comply with the State Grant Agreement.
6. Demolition of the existing electrical located in the current garage storage shed.
7. Furnish and install pre-cast concrete transformer pad for ComEd.
8. Furnish and install conduits from the new transformer location out to utility pole by the road for ComEd primary cabling.
9. Furnish and install cabinet and fused disconnect switch on the exterior of the new building along with associated conduit for new service from the ComEd transformer.
10. Furnish and install all power and distribution panels in locations shown on the plans along with conduit and wiring for power from the new main distribution panel.
11. Furnish and install all site lighting poles, concrete bases, conduit, and wiring per the drawings.
12. Electrical contractor to include all trenching and backfill needed to complete electrical scope of work.
13. Furnish and install conduit from the IT rack location out to the street easement for tele-com primary cabling.
14. Furnish and install all power wiring devices, backboxes, conduit, and wiring for power from the new panels per the drawings.
15. Furnish and install conduit and wiring for power to mechanical equipment.
16. Furnish and install all interior and exterior light fixtures, exit lights, and EM lights along with all conduit and wiring for power.
17. Electrical contractor to include all standard wall switches and cover plates.
18. Furnish and install all ceiling occupancy sensors and power packs to control the hallway lighting.
19. Furnish and install network cabling infrastructure for the new building per the drawings.
20. Furnish and install security system per the drawings.
21. Furnish and install access control system per the drawings.
22. Furnish and install the natural gas generator per the drawings.
23. Furnish and install conduit and wiring only for electronic door locks on all the doors.
24. Provide an empty conduit from the transformer for a future building as well as an empty conduit for future EV stations.
25. Provide temporary power and lighting.

General and Miscellaneous Scope of Work Items

26. Provide all submittals, shop drawings, samples, and warranty certificates.
27. The bidder will provide layout as needed to complete the scope of work.



-
28. The bidder is responsible for dust control to the satisfaction of the construction manager's superintendent while performing the contract work.
 29. The bidder is responsible for all hoisting, rigging, planking and scaffolding required to perform their scope of work.
 30. Monitor and maintain all erosion control standards and described by the SWPPP.
 31. The bidder will not cause disruption or loss of business to businesses immediately adjacent to or in the surrounding area of the site.
 32. Phasing Constraints and Requirements are included.
 33. This contractor shall be responsible for ensuring that his machinery, subcontracted machinery, and machinery being used for deliveries and pick-ups be in a condition when it leaves the jobsite to not have material being tracked on the public roads. Any clean-up labor and/or costs, including street sweeping, to ensure that the roads are kept in a clean and presentable condition to the general public will be this subcontractor's responsibility for his scope of work.
 34. Adequate bracing and/or shoring protection of your work and work areas will be your direct responsibility.
 35. Clean up of all work areas on a daily basis as to where all debris and misc. loose material is either disposed of or kept in an organized manner.
 36. Bidders are to visit the site and will be aware of the logistics and access available for the completion of the bidder's work.
 37. The bidder will make any storage arrangements needed with the Construction Manager prior to mobilizing materials to the site.
 38. Provide a daily report to the Construction Manager to ensure all grant requirements are being followed.
 39. Provide background checks on all individuals who will be working on the site.

ALTERNATES:

5. ALTERNATE DEDUCT: For the deletion of the full building generator system and automatic transfer switch.
6. ALTERNATE ADD: Include data and wiring and installation beyond rough in.
7. ALTERNATE ADD: Include security and camera system wiring and installation.



CONSTRUCTION PHASE SERVICES

Reporting/Communication:

On a bi-weekly basis prepare a detailed project report updating the City with cost, schedule, safety, quality and other pertinent project facts. Maintain a daily log of construction activities and photographic log of the projects' progress. On a bi-weekly basis, hold an informational meeting with the user groups and other City personnel to provide with an overall update of the projects' progress. Develop and maintain computerized information management systems to monitor costs, requests for information, change order status, submittals and all other project information.

Project Accounting:

On a monthly basis, gather all trade contractor and supplier invoices and summarize overall project billing in a format acceptable to the City. Process payment requests and collect waivers from trade contractors and suppliers. Review, negotiate and recommend action regarding all trade contractor change order requests prior to submission to architect and City for review. Continuously incorporate changes into the overall project budget to maintain an accurate estimate of total project costs. Obtain the required bonds and insurance certificates from all contractors and suppliers.

X. STATEMENT OF QUALIFICATIONS REQUIREMENTS

The Statement of Qualifications should include information regarding the bidder's experience and approach relating to the subsequent design and construction phases of the Project. A candidate firm's submission must include the following:

Letter of Transmittal:

A one-page Letter of Transmittal signed by an owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this bid. The letter must contain a commitment to provide both the services described herein and the personnel proposed for the assignment. The Letter of Transmittal should identify all addenda received by the candidate firm. Joint ventures require signatures from all firms participating in the joint venture.

Executive Summary:

The executive summary is intended to highlight the contents of the submission and to provide the City evaluators with a broad understanding of the candidate firm's technical approach and ability. The executive summary must include, at a minimum, the following information:

- a) Name, address and telephone of firm, including involvement in industry organizations;
- b) Name and title of contact person;

-
- c) Name of officers in firm and an organizational chart;
 - d) Brief history of firm, including the number of years your firm has provided at-risk construction management services to public entities;
 - e) Overview of specific qualifications and projects within the government sector within the past five (5) years;
 - f) Any additional information that the candidate feels is a unique qualification and is of direct benefit to the City; and
 - g) Current levels of insurance and bonding limits.

Project Staffing:

The education, training and qualifications of the proposed project staff including, but not limited to; Principal-in-Charge, Project Executive, Project Manager, and Construction Superintendent for this Project, as well as any additional staffing you believe would be required for this project. Describe total experience in construction management of each of the proposed Project Team Members. Note separately projects performed by personnel while with another firm and/or organization.

Experience and References:

Provide four (4) to six (6) educational client references for which you have performed projects within the last five (5) years. Additionally, please provide at least one (1) educational client reference for which you have managed a project with at least seven (7) government entities. Please provide the dollar value of the project, the scope of the project (including the size of the project in square feet and the nature of the services provided), whether the project was on-time and on budget, the name of the architect on the project, with contact information for the architect.

If the project was not completed on-time and or within budget, please explain the reasons for such.

List all construction at-risk projects that your firm is currently involved with, and the estimated value of each. Include state of completion and contact person. List five (5) contractor references with whom your organization has worked with in the past twelve (12) months. Submit company name, contact person, and phone number.

Service Offerings/Approaches:

- a) Discuss your firm's approach to site safety and criminal background checks.
- b) Describe your firm's plan for screening employees who will work on the various portions of the job.
- c) Describe your firm's handling of "change orders" during construction.
- d) Describe your firm's handling of "cash allowances" included in the contractor's bid.
- e) Describe your firm's familiarity with State and Federal Grants.
- f) Describe how your firm provides cost estimates, including outlining the phases of the project and detail of the work. Discuss the approach to cost reduction at

various points in the design, bidding, and construction process. Provide an example of proposed cost reduction developed on a recent project during the preconstruction phase.

- g) How does your firm schedule a project from the earliest conceptual stages through construction? How does your firm maintain project schedules? Explain your firm's approach in providing fast track or accelerated construction.
- h) Describe your firm's approach to integrating quality assurance during the preconstruction phase and maintaining quality assurance during the construction phase.
- i) Describe your firm's approach to close-out, equipment start-up and follow-up on construction related issues including warranty.
- j) Describe your firm's approach to sustainable construction methods, including; LEED Projects and LEED AP on staff.

Litigation and Ethics Information:

List any current or concluded litigation (including arbitration and mediation) involving your company and construction projects within the past five (5). Describe your company's involvement in the matter and the outcome of the matter, if concluded. Additionally, provide details of any criminal investigations into your company, including matters that did not result in the filing of criminal charges.

Compensation:

Describe your fee structure in detail, including the following information:

- a) Staff hourly rates for all project staff;
- b) Typical general conditions cost structure;
- c) Professional fee;
- d) Insurance (specifically address whether you will require payment and performance bonds for the first-tier trade contractors and the estimated cost of such bonds as a percent of the Cost of the Work);
- e) Builders risk insurance; and
- f) Allowances that may be included in trade packages for bidding.

Representative Sample Work Products:

The Statement of Qualifications should also include a recent representative sample work product. This would include a project schedule, phasing and site logistics plan, cost estimate, construction manager bid documents, and a construction phase financial report.

Reservation of Rights

The City of Kankakee reserves sole and plenary discretion in the evaluation of all bids, and in the award of the contract. The City will not pay any costs incurred by the prospective construction managers for preparing or submitting a proposal. The City reserves the right to modify or cancel, in part or in its entirety, this bid. This bid does not commit the City of Kankakee to enter into a contract. The City reserves the right to award one, or no contract, in response to this bid.



**ATTACHMENT A
NON-COLLUSION AFFIDAVIT
City of Kankakee**

STATE OF ILLINOIS

SS:

_____ COUNTY

The undersigned vendor or agent, being duly sworn, on oath says that s(he) has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this proposal is made without reference to any other bid or proposal and without any agreement, understanding or combination with any other person in reference to such proposal.

S(he) further states that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value resulting from such sale.

Vendor of Agent

For _____ Firm or
Corporation

Subscribed and sworn to before me on this _____ day of _____, 20___. My

commission expires:

Signature:

Notary Public CERTIFICATION

The Bidder hereby certifies that the bidder is not barred from entering into this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of ILCS Chapter 720, Section 5/33E-6, as amended.

Signature:

My commission expires: _____



ATTACHMENT B
NON-COLLUSION AFFIDAVIT OF SUBCONTRACTORS
City of Kankakee

STATE OF ILLINOIS

SS:

_____ COUNTY

The undersigned vendor or agent, being duly sworn, on oath says that s(he) has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this proposal is made without reference to any other bid or proposal and without any agreement, understanding or combination with any other person in reference to such proposal.

S(he) further states that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value resulting from such sale.

Vendor of Agent

For _____
Firm or Corporation

Subscribed and sworn to before me on this _____ day of _____, 20__.

My commission expires:

Signature:

Notary Public

CERTIFICATION

The Bidder hereby certifies that the bidder is not barred from entering into this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of ILCS Chapter 720, Section 5/33E-6, as amended.

Signature:

My commission expires: _____



ATTACHMENT C

CITY OF KANKAKEE PROJECT QUALIFICATION FORM

Per the City of Kankakee, a responsible vendor is defined by meeting the following criteria and is able to submit evidence of such compliance. By signing this required form, the undersigned agrees that said vendor is responsible as defined below.

PREVAILING WAGE

By signing below, the contractor shall comply with the present Prevailing Wage Act (820 ILCS 130) which provides that no less than the prevailing rate of wages, as founded by the Department of Labor, shall be paid to all laborers, workmen and mechanics performing work on this contract. The most current list of prevailing wages can be obtained without charge by writing the Conciliation Mediation Service, Illinois Department of Labor, 705 Stratton Office Building, Springfield, Illinois 62706 or by visiting their website at this link: <https://labor.illinois.gov/complaints>.

SEXUAL HARASSMENT

By signing below, Construction Manager certifies that it has complied with the requirement of 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract.

DRUG FREE WORKPLACE

By signing below, Construction Manager, having 25 employees or more, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

NON-DISCRIMINATION AFFIRMATION

By signing below, Construction Managers must assure that all persons employed by the Construction Manager, and all applicants for such employment, will not be discriminated against because of their race, religion, nationality, gender, disability, physical characteristics or sexual orientation. Construction Manager must also comply with all rules and regulations of the Illinois Department of Human Rights, Illinois Human Rights Commission and the Equal Employment Opportunity Commission.



PROJECT QUALIFICATION FORM

CONFLICT OF INTEREST

By signing below, The Bidder certifies that it is in accordance with the City Code, and the Public Officer Prohibited Activities Act, 50 ILCS 105/0.01 et seq., no City Council member or City of Kankakee employee shall be directly or indirectly involved or own an interest in any contract, work, or business of the City, or in the sale of any article by or to the City.

Signed: _____

Name (printed): _____

Title: _____

Company Name: _____

Address: _____

Telephone Number: _____

Date: _____



ATTACHMENT D

DIVISION 0 – BIDDING AND CONTRACT REQUIREMENTS

Section 004100 – Bid Form



BID FORM

Bid To: **City of Kankakee**
 304 S. Indiana Ave.
 Kankakee, IL 60901

Bidder Name: _____

Contact: _____

Address: _____

Telephone: _____

Fax: _____

Project: **Harbor House Program Facility**
Address: **2391 East Court Street**
 Kankakee, IL 60901

I acknowledge receipt of the following Addenda:

No. _____ Date _____

No. _____ Date _____

No. _____ Date _____



DIVISION 0 – BIDDING AND CONTRACT REQUIREMENTS
Section 004100 – Bid Form

I agree to the following:

- A. To hold this Bid open until sixty (60) calendar days after the date of Bid Opening. Enclosed with this Bid Form is my bid guarantee (minimum of 10% of the base bid).
- B. I have examined the site conditions and all contract documents.
- C. To enter into and execute a contract with PSI General Contractor Inc if awarded on the basis of this Bid.
- D. To accomplish the work in accordance with the contract and construction documents.
- E. Totally complete the work by the date in the "Time Schedule."
- F. To provide full coordination and supervision of all subcontractors, suppliers, expedite work, management of payment requests and general administration of project.
- G. To provide supervision and responsibility for all safety on, in and around the construction site at all times.

Bid Package No.: _____

Bid Package Description: _____

Base Bid: _____

Alternate #1 (Glazing): _____

Alternate #2 (Acoustical Ceiling): _____

Alternate #3 (Fire Protection): _____

Alternate #4 (Mechanical): _____

Alternate #5 (Electrical): _____

Alternate #6 (Electrical): _____

Alternate #7 (Electrical): _____

Voluntary Alternate: _____

Voluntary Alternate: _____



DIVISION 0 – BIDDING AND CONTRACT REQUIREMENTS

Section 004100 – Bid Form

If an Individual:

Signature of Bidder: _____

Name of Individual: _____

_____ (Seal)

If a Corporation / Co-Partnership:

Signature of Bidder: _____

State of Corporation: _____

Signature of Officer: _____

Name of Individual: _____

President: _____

Treasurer: _____

Attest _____
Signature of Secretary

_____ (Seal)



**Bid To: City of Kankakee
304 S. Indiana Ave.
Kankakee, IL 60901**

CONTRACTOR'S BID RIGGING CERTIFICATION

PURSUANT TO CH. 38, SECTION 33E-11, 1987 ILL. REV. STAT AS AMENDED

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

(Description of item(s) bid)

Hereby certify that the bidding party/contracting party is not barred from bidding on the contract as a result of a violation of either Section 33E-3 or Section 33E-4 of Chapter 38, Ill. Rev. Stat., as amended.

Bidder/Contractor: _____

Signed: _____

Printed Signature: _____

Title: _____

Attest (if a corporation): _____

Title: _____

Dated: _____



**Bid To: City of Kankakee
304 S. Indiana Ave.
Kankakee, IL 60901**

CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT

(Bidder), _____

Having fewer than 25 employees, does hereby certify that it is not subject to the requirements of Section 3 of the Illinois Drug-Free Workplace Act (Ill. Rev. Stat., ch. 127, par. 132.313).

_____ having 25 or more employees, does hereby certify

pursuant to Section 3 of the Illinois Drug-Free Workplace Act (Ill. Rev. Stat., ch. 127, par. 132.313) that the Bidder shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, the Bidder is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

Firm Name: _____

By: _____
Authorized Agent of Contractor

Subscribed and sworn to before me this _____

Day of _____, 2026.

Notary Public



Bid To: City of Kankakee
304 S. Indiana Ave.
Kankakee, IL 60901

PUBLIC CONTRACTORS – WRITTEN SEXUAL HARASSMENT POLICY

_____, (“Contractor”),
(Name of Contractor),

having submitted a bid/proposal for _____ to
(General description of item(s) bid on)

<Owner> hereby certifies that said Contractor has a Written Sexual Harassment Policy in place in full compliance with 775 ILSC 5/2-105(A) (4). <Owner> confirms that it is in compliance with statute.

Firm Name: _____

By: _____
Authorized Agent of Contractor

Subscribed and sworn to before me this _____
Day of _____, 2026.

Notary Public

END 00 41 00

Owners Name: City of Kankakee
Project Name: HH Shelter
Locations: 2391 E Court St., Kankakee, IL 60901

Firm Name: _____ Date: _____



ATTACHMENT E

Harbor House Shelter Project Schedule

City of Kankakee

Bidding and procurement phase	October 2025 – February 2026
Construction phase	October 2025 – August 2026
Substantial completion	First week of September 2026
Final Completion	October 2026

Attachment F

Section 3 Clause

All Section 3 covered contracts shall include the following clause (referred to as the Section 3 Clause):

A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3), contributes to the establishment of stronger, more sustainable communities by ensuring that employment and other economic opportunities generated by Federal financial assistance for housing and community development programs are, to the greatest extent feasible, directed toward low- and very low income persons, particularly those who receive Federal financial assistance for housing and those residing in communities where the financial assistance is expended.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 75, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 75 regulations.

C. The contractor agrees to send to each labor organization or representative or workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The Contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 75. The Contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 75.

E. The Contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the Contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 75.

F. Noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of this Contract for default, and debarment or suspension from future HUD assisted contracts.



Attachment G

Section 3

NOTICE TO CITIZENS IN THE CITY OF KANKAKEE, IL AND COUNTY OF KANKAKEE OPPORTUNITY FOR WORK

The City of Kankakee has received \$2 million in Community Development Block Grant funding from the Illinois Department of Commerce and Economic Opportunity to complete the following project in the City of Kankakee, IL.

Project Description: The construction work is part of a building expansion at 2391 East Court St. that includes plumbing, electrical, mechanical, and fire protection projects.

This grant will provide the City of Kankakee the opportunity to search for eligible local citizens interested in participating in the project. Section 3 of the Housing and Urban Development Act of 1968, as amended through 1994, provides that to the greatest extent feasible, preference for economic opportunities will be given to citizens in Kankakee who are determined to be low- and very low-income individuals. A low- and very low-income individual can be calculated by documenting household income of less than 80 percent of the county median income. Opportunities such as job training and employment that arise through this Community Development Block Grant project will be directed toward City/County residents. A Section 3 business concern can be eligible for a Section 3 contract as awarded in connection with CDBG projects if they meet at least one of the following criteria, documented within the last six-month period: • It is at least 51 percent owned and controlled by low- or very low-income persons; • Over seventy-five (75) percent of the labor hours performed by the business are performed by low- or very low-income persons; or • It is a business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing. Section 3 requirements apply to the Community as a grantee, if the project activity is more than \$200,000 in funding from housing and community development financial assistance programs. If you wish to determine if you qualify or have an interest in serving as a subcontractor for this project, please contact Owen Starr from PSI, Construction at 815.932.4194.

If you are interested in job training or other employment resources, please contact: Office of Employment & Training Illinois Department of Commerce and Economic Opportunity 217.785.6006 workforce@illinois.gov <https://www.illinoisworknet.com/>



CDBG Grant # _____

Grantee Name _____

ATTACHMENT H - INTENT TO COMPLY WITH SECTION 3 REQUIREMENTS

(To be provided with procurement documents and returned with all submitted bids)

Section 3 of the Housing and Urban Development Act of 1968 [12 U.S.C. 1701u and 24 CFR Part 75] is HUD's legislative directive for ensuring that economic opportunities resulting from HUD financial assistance, including employment, job training, and contracting are, to the greatest extent feasible, directed to low- and very low-income persons. The regulations seek to ensure that public housing residents and low- and very low- income persons, and the businesses that employ these individuals, are notified about the expenditure of HUD funds in their community and encouraged to seek opportunities, if created.

A Section 3 Worker is defined as any worker who currently fits or when hired within the past five years fit at least one of the following categories, as documented:

1. The worker's income for the previous or annualized calendar year is below the applicable income limit established by HUD;
2. The worker is employed by a Section 3 Business Concern; or
3. The worker is a YouthBuild participant.

A Targeted Section 3 Worker is defined as a Section 3 worker who fits one of the following categories:

1. a worker employed by a Section 3 business concern; or
2. a worker who currently fits or when hired fit at least one of the following categories, as documented within the past five years:
 - a. Living within one mile of the project, or if fewer than 5,000 people live within one mile of the project, within a circle centered on the project that is sufficient to encompass a population of 5,000 people; or
 - b. a YouthBuild participant

A Section 3 Business Concern is defined as a business in which:

1. At least 51% owned by low- or very low-income persons;
2. Over 75 percent of the labor hours performed for the business over the prior three- month period are performed by Section 3 workers; or
3. At least 51% owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing

Note: If your business meets the definition of a Section 3 business, you are encouraged to register as a Section 3 Business through HUD's Business

Registry here: <https://portalapps.hud.gov/Sec3BusReg/BRegistry/RegisterBusiness>



Businesses who self-certify that they meet one of the regulatory definitions of a Section 3 Business Concern will be included in a searchable online database. The database can be used by agencies that receive HUD funds, developers, contractors, and others to facilitate the award of covered construction and non-construction contracts to Section 3 Business Concerns.

Please complete the following:

1. If awarded a contract for this CDBG funded project, do you anticipate being able to determine employees' hourly wages and addresses?
Yes ☐ No ☐

If yes, please estimate the number of hours to be completed on the project by all workers: _____
2. Is your business a Section 3 Business? Yes ☐ No ☐
3. Is the bidder willing to consider hiring Section 3 Workers for future employment opportunities that are a direct result of this CDBG funded project?
Yes ☐ No ☐
4. Is the bidder willing to consider subcontracting with Section 3 Businesses for this project? Yes ☐ No ☐
5. Is the bidder willing to provide information on hours worked by Section 3 Workers and Targeted Section 3 Workers on this project?
Yes ☐ No ☐

Signature needed on next page.



I understand and certify that this contracting opportunity is subject to HUD Section 3 requirements (24 CFR Part 75). I have read and understand the Section 3 requirements as generally described above and presented in the Section 3 contract language included in the procurement documents for this project. If awarded a contract, the business commits to following Section 3 requirements, as they apply to this project. If awarded a contract for this project, the business agrees to provide reports to City of Kankakee on Section 3 efforts and accomplishments.

Name of Contractor/Subcontractor

Address

Printed Name

Title

Signature

Date



Attachment I

CERTIFICATION OF BIDDER REGARDING SECTION 3 AND SEGREGATED FACILITIES

Name of Prime Contractor

Project Name and Number

The undersigned hereby certifies that

- a. Section 3 provisions are included in the Contract
- b. An "Intent to Comply with Section 3" was certified and submitted as part of the bid proceedings.
- c. No segregated facilities will be maintained, as required by Title IV of the Civil Rights Act of 1964.

Signer Name _____

Title _____

SIGNATURE

DATE



Attachment J

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we the undersigned, _____ as PRINCIPAL, AND _____, as SURETY are held and firmly bound unto _____ hereinafter called the Local Public Agency in the penal sum of _____ Dollars, (\$ _____), lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that Whereas the Principal has submitted the Accompanying Bid, dated _____, _____, for _____.

NOW, THEREFORE, if the Principal shall not withdraw said Bid within the period specified therein after the opening of the same, or, if no period be specified, within thirty (30) days after the said opening, and shall within the period specified therefore, or if no period specified, within ten (10) days after the prescribed forms are presented to him for signature, enter into a written Contract with the Local Public Agency in accordance with the Bid as accepted, and give bond with good and sufficient surety or sureties, as may be required, for the faithful performance and proper fulfillment of such contract; or in the event of the withdrawal of said Bid within the period specified, or the failure to enter into such Contract and give such bond within the time specified, if the Principal shall pay the Local Public Agency the difference between the amount specified in said Bid and the amount for which the Local Public Agency may procure the required work or supplies or both, if the latter be in excess of the former, then the above obligation shall be void and of no effect, otherwise to remain in full force and virtue.



CERTIFICATE AS TO CORPORATE PRINCIPAL

I, _____, certify that I am the _____,
_____, Secretary of the Corporation named as Principal in the within
bond; that _____, who signed the said bond on behalf of the Principal was
then _____ of said corporation; that I know his signature,
and his signature thereto is genuine; and that said bond was duly signed, sealed, and attested to
for and in behalf of said corporation by authority of this governing body.

Title _____ Corporate
Seal

2. Power-of-attorney for person signing for surety company must be attached to bond.