

**ROOFING & GUTTER REPLACEMENT
ADMINISTRATIVE OFFICES**

CUBA TOWNSHIP

28000 W. CUBA ROAD • BARRINGTON, ILLINOIS

**SUPERVISOR
CLERK
ASSESSOR
HIGHWAY COMMISSIONER**

**Christopher Karam
Heidi N. Shannon
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TOWN TRUSTEES

**Jill Talbot
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**J. Michael De Lapp & Associates
architects
Barrington, Illinois**



INDEX

DESCRIPTION	PAGES
Invitation to Bid	1
Instructions to Bidders	6
Form of Proposal	3
Non-Collusion Affidavit	1
EEO Certificate	1
Supplementary General Conditions	6
Payment Request Forms (A.I.A. Document G702 & G703)	2
Instruction Sheet (A.I.A. Document G702 & G703)	1
Change Order Form, A.I.A. Document G701	1
Roof Plan	1
Fiberglass Shingles	2
Gutters & Downspouts	2

INVITATION TO BID

Roofing & Gutter Downspout Replacement

Cuba Township Office, 28000 W. Cuba Road, Barrington, will receive sealed bids up to Wednesday, November 22, 2023, at 1:00 PM, at the Office of the Town Clerk and shall be addressed as follows:

Roofing & Gutter / Downspout Replacement - Administrative Offices
Cuba Township
28000 W. Cuba Road
Barrington, Illinois 60010

Bids will be opened thereafter by the Township Clerk or her designee, and read out loud at the Cuba Township Office at 28000 W. Cuba Road in Barrington, at 1:15 PM, on Wednesday, November 22, 2023.

Proposed form of contract documents, including plans and specifications are available at the Cuba Township offices, 28000 W. Cuba Road, Barrington, Illinois, 60010, and are available on the Cuba Township website at <https://cubatwpil.gov>.

The Contractor shall be required to comply with all Illinois statutory requirements and Federal requirements regarding labor wages and equal employment opportunity.

All proposals submitted shall remain firm for a period of sixty (60) days after the opening of the bids.

The Township has determined the work is subject to the Illinois Prevailing Wage Act and the successful contractor shall pay and require all subcontractors to pay the prevailing rates of wages as established by the Illinois Department of Labor. The prevailing rates of wages may be found at: <http://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/Rates.aspx>.

Cuba Township reserves the right to reject any or all bids or to waive any informalities in the bidding. No bid shall be withdrawn for a period of forty-five (45) days subsequent to the opening of bids without the consent of Cuba Township

Heidi N. Shannon
Clerk

INSTRUCTIONS TO BIDDERS

1. GENERAL

1.01 SCOPE

A. Work is located at the existing Cuba Township Administrative Offices, 28000 W. Cuba Road, Barrington, Illinois. (See Project Location Map on drawing)

B. All work detailed in the Specifications entitled:

**Roofing & Gutter/Downspout Replacement
Administrative Offices**

1.02 BIDDER'S KNOWLEDGE

A. Be familiar with specifications and conditions which affect construction.

B. Make a personal examination of project and physical conditions affecting work.

1.03. BIDDER'S QUALIFICATIONS

The OWNER, at any time, may request to receive the following:

A. Personnel and facilities: If requested, satisfy OWNER as to integrity, equipment, personnel and financial ability to perform work.

B. Business Entity: Indicate on Proposal whether bidder is an individual, partnership, corporation or other business entity.

C. Experience: If requested, submit list of projects of a similar nature, completed by bidder, identified as to project owner, location, approximate date of construction, and value of construction performed by bidder.

2 BIDDING

2.01 METHOD OF BIDDING

A. Proposals must be made upon the form provided, and submitted in a sealed envelope and marked with the bidder's name and return address and with the words, "Proposal for Roofing & Gutter/Downspout Replacement", clearly marked on the envelope and shall be addressed to:

Cuba Township
28000 W. Cuba Road
Barrington, Illinois 60010
ATTN: Heidi N. Shannon, Clerk

- B. Bids shall be delivered to the Cuba Township address on or before:
Wednesday, November 22, 2023 at 1:00 PM

2.02. EVALUATION OF BIDS

A. OWNER may consider such factors as bid price, time of completion of work, experience and responsibility of bidder, and similar factors in determining which bid it deems to be in its best interest.

B. OWNER may reject any or all bids and waive or not waive any informalities or to accept any proposal considered to be in the best interest of the OWNER.

C. No proposal will be entertained which is not based upon the complete CONTRACT DOCUMENTS consisting of the following:

INVITATION TO BID
INSTRUCTIONS TO BIDDERS
FORM OF PROPOSAL
SUPPLEMENTARY GENERAL CONDITIONS
STATEMENT OF NON-COLLUSION
ANY OR ARCHITECTS WRITTEN INSTRUCTIONS IN THE FORM OF
ADDENDUM ISSUED DURING THE BIDDING PERIOD.

D. Proposals may be rejected by the Owner as informal, unless signed in by the Bidder, or his authorized agent, and unless all dates, items and amounts called for in the Form of Proposal are furnished.

2.03 BIDDER'S CERTIFICATE

All bidders shall complete and submit an Affidavit of Non-Collusion, included herein.

2.04 TAXES

Contractor to omit cost of all State and Federal Taxes of labor, material and equipment as the Owner is a tax-exempt body.

3. CONTRACT

3.01 EXECUTION OF CONTRACT

A. Successful bidder shall, within fifteen (15) calendar days after award of Contract enter into written Contract with the Owner, using the A.I.A. Document A101, Standard Form of Agreement, most recent edition, Between Owner and Contractor included herein or other Form of Contract approved by Cuba Township.

B. Contract, when executed, shall be deemed to include entire agreement between parties; CONTRACTOR shall not claim any modification resulting from representation of promise made by representatives of OWNER or other persons.

C. In addition to performance and payment bonds, it required, a written warranty for one (1) year from the date of FINAL COMPLETION for all construction shall be provided to the OWNER along with the Shingle Warranty.

D. Successful bidder shall provide the OWNER with a certificate of insurance at the time of contract execution showing at least the minimum insurance required. Cuba Township, and the Architect shall be named as co-insureds.

4. COMMENCEMENT OF WORK

4.01 PERMITS

Work will not be started until all applicable State and Local permits have been obtained. The CONTRACTOR shall be required to obtain the following permits and pay all costs as may be required.

4.02 BIDDER'S DUTIES

A. Bidders are required to inform themselves fully of the conditions relating to construction and labor under which the work will be performed. The CONTRACTOR must employ, insofar as possible, such methods and means in carrying out the work as will not cause any interruption or any interference with any other Contract. Bidders are required to inform themselves fully of the conditions relating to prevailing predetermined labor rates and the applicable laws relating thereto, and shall be governed thereby.

B. If any person contemplating submitting a bid for the proposed contract is in doubt as to the true meaning of any part of the Drawings, Specifications or other contract documents, he may submit to the ARCHITECT a written request for an interpretation thereof. The person submitting request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made by addendum duly issued and a copy of such addendum be mailed or delivered to each person receiving a set of documents. The OWNER will not be responsible for any other explanation or interpretation of the proposed documents.

C. Proposals which are signed for a Corporation should have the correct corporate name thereof and the signature of the President or other authorized officer of the Corporation. If such proposal is signed by an official other than the President, authority of such to sign

the proposal shall be attached to it. Such Proposal also should bear the attesting signature of the Secretary of the Corporation, and the impression of the Corporate Seal.

D. The Drawings, Specifications and other documents furnished for estimating purposes are the property of the Owner, and must be returned to Owner.

E. The Bidder will be required to estimate the calendar days necessary to complete the work. Actual construction must be started immediately following the award and signing of the contracts, or as soon thereafter as permitted by the progress of the work, and shall be carried on continuously thereafter until complete, except on written order from the Architect or Owner.

4.03 SITE INVESTIGATION

The CONTRACTOR acknowledges that he has investigated and satisfied himself as to the conditions affecting the work, including - but not restricted to - those bearing upon transportation, disposal, handling and storage of materials, availability of labor, water, electrical power, roads and uncertainties of weather, and similar physical conditions at the site, the conformation and conditions of the ground, the character of equipment and facilities needed preliminary to and during, prosecution of the work. The CONTRACTOR further acknowledges that he has satisfied himself as to the character, quality and quantity of surface and subsurface materials or obstacles to be encountered, insofar as this information is available from an inspection of the site, information presented in the Drawings and Specifications made a part of this contract, the character and extent of existing work within or adjacent thereto, and any other work being performed thereon at the time of the submission of the bid. Any information made available to the ARCHITECT or OWNER shall in no way be construed or interpreted as positive representation of the subsurface or surface conditions, the character and extent of existing work, or the adequacy of the plans and specifications.

5. AWARD OF CONTRACT

5.01 OWNER'S RIGHTS

A. The OWNER reserves the right to award the Contract based on the bid which is in the best interest of the OWNER

B. The OWNER reserves the right to reject any and all bids.

5.02 BASIS OF AWARD

The basis of award of the Contract will be to the responsible low bidder.

5.03. PREVAILING WAGE PROVISIONS

Attention is called to the requirement that not less than the prevailing rate of wages as found by the OWNER or Department of Labor or determined by the court in review shall

be paid to all laborers, workmen, and mechanics performing work under this contract.

All CONTRACTORS and Subcontractors engaged in any part of the project must comply with these provisions and the cost of doing so must be included in the bid as not extra payment on account of this provision of the law will be allowed.

5.04. EQUAL EMPLOYMENT OPPORTUNITY

A. In the event of the CONTRACTOR'S non-compliance with any provision of this Equal Employment Opportunity Clause, the Illinois Fair Employment Practices Act of the Fair Employment Practices Commission's Rules and Regulations for Public Contracts, the CONTRACTOR may be declared non-responsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the Contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed, or remedies invoked, as provided by statute or regulation.

B. During the performance of the Contract, the CONTRACTOR agrees as follows:

1. That Bidder will not discriminate against any employee or applicant for employment because of race, color, religion, sex national origin or ancestry; and further, that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.

2. If the Bidder hires additional employees in order to perform this Contract, or any portion thereof, it will determine the availability (in accordance with the Commissions' Rules and Regulations for Public Contracts) of minorities and women in the area from which it may reasonably recruit, and it will hire from each job classification for which employees are hired in such a way that minorities and women are not underutilized.

3. That in all solicitations or advertisements for employees placed by the Bidder or on its behalf, the Bidder will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, national origin or ancestry.

4. That the Bidder will send to each labor organization or representative of workers with which he has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the CONTRACTOR'S obligation under the Illinois Fair Employment Practice Act and the Commission's Rules and Regulations for Public Contract. If any such labor organization or representative fails or refuses to cooperate with the CONTRACTOR in the Bidders efforts to comply with such Act and Rules and Regulations, the CONTRACTOR will promptly so notify the Illinois Fair Employment Practices Commission and the contracting agency and will recruit employees from other sources when necessary to fulfill the Bidder's obligations thereunder.

5. That the Bidder will submit reports as required by the Illinois Fair Employment Practices Commission's Rules and Regulations for Public Contracts, furnish all relevant

information as may from time to time be requested by the Commission of the contact agency, and in all respects comply with the Illinois Fair Employment Practice Act and the Commission's Rules and Regulations for Public Contracts.

6. That the Bidder will permit access to all relevant books, records, accounts and work site by personnel of the contacting agency and the Illinois Fair Employment Practices Commission for purposes of investigation to ascertain compliance with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.

7. That the Bidder will include verbatim or by reference the provisions of Paragraphs 1 through 7 of this clause in every performance subcontracts as defined in Section 21 0(b) of the Commission's Rules and Regulations for Public Contract so that such provisions will be binding upon every such subcontractor; and that it will also include the provisions of paragraphs 1, 5, 6, and 7 in every supply subcontract as defined in Section 21 0(a) of the Commission's Rules and Regulations for Public Contracts so that such provisions will be binding upon every subcontractor.

8. In the same manner as with other provisions of the Contract, the CONTRACTOR will be liable for compliance with applicable provisions of this clause by all its subcontractors; and further it will promptly notify the contracting agency and the Illinois Fair Employment Practices Commission in the event any subcontractor fails or refuses to comply herewith. In addition, no CONTRACTOR will utilize any subcontractor declared by the Commission to be non-responsible and therefore ineligible for contracts or subcontract with the State of Illinois or any of its political subdivisions or municipal corporations.

J. MICHAEL DE LAPP & ASSOCIATES, ARCHITECT
266 W. Lake Shore Drive
Barrington, Illinois 60010

FORM OF PROPOSAL

Submitted by: _____

Date: _____

TO: Christopher Karam, Supervisor
Cuba Township
28000 W. Cuba Road
Barrington, Illinois 60010

RE: Roofing & Gutter/Downspout Replacement
Administrative Offices

The undersigned having carefully examined the Contract Documents consisting of the following:

PROJECT MANUAL
SPECIFICATIONS
ADDENDUM (if published)

All as prepared by J. Michael De Lapp, Architect which Contract Documents form a component of this proposal, and having examined the site and conditions affecting the work, proposes to furnish all labor and materials required for the Complete Work as indicated in the several areas of work.

In accordance with Project Manual and Specifications for Complete Work as dated November 5, 2023

BASE PROPOSAL- ROOFING:

FOR THE SUM OF: _____

ALTERNATE No 1 (Additive)

For any deck repairs or replacement per 4' x 8' sheet of 1/2" or 5/8" plywood to match existing decking.

FOR THE SUM OF _____

-

BASE PROPOSAL - GUTTERS & DOWNSPOUTS

Removal and Replacement of existing gutters and downspouts:

FOR THE SUM OF _____

ALTERNATE No 3 (Additive)

For replacement of any damaged or rotted fascia board at a Time and Material per Board Feet charge of:

FOR THE SUM OF _____

The Owner reserves the right to accept or reject any or all of the above proposals.

The undersigned will execute a Contract for the above stated compensation within ten (10) days after receipt of written notice of award of such Contract, and will furnish an acceptable Performance Bond, if so directed by the Owner, who will pay for the cost of bond.

The following Addenda to the Specifications (if any) are hereby acknowledged, and are included in this Proposal as submitted:

Addendum No.

Date Received

IF AN INDIVIDUAL;

Signature of Bidder: _____

Doing Business as: _____

Business Address: _____

City: _____ State: _____

IF A CO-PARTNERSHIP:

Name of Firm: _____

Signed By: _____

Business Address: _____

City: _____ State: _____

IF A CORPORATION:

Corporation Name: _____

A Corporation in the State of: _____

Business Address: _____

City: _____ State: _____

Officers:

President: _____

Secretary: _____

Treasurer: _____

Attest: _____
(Secretary)

NON-COLLUSION AFFIDAVIT

State of _____
County of _____

_____, being first duly sworn, deposes and says:

That he/she is _____
(a partner or officer of the firm of, etc.)

The party makes the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly, or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement of collusion or communication or conference with any person, to fix the bid price of affiant of any other bidder, or to fix any overhead, profit or cost element or said bid price, or of that of any other bidder, or to secure any advantage against CUBA TOWNSHIP, or any person interested in the proposed contract; and that all statements in the said proposal or bid are true.

Signature of Bidder
(if Bidder is an individual)

Signature of Bidder
(if Bidder is a partnership)

Signature of Bidder
(if Bidder is a Corporation)

Scribed and sworn to before me this

_____ day of _____, 2023

My Commission expires _____, 2023

EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE CERTIFICATE

As used in this certificate the 'subcontract' include the term 'purchase order' and all other agreements effectuating purchase of supplies or services. If this certificate is submitted as part of a bid or proposal the term 'Seller' shall be deemed to refer to the Bidder or Officer, or Subcontractor or Supplier. This certificate shall be renewed annually, Notwithstanding the foregoing, the certifications made herein shall remain applicable until completion of all nonexempt contracts/subcontracts awarded while this certificates is in effect.

The undersigned seller certifies the following to **CUBA TOWNSHIP**.

CERTIFICATION OF NONSEGREGATED FACILITIES: Seller certifies that it does not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not permit its employees to perform their services at any location, under its control where segregated facilities are maintained. Contractor certifies further that it will not maintain or provide for its employee any segregated facilities at any of its establishments and that it will not permit its employees to perform their services at any location, under its control where segregated facilities are maintained. Seller agrees that a breach of this certification is a violation of the Equal Opportunity Clause in this certificate. As used in this certification, the term 'segregated facilities' means any waiting rooms, work area, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis or race, color, religion, or national origin because of habit, local custom or otherwise. Contractor further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) it will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions for the Equal Opportunity Clause; that it will retain such certifications in its files; and that it will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have submitted identical certifications for specific time periods); **NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT FOR CERTIFICATIONS OF NONSEGREGATED FACILITIES.** A certification on Nonsegregated Facilities, as required by Section 60-1.8 of Title 41 of the Code of Federal Regulations, must be submitted prior to the award of a subcontract exceeding \$10,000 which is not exempt from the provision of the Equal Opportunity Clause. (Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001).

AFFIRMATIVE ACTION COMPLIANCE PROGRAM: Prior to 120 days after receipt of any subcontract in the amount of \$50,000 or more from the Buyer, if it has 50 or more employees and is not otherwise exempt under 41 C.F. R Part 60-1 .40. Seller will also require its lower-tier subcontractors who have 50 or more employees and receive a subcontract of \$50,000 or more and who are not otherwise exempt under 41 C.F.R. Part 60-1 to establish written affirmative action compliance programs in accordance with 41 C.F.R Sec 60- 1.40

Seller certifies that it is not currently in receipt of any outstanding letters of deficiencies, show cause, probable cause, or other such notification of noncompliance with EEO regulations.

Executed this _____ day of 2023 by:

Firm Name: _____

By: _____

Title: _____

SUPPLEMENTARY GENERAL CONDITIONS

1. GENERAL CONDITIONS:

The General Conditions of the Contract for Construction - A.I.A. General Conditions of the Contract for Construction 2017 Edition, are part of this Contract and are modified by these Supplementary General Conditions and apply to each division of work.

2. SCOPE OF WORK:

Contractor shall provide all labor, materials equipment, transportation, and incidentals, to properly complete finished project as indicated on plans and under each division of the specifications.

3. EXAMINATION OF SITE:

Prior to submitting bids, Contractor shall examine site. No allowance will be made for lack of full knowledge of all conditions.

4. TAXES:

Contractor to **OMIT** cost of all State and Federal Taxes of labor, material and equipment.

5. DRAWINGS AND SPECIFICATIONS:

Titles and divisions of this Specification are for convenience only. No responsibility is assumed by the Architect for omissions or duplications by Contractors due to arrangement of matter in Construction Documents.

6. PERMITS AND FEES:

General Contractor to secure and pay for all required permits, licenses and inspections and deliver certificates of inspection to the Owner. The Cost of permits to be a direct reimbursable expense.

7. PROTECTION:

Contractor shall be in position of independent contractor regarding requirements and provisions of the law and shall assume all liability and shall hold Owner and Architect harmless from all damages and liabilities for injury or death to any person or persons on or about the premises while working under this Contract.

8. CONTRACTORS'S INSURANCE:

A. The limits of liability for the insurance required by Article 31 of the General Conditions shall provide coverage for not less than the following amounts or greater where required by laws and regulations:

(a) **Workman's Compensation**

State:	Statutory
Applicable Federal	Statutory

(b) **Commercial General Liability:** \$2,000,000.00 General Aggregate

(c) **Business Automobile Liability {including owned, non-owned, and hired vehicles};_**

- (1) Bodily Injury
\$1,000,000.00 Per Person
\$1,000,000.00 Per Accident
- (2) Property Damage
\$1,000,000.00 Per Occurrence
- (3) Umbrella Excess Liability
\$2,000,000.00 over Primary Insurance

Owner's Protective Liability

The Contractor shall also purchase and maintain an Owner's Protection Liability policy that will protect the owner, architect, engineer and their agents and employees from and against all claims, damages, losses and expenses arising out of or resulting from the performance of the work. It shall be expressly understood that the Owner and/or Architect/Engineer is not responsible for site safety. Contractor, Subcontractors, material dealers and other related to the project are the responsibility of the Contractor. Contractor shall have sole jurisdiction over safety of the project site.

B. Comprehensive General Public Liability and Property Damage Insurance to protect the Contractor and each Subcontractor against claims for bodily injury or death and damage to the property of others. This shall cover the use of all equipment, hoists, and vehicles on the site not covered by Automobile Liability listed below. If the Contractor has a "claims-made" policy, then the following additional requirements apply: The policy must provide a "retroactive date" which must be on or before the execution date of the Contract; and the extended reporting period may not be less than five years following the completion date of the contract.

9. PAYMENTS TO CONTRACTORS:

The Contractor shall submit attached to each request for payment, Partial Waivers of Lien, or if the work is completed, Final Waivers of Lien, on forms approved as acceptable, covering all work performed by him since the receipt of a previous payment, and in addition, shall submit a like waiver of lien from each subcontractor or dealer (which waiver shall be either a final or a partial) showing an amount corresponding to that indicated on the Affidavit as being paid by the Contractor to the Subcontractor or Dealer. Contractors must include material waivers for any material not certifiable from the Contractor's own inventory. These waivers must be for the current payment requested and NOT FOR PREVIOUS PAYMENT.

A. Application for Payment

- (1) Each Contractor's application for payment shall be made monthly, or as the work progresses and submitted on AIA Document G702 and G703 and must provide the following information:
 - (a) The total contract price.
 - (b) The total value of all work performed to date of application.

- (c) Percentage and amount to be retained by the Owner.
 - (d) Payments received to date of application.
 - (e) Amounts being requested.
- (2) Each application from the Contractor shall show the breakdown of the contract price and the total value of work performed to date of the application against each item.

B. Partial Payments

- (1) In making partial (monthly) payments, there shall be retained ten percent (10%) of the Contractor's estimated amount of completed work until final completion and acceptance of all work covered by the Contract provided, however, that the Architect may at any time after fifty percent (50%) of the work has been completed, if he finds that performance is being met and with written consent of Surety, recommend that any of the remaining partial payments be paid in full.
- {2} Payments for work under Subcontractors of the Prime Contractors shall be subject to the above conditions applying to the Prime Contractor.
- (3) All material and work covered by partial payments made shall thereupon become the sole property of the Owner, by this provision shall not be construed as relieving the Contractor from the sole responsibility for all material and work upon which payments have been made, or the restoration of any damaged or improperly placed work or as a waiver of the right of the Owner to require the fulfillment of all of the terms of the Contract.

C. Final Payments

- (1) Upon completion and acceptance of all work whatsoever required and the release of all claims against the Owner as evidenced by final waivers of lien of the Prime Contractors and his Subcontractors and material suppliers, the payment of all pending claims against the Contractor by other Contractors or labor and material suppliers, and upon the submission by the Contractor of his final application for payment and affidavit that all obligations have been discharged, the Architect shall issue a final certificate for payment to the Owner as to the compensation earned by the Contractor, including compensation for extra work, if any.
- {2} Within thirty (30) days after the submission of the final certificate for payment, the Owner shall pay the Contractor the amount stated therein, less all prior payments, backcharges and advances whatsoever to or for the account of the Contractor.
- (3) Unless otherwise agreed to in writing by the Owner and the Architect, the date of issuance of the Architect's final certificate for payment shall be the effective date for the commencement of the guarantees for the Prime Contractor's work and his Subcontractor's work.

10. LAYOUT AND CHECKING:

Establish lines and levels required. General Contractor responsible for correct layout for all trades.

11. INSTALLATION:

Install all materials and equipment according to manufacturer's instructions.

12. MATERIAL SELECTIONS

A. Deliver to Owner's Representative, in duplicate (2) copies of substantiating data for items as specified.

B. Contractor agrees Submittals reviewed by Owner's Representative are not Change Orders. Purpose of Submittals by Contractor is to demonstrate to Owner's Representative that Contractor understands design concept, that he demonstrates his understanding by indicating which equipment and material he intends to furnish and install, and by detailing the fabrication methods and finishes he intends to use.

C. Contractor further agrees that if omissions, deviations, discrepancies, or conflicts between Submittals and the Contract Documents are discovered either prior to or after Submittals are reviewed, the Design Drawings and Specifications shall control and shall be met.

D. Review and acceptance by Owner or Owner's Representative of submittals does not relieve Contractor of compliance with Contract Documents should such material or equipment installed not fully comply with the intent of plans and specifications. Means and methods of attachment or installation, necessary accessories, proper connections for electrical, piping and ductwork, and the like for complete and acceptable installation, are to be provided whether indicated on submittals or not.

E. Submittals are to bear evidence that they have been reviewed and corrected as required by General Contractor for compliance to specifications, layout, clearances, etc. Any submittals not bearing such evidence, will not be reviewed by Owner's Representative and will be returned.

F. Items submitted for review will be reviewed and approved/disapproved within seven (7) calendar days after receipt of same.

13. LINES. LEVELS AND BUILDING STAKEOUT

A. General Contractor to be solely responsible for execution of work to lines, levels and locations as shown.

14. OPENINGS. SLEEVES. CUTTING. PATCHING

A. Unless specifically states otherwise on plans or elsewhere in specifications, each contractor is to be responsible for proper openings, sleeves, etc. required in walls, floors, roofs, etc. No contractor is to assume that such openings or sleeves will be furnished and/or installed by others except as states as follows:

(1) Sleeves for all penetrations of walls, floors, roofs, etc. are to be provided by Contractor whose work is to be installed in or pass through said sleeves.

15. MATERIAL SUBSTITUTIONS

A. Where two or more materials or products are listed in the specifications as being of "acceptable products", or "acceptable manufacturers", it will be assumed that one of such listed materials or products will be provided. No substitutions will be considered unless:

1). Requests for substitutions are submitted for review by Owner's Representative at least 7 calendar days prior to bid submittal date and such substitutions are given acceptance in a Addenda issued prior to bid opening date. Requests for substitutions must be accompanied by full and complete date of material or product proposed indicating equality or superiority in all respects to specified items.

2). Substitution of materials or products after date of Contract for Construction will not be considered unless:

a. The item is no longer manufactured, produced; or,

b. Time of delivery will adversely affect conditions schedule or completion of schedule of project.

Proof of a. or b. must be delivered with such requests within 60 days of date of Contract. (Undue delays on part of contractor in placing orders will not be accepted toward consideration of substitutions.) Such submittals are also to be submitted with complete labor and material cost data comparable to specified products. No additional cost to contract is to be allowed for such substitutions.

B. Where materials or products are specified on basis of design criteria, performance, code conformance, standard or governmental specifications, testing authorities, and the like, the submittal of proposed materials are to include proof of compliance with all such specified requirements. Submittals not indicating proof of compliance to specified requirements will be rejected.

C. Where only one product or manufacturer is specified, no substitutions will be allowed.

D. The decision of Owner or Owner's Representative with regard to acceptance or rejection of material or product submittals and substitutions shall be final.

E. Any and all changes required in other elements of the work because of requirements of accepted submittals or substitutions of materials or products are to be included in Contract at no additional cost to the Contract.

F. Any warranties, guarantees or bonds specified for materials or products shall also apply to, and be submitted for, any accepted substitutions.

G. Any revisions to space areas, by reason of accepted material or products requirements for arrangement, rough-openings, clearance, connections, size, heights, etc. are to be incorporated into project work at no additional cost to contract. Contractor providing any project or material requiring such space revisions is to notify General Contractor and Owner's Representative of such revisions prior to layout of enclosures for same and resolve all problems in connection therewith.

16. GUARANTEE. BONDS

A. Deliver written guarantees, bonds and maintenance manuals specified to Owner. Such guarantees, bonds and manuals to be delivered before final inspection. Period covered by bonds and guarantees to commence with date of acceptance.

B. All workmanship and materials to be fully warranted for twelve (12) months from date of acceptance by Owner.

C. Date of acceptance shall be considered to begin upon substantial completion of the project as determined by certificate of occupancy or final payment.

17. DRAWINGS AND SPECIFICATIONS

The Owner will provide drawings and specifications needed for obtaining permits and use during the construction phase.

18. PREVAILING WAGES

The Contractor shall be required to comply with the Illinois Department of Labor Rate Schedule regarding payment of prevailing wages in effect at the time of construction of this project.

Contractor shall comply with the Illinois Prevailing Wage Act and shall pay, and require every Subcontractor to pay the prevailing rates of wages as established by the Illinois Department of Labor for each craft or type of work needed to execute the contract in accordance with 820 ILCS 130/.01 et seq. Contractor shall prominently post the current schedule of prevailing wages at the Contract site and shall notify immediately in writing all of its Subcontractors, of all changes in the schedule of prevailing wages. Any increases in costs to Contractor due to changes in the prevailing rate of wage during the terms of any contract shall be at the expense of the Contractor and not at the expense of the Owner. Change orders shall, however, be computed using the prevailing wage rates applicable at the time the change order work is scheduled to be performed. Contractor shall be solely responsible to maintain accurate records as required by the Prevailing Wage Act and to obtain and furnish all such certified records to Department of Labor as required by Statute or Regulation, including certified payroll. Contractor shall be solely liable for paying the difference between prevailing wages and any wages actually received by laborers, workmen and/or mechanics engaged in the Work and in every way defend and indemnify the Owner against any claims arising under or related to the payment of wages in accordance with the Prevailing Wage Act. The Owner agrees to notify the Contractor or Subcontractor of the pendency of any such claim, demand, lien or suit.

The Contractor is advised that the Department revises the prevailing wage rates and the Contractor/ subcontractor has an obligation to check the Department's web site for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website: <http://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/Rates.aspx>.

The Contractor shall also:

- (1) Insert into each subcontract and the project specifications for each subcontract, a written stipulation that the subcontractor shall not pay less than the prevailing rate of wages to all laborers, workers, and mechanics performing work under the contract.
- (2) Require each subcontractor to insert into each lower-tiered contract and the project specifications for each lower tiered subcontract, a stipulation that the subcontractor shall not pay less than the prevailing rate of wages to all laborers, workers, and mechanics performing work under the contract.

APPLICATION AND CERTIFICATION FOR PAYMENT

AJA DOCUMENT G702

PAGE ONE OF PAGES

TOGC: CM&B, Inc.
75 Sylvan Street
Danvers, MA 01923

PROJECT: _____
Address: _____

APPLICATION NO: _____

Distribution to:
c =) OWNER
c =) ARCHITECT
[] [] CONTRACTOR
c = J
c = J

FROM SUBCONTRACTOR: _____

VIA ARCHITECT: _____

PERIOD TO: _____

CM&B PROJECT NO: _____

CONTRACT FOR:

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	0.00
2. Net change by Change Orders	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	0.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	0.00
5. RETAINAGE:		
a. 10 % of Completed Work (Column D + E on G703)	\$	0.00
b. --=,------% of Stored Material (Column F on G703)	\$	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	0.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	00
8. CURRENT PAYMENT DUE	\$	00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	0

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

SUBCONTRACTOR:

By: _____ Date: _____
State of: _____ County of: _____
Subscribed and sworn to before me this _____ day of _____
Notary Public:
My Commission expires: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)
ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AJA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.
 In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 0
 APPLICATION DATE: 1/0/1900
 PERIOD TO: 1/0/1900
 PROJECT NO: 0

A 11t.M NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN DORE)	G		H BALANCE (C-G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G+C)		
1	NAME OF ITEM:	\$ -	\$ -	\$ -		\$ -			\$ -
2	NAME OF ITEM:	\$ -	\$ -	\$ -		\$ -			\$ -
3	NAME OF ITEM:	\$ -	\$ -	\$ -		\$ -			\$ -
4	NAME OF ITEM:	\$ -	\$ -	\$ -		\$ -			\$ -
5	NAME OF ITEM:	\$ -	\$ -	\$ -		\$ -			\$ -
6	NAME OF ITEM:	\$ -	\$ -	\$ -		\$ -			\$ -
7	NAME OF ITEM:	\$ -	\$ -	\$ -		\$ -			\$ -
8	NAME OF ITEM:	\$ -	\$ -	\$ -		\$ -			\$ -
9	NAME OF ITEM:	\$ -	\$ -	\$ -		\$ -			\$ -
10	CHANGE ORDERS (IF APPLICABLE):	\$ -	\$ -	\$ -		\$ -			\$ -
PLEASE BREAKDOWN THE TOTAL SCHEDULED VALUE (INCLUDING CHANGE ORDERS)									
Total Labor:		\$ -							
Total Materials:		\$ -							
Total Tax:		\$ -							
Total Scheduled Value:		\$ -							
GRAND TOTALS		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity



AIA[®] Document G701[™] - 2001

Change Order

PROJECT: <i>(Name and address)</i>	CHANGE ORDER NUMBER:	OWNER <input type="checkbox"/>
	DATE:	ARCHITECT <input type="checkbox"/>
		CONTRACTOR <input type="checkbox"/>
TO SUBCONTRACTOR: <i>(Name and address)</i>	CONTRACTOR'S PROJECT NUMBER:	FIELD <input type="checkbox"/>
	SUBCONTRACT DATE:	<input type="checkbox"/>
	SUBCONTRACT FOR:	

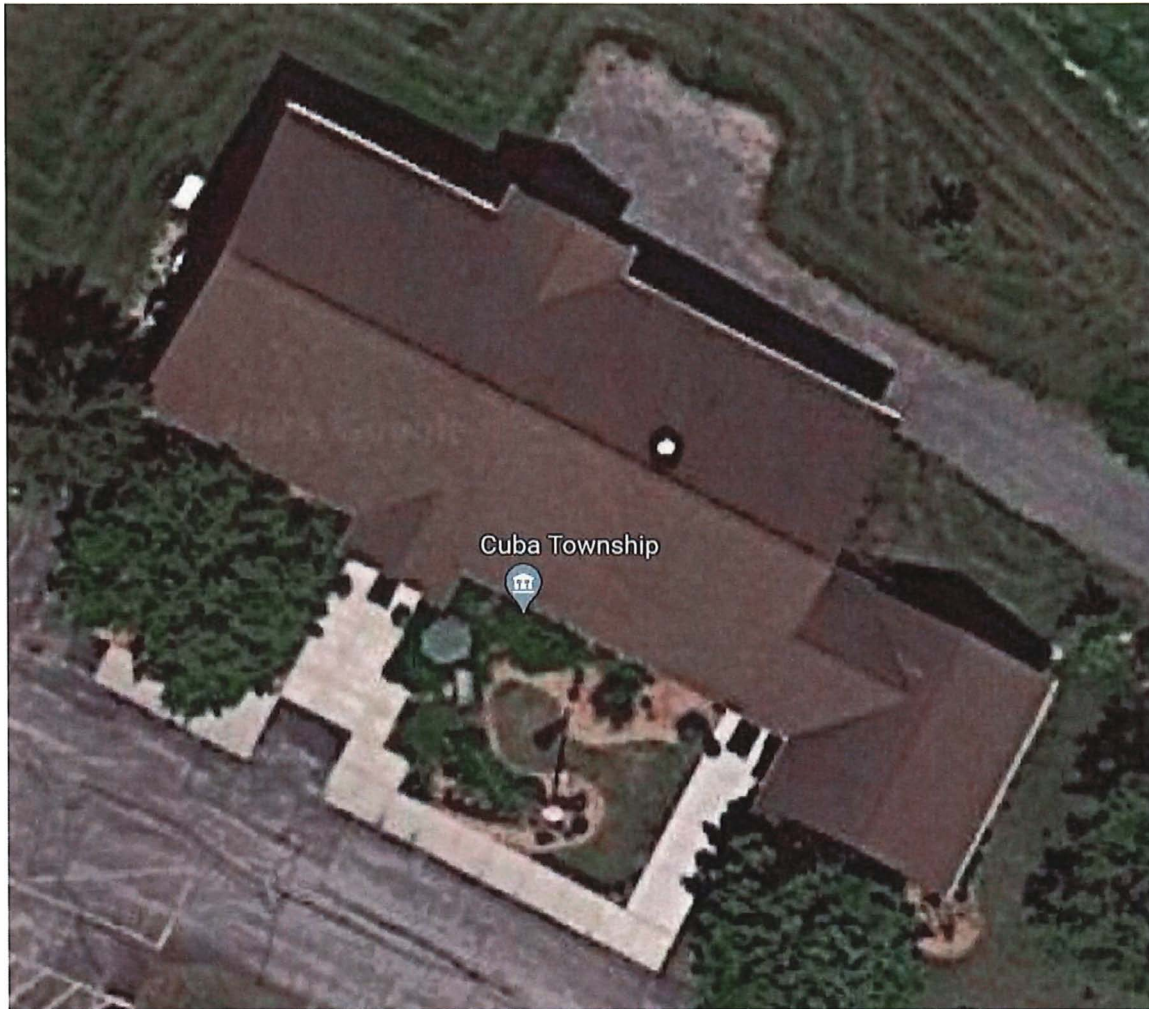
The Subcontract is changed as follows:
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives.)

The original _____ was \$ _____
 The net change by previously authorized Change Orders: \$ _____
 The _____ prior to this Change Order was \$ _____
 The _____ will be _____ by this Change Order in the amount of \$ _____
 The new _____, including this Change Order, will be \$ _____
 The Subcontract Time will be _____ by _____ () days.
 The date of Substantial Completion as of the date of this Change Order, therefore, is _____

NOTE: This Change Order does not include changes in the Subcontract Sum, Subcontract Time or Guaranteed Maximum Price that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Subcontractor and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL: SIGNED BY THE SUBCONTRACTOR AND CONTRACTOR.

_____ SUBCONTRACTOR <i>(Firm name)</i>	_____ CONTRACTOR <i>(Firm name)</i>
_____ ADDRESS	_____ ADDRESS
_____ BY <i>(Signature)</i>	_____ BY <i>(Signature)</i>
_____ <i>(Typed name)</i>	_____ <i>(Typed name)</i>
_____ DATE	_____ DATE



ROOF PLAN



Cuba Township

Administrative Offices

28000 W. Cuba Road - Barrington Hills,
Illinois

FIBERGLASS SHINGLES

A SCOPE

1. Furnish and install fiberglass shingle roofing, complete with underlayment and associated accessories.

8. QUALITY ASSURANCE

1. ASTM D3462 - Fiberglass Shingles Surfaced with Mineral Granules.

C ACCEPTABLE MANUFACTURERS

1. Shingles:

- a. Bird and Sons
- b. Certainteed
- c. Manville Company
- d. GAF

D ROOFING MATERIALS

1. Shingles: UL Class C-rated, mineral granule surface type; 235 lbs./sq standard self-sealing type; square tab, color to be selected by Owner.

2. Furnish and install 1 ½ row (54") Granular waterproof shingle underlayment at all gutter edges to comply with all local coders and manufacturer's instructions.

3. Underlayment: 15 lb un-perforated saturated felts as recommended for use in waterproofing and in construction of built-up roofs.

4. Provide standard ridge vent complete with matching shingles per manufacturer's instructions.

5. Furnish and install new toilet or kitchen vents where existing have been removed with Brean Vents with Dampers or approved equal.

E EXECUTION

1. Install shingle roofing over surfaces which are dry, free of ridges, warps and voids. Verify conditions and have faulty surfaces corrected before applying shingles. Verify and accept sheet metal applications for edge flashing, valley flashing, etc, before applying roofing.

2. Ice and Water shield will be set in all valleys, 36" wide from bottom to top of valleys. Ice and Water shield shall start 2' down fascia behind gutter and extend up slope of roof for 34" or to a point 12' above projection of inside face of exterior wall.

3. Furnish and Install self-sealing starter strip at entire perimeter of gutter edge.
4. Furnish and install new lead flashings at soil stack penetrations.
5. New ridge vents to be installed. Re-cut roof decking as required to properly allow air flow from ridge vent.

F. UNDERLAYMENT

1. Over entire area (not covered by ice dam protection), place 1-ply of underlayment, with ends and edges weather-lapped minimum 6 in. Stagger end joints of each consecutive sufficiently to hold in place.
2. Install perpendicular to slope of roof.
3. Weather lap and seal with plastic cement, items projecting through or mounted on roof.

G. FIBERGLASS SHINGLES INSTALLATION

1. Place fiberglass shingles in straight coursing pattern with maximum 5-1 /3 in weather exposure and to produce thickness over entire roof area.
2. Provide double course of shingles at eaves. Project first course of shingles 3/4 in beyond face of gable edge fascia boards.
3. Project shingles 1/2 in beyond face of gable fascia boards.
4. Nail shingles in accordance with manufacturer's recommendations. Nailing to be concealed.
5. Cap hips and ridges with individual shingles maintaining maximum 5-1 /3 in weather exposure. Place to avoid exposed nails.

GUTTERS & DOWNSPOUTS

A. SCOPE

1. Remove and legally dispose of existing gutters and downspouts.
2. Remove and replace any damaged fascia board.
3. Install new preformed gutters and downspouts in all locations of removed existing gutters and downspouts.

B. QUALITY ASSURANCE

1. ASTM D 209 - Aluminum Gutters & Downspouts.

C. MATERIALS

1. Prefinished seamless Aluminum made up of Alloy 3105/5005, Hardness (H14) in thickness of .032" x 6" wide. Downspouts to be 3" x 4" to match gutter system.

2. Finish to be painted;
 - (a) Exterior: Dura-Coat Polyester resin
 - (b) Interior: Polyester resin
3. Flashing material gauge, and finish to match gutter system.
4. Fastener per manufacturer's recommendations.
5. Color to be selected by Owner.

D. EXECUTION

1. Gutters to have hidden hanger installation at maximum 24" o.c.
2. Install flashing per manufacturer's instructions and to allow for thermal expansion.
3. Cutting and Fitting:
 - (a) Neat, square and true. Torch or saw cutting prohibited.
4. Allowable Erection Tolerance.
 - (a) Maximum substrate variation 1/4" in 20 feet.

(b) Gutters shall have positive pitch to downspouts.

E. CLEAN UP

1. Touch-up paint should be applied to damaged paint areas that involve minor scratches or abrasions.

2. Panels or flashings that have severe paint and/or substrate damage shall be replaced as directed by the Architect or Owner's representative.

3. Sweep the Gutters and Flashings clean. Do not allow fasteners, cuttings, filing or scraps to accumulate or remain.

4. New ridge vents to be installed. Re-cut roof decking as required to properly allow air flow from ridge vent.