

VILLAGE OF HOMEWOOD
17755 Ashland Avenue
Homewood, IL 60430

All proposals are conditioned upon the bid instructions and specifications issued with this bid proposal form. All bid proposals must be sealed in an envelope labeled as a sealed bid for Bid No. 25-04PW and either hand delivered or mailed to the office of the Director, Department of Public Works, 17755 Ashland Avenue, Homewood, Illinois 60430. No late or phone or faxed or emailed bids will be accepted.

BID ITEM: REMOVAL AND RECONSTRUCTION OF UNIT PAVERS IN DOWNTOWN BUSINESS DISTRICT

BID NO:	25-04PW
BID OPENING DATE:	October 22, 2025
BID OPENING TIME:	10:00 a.m.

PROPOSAL	
DESCRIPTION	AMOUNT
All equipment, materials and work necessary to remove and reconstruct approximately 900 square feet of the existing unit pavers in areas of the downtown business district of Homewood	\$ 14.50 + \$2.00 = \$16.50
	Per Square Foot
All equipment, materials and work necessary to replace approximately 630 broken brick pavers	\$ 2.00
	Price per brick
Price per square foot for any additional work (outside of the approximately 900 square feet)	\$ 14.50 + \$2.00 = \$16.50
Bituminous Setting Price Per Square Foot	\$
Sand Setting Price Per Square Foot	\$ 2.00
	14,760.00
SIGNATURE:	
PRINT NAME: Tony Alonso	TITLE: Secretary
COMPANY: GC Designs Inc.	ADDRESS: 335 Wildy Rd Minooka IL 60447
PHONE: 815-325-9300	DATE: 10/22/25



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/22/2025

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

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

PRODUCER Assurity Insurance Agency, Inc. 1112 E. 9th Street Lockport IL 60441		CONTACT NAME: Tim Hartford PHONE (A/C, No, Ext): (815) 838-7900 E-MAIL ADDRESS: tim@assurityagency.com FAX (A/C, No): (815) 838-7902	
INSURED GC Design 335 WILDY RD MINOOKA IL 60447-9705		INSURER(S) AFFORDING COVERAGE INSURER A: PEKIN INSURANCE COMPANY INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 24228	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:			006344588	09/12/2025	09/12/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ Included
	☒ AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			005825142	09/12/2025	09/12/2026	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$ 1,000,000
	☐ UMBRELLA LIAB ☐ EXCESS LIAB DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	☐ Y ☒ N	N/A	005510231	09/12/2025	09/12/2026	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

Gil Carino is an excluded officer on the Worker's Compensation policy.

CERTIFICATE HOLDER**CANCELLATION**

Village of Homewood 17755 Ashland Ave. Homewood IL 60430	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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CONTACT INFORMATION

Bidder shall designate a point of contact responsible for day to day contract performance, including the following information:

Tony Alonso

Name

Secretary

Title

GC Designs Inc. / 335 Wildy Rd Minooka IL 60447

Organization Name/Address

815-325-9300

Office Phone

815-325-9300

Cell Phone

tony.gcdesigns@gmail.com

Email Address



DRUG AND ALCOHOL POLICY

TERMS

Our policy is to employ a work force free from alcohol abuse or the use of illegal drugs. GC Designs INC. takes drug and alcohol abuse as a serious matter and will not tolerate it. The company absolutely prohibits the use of alcohol or non-prescribed drugs at the workplace or while on company premises. It also discourages non-work place drug and alcohol abuse. The use, sale or possession of alcohol or drugs while on the job or on company property will result in disciplinary action, up to and including termination, and may have legal consequences. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free, healthful and safe work environment. GC Designs INC. reserves the right to demand a drug or alcohol test of any employee based upon reasonable suspicion. Reasonable suspicion includes, but is not limited to, physical evidence of use, involvement in an accident, or a substantial drop off in work performance. Failure to take a requested test may lead to discipline, including possible termination.

The company also cautions against use of prescribed or over-the-counter medication which can affect your workplace performance. You may be suspended or discharged if the company concludes that you cannot perform your job properly or safely because of using over-the-counter or prescribed medication. Please inform your supervisor prior to working under the influence of a prescribed or over-the-counter medication which may affect your performance.

Employees must report any conviction under a criminal drug statute for violations occurring on or off the Company's premises while conducting company business. A report of a conviction must be made within 7 days after the conviction. GC Designs INC. will make every effort to assist its employees who wish to seek treatment or rehabilitation for drug or alcohol dependency. Conscientious efforts to seek such help will not jeopardize any employee's job and will not be noted in any personnel record. You may also be required to agree to random testing and a "one-strike" rule.

If you have a drug or alcohol problem, please ask for our help!

EMPLOYEE AGREEMENT ON DRUG AND ALCOHOL POLICY

I have read, understand, and agree to comply with the foregoing policies, rules, and conditions. I am aware that violations of this guideline may subject me to disciplinary action, including termination from employment, legal action and criminal liability. I further understand that I have responsibility to maintain a positive representation of the company and govern myself accordingly. Furthermore, I understand that this policy can be amended at any time.

*NOTE

Our original policy is in spanish
Most of our employees are spanish
speaking natives.

Dated: _____

Employee

Company

Authorized Signature

Authorized Signature

Print Name and Title

Print Name and Title



SEXUAL HARASSMENT POLICY

The company is committed to providing a workplace that is free from all forms of discrimination, including sexual harassment. Any employee's behavior that fits the definition of sexual harassment is a form of misconduct which may result in disciplinary action up to and including dismissal. Sexual harassment could also subject this company and, in some cases, an individual to substantial civil penalties.

The company's policy on sexual harassment is part of its overall affirmative action efforts pursuant to federal and state laws prohibiting discrimination based on age, race, color, religion, national origin, citizenship status, unfavorable discharge from the military, marital status, disability and gender. Specifically, sexual harassment is prohibited by Title VII of the Civil Rights Act of 1964 and the Illinois Human Rights Act.

Each employee of this company must refrain from sexual harassment in the workplace. No employee - male or female - should be subjected to unsolicited or unwelcome sexual overtures or conduct in the workplace. Furthermore, it is the responsibility of all supervisors and managers to make sure that the work environment is free from sexual harassment. All forms of discrimination and conduct which can be considered harassing, coercive or disruptive, or which create a hostile or offensive environment must be eliminated. Instances of sexual harassment must be investigated in a prompt and effective manner.

All employees of this company, particularly those in a supervisory or management capacity, are expected to become familiar with the contents of this policy and to abide by the requirements it establishes.

GC Designs INC.

SEXUAL HARASSMENT POLICY

DEFINITION OF SEXUAL HARASSMENT

According to the Illinois Human Rights Act, sexual harassment is defined as:

Any unwelcome sexual advances, requests for sexual favors or any conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991.

One example of sexual harassment is a case where a qualified individual is denied employment opportunities and benefits after rejecting the supervisor's sexual advances or request(s) for sexual favors or the individual is terminated. Another example is when an individual is subjected to unwelcome sexual conduct by co-workers because of his or her gender which makes it difficult for the employee to perform his or her job.

Other conduct, which may constitute sexual harassment, includes:

- **Verbal:** Sexual innuendos, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- **Non-Verbal:** Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- **Visual:** Posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- **Physical:** Touching, unwelcome hugging or kissing, pinching, brushing the body, any coerced sexual act, or actual assault.
- **Textual/Electronic:** "Sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

While the most commonly recognized forms of sexual harassment involve the types of conduct described above, non-sexual conduct can also constitute a violation of the applicable laws

when that conduct is directed at the victim because of his or her gender (for example, a female employee who reports to work every day and finds her tools stolen, her work station filled with trash and her equipment disabled by her male co-workers because they resent having to work with a woman).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a "reasonable person."

For this reason, every manager, supervisor and employee must remember that seemingly "harmless" and subtle actions may lead to sexual harassment complaints. The use of terms such as "honey", "darling" and "sweetheart" is objectionable to many women who believe that these terms undermine their authority and their ability to deal with men on an equal and professional level. And while use of these terms by an individual with authority over a female employee will rarely constitute an adverse employment action, it may lead to the creation of a hostile work environment.

Another example is the use of a compliment that could potentially be interpreted as sexual in nature. Below are three statements that might be made about the appearance of a woman in the workplace:

"That's an attractive dress you have on."

"That's an attractive dress. It really looks good on you."

"That's an attractive dress. You really fill it out well."

The first statement appears to be simply a compliment. The last is the most likely to be perceived as sexual harassment, depending on individual perceptions and values. To avoid the possibility of offending an employee, it is best to follow a course of conduct above reproach or to err on the side of caution.

Sexual harassment is unacceptable misconduct, which affects both genders. Sexual harassment will often involve a man's conduct directed at a woman. However, it can also involve a woman harassing a man or harassment between members of the same gender.

RESPONSIBILITY OF INDIVIDUAL EMPLOYEES

Each individual employee has the responsibility to refrain from sexual harassment in the workplace.

An individual employee who sexually harasses a fellow worker is, of course, liable for his or her individual conduct.

The harassing employee will be subject to disciplinary action up to and including discharge in accordance with company policy or any applicable collective bargaining agreement, as appropriate.

RESPONSIBILITY OF SUPERVISORY PERSONNEL

Each supervisor is responsible for maintaining the workplace free of sexual harassment. This is accomplished by promoting a professional environment and by dealing with sexual harassment as with all other forms of employee misconduct. It must be remembered that

supervisors are the first line of defense against sexual harassment. By setting the right example, a supervisor may discourage his or her employees from acting inappropriately. In addition, supervisors will often be the first to spot objectionable conduct or the first to receive a complaint about conduct which he or she did not observe.

The courts and the Illinois Human Rights Commission have found that organizations as well as supervisors can be held liable for damages related to sexual harassment by a manager, supervisor, employee, or third party (an individual who is not an employee but does business with an organization, such as a contractor, customer, sales, representative, or repair person).

Liability is either based on an organization's responsibility to maintain a certain level of order and discipline among employees, or on the supervisor, acting as an agent of the organization. It should be noted that recent United States Supreme Court cases involving sexual harassment claims against supervisors have made the employer's liability for supervisors' actions even stricter. Therefore, supervisors must understand that their adherence to this policy is vitally important; both with regard to their responsibility to maintain a work environment free of harassment and, even more importantly, with regard to their own individual conduct. The law continues to require employers to remain vigilant and effectively remedy sexually harassing conduct perpetrated by individual(s) on their coworkers. Supervisors must act quickly and responsibly not only to minimize their own liability but also that of the company.

Specifically, a supervisor must address an observed incident of sexual harassment or a complaint, with equal seriousness, report it, take prompt action to investigate it, implement appropriate disciplinary action, take all necessary steps to eliminate the harassment and observe strict confidentiality. This also applies to cases where an employee tells the supervisor about behavior considered sexual harassment but does not want to make a formal complaint.

Also, supervisors must ensure that no retaliation will result against an employee making a sexual harassment complaint.

Furthermore, managers/supervisors should remind employees, on a regular basis, that their incoming and outgoing electronic messages on employer owned/issued equipment are subject to monitoring and that employees have no expectation of privacy on employer owned/issued electronic equipment. Inform employees that if they are subjected to inappropriate electronic communications while at work or on employer-owned equipment, or even on their personal cell phones and computers, that they should contact their supervisor or Human Resources immediately. Advise managers, supervisors, and employees not to "friend" each other on social networks and to limit their electronic messages to relevant business matters. Investigate complaints on a case-by case basis and remind employees of the company's code of conduct and ethics rules if applicable.

PROCEDURES FOR FILING A COMPLAINT

An employee who either observes or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee, her/his supervisor and company contact:

GILDARDO CARINO

It is not necessary for sexual harassment to be directed at the person making a complaint.

The following steps may also be taken: document or record each incident (what was said or done, the date, the time, and the place). Documentation can be strengthened by written records such as letters, notes, memos, and telephone messages.

All charges, including anonymous complaints, will be accepted and investigated regardless of how the matter comes to the attention of the company. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

No one making a complaint will be retaliated against even if a complaint made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Proper responses to conduct which is believed to be sexual harassment may include the following:

Electronic/Direct Communication. If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.

Contact with Supervisory Personnel. At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor or

KATHLEEN CARINO

If the harasser is the immediate supervisor; the problem should be reported to the next level of supervision or

GILDARDO CARINO

Formal Written Complaint. An employee may also report incidents of sexual harassment directly to

KATHLEEN CARINO

KATHLEEN CARINO

will counsel the reporting employee and be available to assist with filing a formal complaint. The company will fully investigate the complaint and advise the complainant and the alleged harasser of the results of the investigation.

Resolution Outside Company. The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR

complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days. In addition, an appeal process is available through the Illinois Human Rights Commission, (IHRC) after IDHR has completed its investigation of the complaint. Where the employing entity has an effective sexual harassment policy in place and the complaining employee fails to take advantage of that policy and allow the employer an opportunity to address the problem, such an employee may, in certain cases, lose the right to further pursue the claim against the employer.

ADMINISTRATIVE CONTACTS

- Illinois Department of Human Rights (IDHR)
Chicago: 312-814-6200 or 800-662-3942
Chicago TTY: 866-740-3953
Springfield: 217-785-5100
Springfield TTY: 866-740-3953
Marion: 618-993-7463
Marion TTY: 866-740-3953
- Illinois Human Rights Commission (IHRC)
Chicago: 312-814-6269
Chicago TTY: 312-814-4760
Springfield: 217-785-4350
Springfield TTY: 217-557-1500
- United States Equal Employment Opportunity Commission (EEOC)
Chicago: 800-669-4000
Chicago TTY: 800-869-8001

An employee, who is suddenly transferred to a lower paying job or passed over for promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge, also due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

An employee who has been physically harassed or threatened while on the job may also have grounds for criminal charges, such as assault or battery.

FALSE AND FRIVOLOUS COMPLAINTS

False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action.

CORPORATE MANAGEMENT POLICY STATEMENT AND SAFETY GOALS

The personal safety and health of each employee of our organization is of primary importance. We believe that our employees are our most important assets and that their safety at the worksite is our greatest responsibility. The prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity whenever necessary. Management will provide all mechanical and physical facilities required for the personal safety and health of each of its employees.

To be successful, such a program must embody the proper attitude toward injury and illness prevention on the part of corporate management, supervisors, and employees. Cooperation between our employees and management in the observance of this policy will ensure safe-working conditions, will minimize the risk of accidents, and will work to our mutual advantage. It will also assist in reducing workers' compensation costs (direct costs) and reduce jobsite down time, material loss and regulatory agency fines (indirect costs).

Our goals are to reduce employee injury, prevent potential hazards through consistent safety management, and ensure compliance with relevant safety and health standards. Through the attainment of these goals, our company will remain competitive and viable in our industry.

Management will procure the necessary resources to execute the objectives of our company's safety and health program. We will hold managers, supervisors and employees accountable for meeting their safety responsibilities.

MANAGEMENT SAFETY RESPONSIBILITIES

1. Eliminate potential hazards by providing appropriate safeguards, personal protective equipment and safe work tasks.
2. Provide necessary personal protective equipment and enforce its use and care.
3. Provide effective safety and health training to all employees.
4. Be familiar and comply with applicable OSHA standards.
5. Review, consider for approval, and execute appropriate action on safety policies.
6. Ensure a high level of productivity and safety performance and hold project management staff accountable.
7. Ensure that worksites have designated competent person(s) with the authority to enforce the safety program and take corrective actions.

SUPERINTENDENT/FOREMAN RESPONSIBILITIES

1. Know safety rules and work practices that apply to the work you supervise. Take action to confirm that all employees in your charge understand the safety rules that apply to them. Always take immediate action to correct safety rule violations. Unsafe acts or procedures cannot be tolerated.
2. Prevent bad work habits from developing. You are responsible to make daily observations of employees to ensure that they perform their work safely, and continue this observation regularly once safe working habits are established.
3. Take action to correct or control hazardous conditions within your work areas. If it is beyond your control, remove employees until conditions are safe.

4. Encourage workers to report unsafe conditions or procedures. Listen to your workers and don't take their safety complaints lightly. No job should proceed when a question of safety remains unanswered. Seek advice from your project manager when necessary.
5. Lead by example. Demonstrate safety in your own work habits and personal conduct. Always wear personal protective equipment in areas where personal protective equipment is required.
6. Train your employees on the proper safety procedures to follow, including the use of additional safeguards such as machine guards and personal protective equipment.
7. Investigate and analyze every accident and near misses that occur to any of your employees or on your worksites. Control the causes of minor incidents to help avoid potential accidents.
8. Complete and file a report on each and every incident and accident that occurs at your jobsite. If you have questions or require reporting forms, contact the main office.
9. Conduct safety toolbox meetings regularly.
10. Make safety suggestions and solicit safety suggestions from employees.
11. Serve on safety committee, if requested.
12. Take an active part and participate in safety meetings.
13. Failure to comply with these rules as well as other federal and/or state laws or regulations may be legal violations and could lead to civil and/or criminal penalties.

EMPLOYEE RESPONSIBILITIES

1. Know and obey all safety rules, government regulations, signs, markings, and instructions. Be particularly familiar with the rules and regulations that apply directly to you in the area in which you work. If you don't know, ask your supervisor/foreman.
2. Additional appropriate disciplinary action will be taken for the following offenses:
 - a. Fighting - no matter what the cause.
 - b. Insubordinate conduct or refusal to follow directions.
 - c. False statement, such as injury claims.
 - d. Other inappropriate behavior including, but not limited to, failure to obey safety rules.
3. Loose clothing, shorts, tank tops, and jewelry cannot be worn on worksites. Attire appropriate for a construction site is required on all worksites.
4. Proper work shoes shall be worn at all jobsites. Open toed shoes and sneakers are not permitted. If you are observed wearing open toed shoes or sneakers, you will not be permitted to work until you return with proper footwear.
5. Hardhats, work boots/shoes, and eye protection shall be worn at all times.
6. Do not handle chemicals unless you have been trained in the safe handling procedure.
7. Read, understand and follow the guidelines set forth in the Safety Data Sheets (SDS) pertaining to your work.

8. Compliance with safety and health rules and regulations is a condition of employment.

GENERAL WORKSITE RULES

1. Report potentially unsafe conditions to your supervisor/foreman immediately.
2. The use, possession, or sale of alcohol or illegal drugs is prohibited.
3. If asbestos, lead, PCBs or other potentially hazardous materials are encountered during operations, stop work immediately and notify a supervisor.
4. Be aware of the emergency action plan. Know the alarm signals, evacuation routes, and locations of emergency numbers.
5. All injuries, no matter how minor, should be immediately reported to the supervisor/foreman.
6. Do not enter barricaded areas and obey all warning signs.
7. Proper clothing should be worn at all times on site. Proper clothing includes long pants and shirts with at least 4-inch sleeves below the shoulder.
8. Protruding nails should be removed from material and forms. Stack clean lumber in orderly piles.
9. Do not stand under or beside suspended loads.
10. Horseplay of any kind is forbidden.
11. Firearms and weapons are forbidden.

Housekeeping

1. Materials should be kept in neat stockpiles for easy access. Aisles should be kept clear of loose materials, tools, cords and waste.
2. Remove waste from site on a frequent basis and dispose of it in a suitable manner.
3. Remember that no materials or debris will be stored in the path of other employees or the public.

Tools

1. Every tool is designed for a certain job and should only be used for that purpose.
2. Keep tools in peak condition. Worn tools are dangerous and should be tagged and removed from service.
3. Don't force tools beyond their capacity or use cheaters to increase leverage.
4. Do not use power tools unless you are completely familiar with them.
5. Before using a power tool, examine it for damaged parts, loose fittings, frayed or cut electrical cords. Tag and remove defective tools from service.
6. Do not use tools with improper or damaged guards, or with guards removed.
7. Powder actuated tools will not be used onsite without management approval.

Electrical Safety

1. Ground fault circuit interrupters are required to be used for electrical tools and equipment.
2. Examine all cords prior to use. Cords which are frayed, worn, or contain exposed wires should not be used, and should be tagged and removed from service immediately.
3. All cords should be of the three-wire type and designed for hand or extra-hard usage. Flat yellow extension cords and Romex extension cords are prohibited.
4. All live electrical installations such as receptacles, switches, and panel boxes, should be protected by a faceplate or cover. Cardboard is not an acceptable cover.
5. Bulbs used for temporary lighting should be covered by protective cage guards.
6. Cords should be kept clear of walkways and other locations where they may be subject to damage or present a tripping hazard.
7. Protect cords from foot and vehicle traffic, and sharp corners and edges.
8. All electric equipment and metals should be of an approved type.
9. All plugs, outlets, switches and panel boxes should be installed according to the national electric code. This includes assuring that receptacle boxes are permanently affixed, Romex type NM cable is not used in damp or wet locations, and that temporary wiring is located where it will not be subject to damage.
10. Only qualified workers should be allowed to perform any type of electrical work.
11. All ground fault circuit interrupters should be inspected prior to each use.

12. Receptacles should be tested for polarity and continuity of the ground. Receptacles whose polarity is reversed or whose ground is not continuous should be tagged out until repaired.
13. Missing knockouts inside panel boxes, on receptacle boxes and on all other equipment continuing live parts should be covered or otherwise protected.
14. When using an extension cord off of permanent power, the extension cord is considered to be temporary power and therefore must have GFCI protection.

LOCKOUT/TAGOUT

1. Locks and tags should be used to prevent operation of a switch, valve, or piece of equipment in cases where someone may get hurt or equipment may be damaged.
2. Never operate any tagged-out piece of equipment.
3. Place your lock personally; never have someone else do it.
4. Do not remove someone else's tag.
5. All locks and tags should be labeled to identify their owner.
6. Follow all switching and locking procedures to remove a piece of equipment from service.

MATERIAL HANDLING, STORAGE AND DISPOSAL

By Hand

1. Know the weight of any object to be handled. If it is too heavy or bulky, get help.
2. Ensure a safe path of travel.
3. Establish firm footing, keep your back straight and lift with your legs. Lift gradually; do not jerk or twist. Reverse the motion when setting the object down.
4. Know the weight of the object to be handled, and the capacity of the equipment you intend to use.
5. When placing blocks under raised loads, make sure blocking material is large enough to support the load safely. Additionally, ensure that the load is not released until employees have clearly moved away from the load.

Storage

1. Store materials so as not to block exits, aisles and passageways, and access to fire extinguishers and electrical panels.
2. Materials stored in tiers should be secured to prevent sliding, falling and collapse.
3. Materials stored inside should not be placed within 6 feet of any hoistway or inside storage area, or within 10 feet of an exterior wall which does not extend above the materials stored.
4. Brick stacks should not be more than 7 feet in height. Loose brick stacks should be tapered back 2 feet every foot above 4 feet level.
5. When masonry blocks are stacked higher than 6 feet, the stacks should be tapered back ½ block for each tier higher than 6 feet.
6. Lumber should not be stacked more than 16 feet high if it is handled manually; 20 feet is the maximum stacking height if a forklift is used.
7. Bags and bundles should be stacked in interlocking rows to remain secure. Bagged material should be stacked by stepping back the layers and cross-keying the bags at least every 10 feet.
8. Drums, barrels, and kegs should be slacked symmetrically. If stored on their sides, the bottom tiers should be blocked to keep them from rolling. If stored on end, put planks, sheets of plywood, or pallets between each tier to make a firm, flat, stacking surface.

Rigging

1. Slings should be inspected before use.
2. Slings and other rigging equipment should be removed from service if damage or defects are visible.
3. Slings should not be shortened with knots, bolls, or other makeshift devices.
4. Slings should not be loaded beyond their rated capacity, according to the manufacturer's instructions.
5. Job or shop hooks and links, or makeshift fasteners, formed from bolts, rods, or other such attachments should not be used.
6. When U-bolts are used for eye splices, the U-bolt should be applied so that the "U" section is in contact with the dead end of the rope.

WELDING & CUTTING

1. You should be instructed in the safe use of welding equipment before using. If working in NYC you must have the proper NYC FDNY Certificates of Fitness.
2. Each welder is responsible for containing sparks and slag and/or removing combustibles to prevent fire.
3. All employees engaged in welding and burning operations should use a face shield, goggles, or appropriate welding helmet and welding gloves.
4. No arc or flame welding operation is permitted in areas where the application of flammable paints is taking place or where combustible dust or flammable liquids are present.
5. A suitable fire extinguisher should be located in welding areas at all times.
6. When practical, objects to be welded, cut, or heated should be moved to a designated safe location, or if the object to be welded, cut or heated cannot be readily moved, all moveable fire hazards in the vicinity should be taken to a safe place, or otherwise protected.
7. Ensure that a hot-work permit has been obtained from General Contractor if applicable.
8. Fire Guards will maintain a log book.
9. Fire Guards will be present during hot work with extinguisher on hand and will inspect ½ hour after the completion of hot work and another ½ hour later.

Stairways & Ladders

A stairway or ladder should be provided at all points of access where there is a change in elevation of 19 inch or more and no ramp, runway, sloped embankment or personal hoist is provided.

Stairways

1. Stairways should be kept free of hazardous projections such as nails and screws.
2. Slippery conditions on stairways should be eliminated before the stairways are used.
3. Stairways greater than 30 inches high or with four or more risers should be equipped with at least one handrail, and one stair rail system along each unprotected side or edge.

Ladders

1. Inspect ladders before use. Ladders with broken or missing rungs, cleats or steps, broken or split rails, or corroded parts should be tagged out and removed from the jobsite immediately. Use the ladder inspection checklist (Appendix B).
2. Ladders used to access an upper floor or platform should extend three feet above the upper landing surface.
3. When in position, a ladder should be securely tied at the top to prevent slipping or secured at the base by a fellow employee.
4. Ladders should be erected exercising the 4:1 ratio: for every four feet of working length off the ladder, the base will be placed one foot from vertical.
5. The area at the top and bottom of ladders should be kept clear at all times.
6. Always face a ladder when ascending or descending and maintain at least three points of contact with the ladder at all times (e.g., two feet and one hand).
7. Make sure ladders are free from ice, snow, mud, or other slippery materials before use.
8. Never use a ladder in a horizontal position as a platform or scaffold.
9. A double cleated ladder or two or more separate ladders should be provided if ladders are the only means of access/exit from a working area of 25 employees, or the ladder serves simultaneously two-way traffic.
10. Ladders should be used only for the purpose for which they were designed. Ladder rungs should not be used to support the ends of planks or other similar work platforms.

Step Ladders

1. Do not use ladders in the folded position as a straight ladder would be used. Open the legs and secure the locking mechanism.
2. Do not stand on the top two steps of a step ladder.

MOTOR VEHICLE SAFETY

1. Seat belts should be worn at all times by employees operating or riding on motor vehicles or machinery. (Exceptions: equipment designed for stand-up operation.)
2. Vehicles used to transport employees should have seats firmly secured and adequate for the number of employees to be carried. Employees should not ride on fenders or running boards or any other piece of equipment not meant for human occupancy.
3. Horns should be in working order on all bi-directional machinery.
4. Motor vehicle equipment with an obstructed view to the rear should not be operated unless the vehicle has a reverse signal audible above the surrounding sound or the vehicle is backed up only when an observer signals that it is safe to do so.
5. Operators of all motor vehicle equipment are responsible for the safe operation of their vehicle at all times.

FORKLIFT OPERATION

1. Only the driver is permitted to ride on forklift trucks.
2. Seat belts must be worn at all times.
3. Operator must have the appropriate training certification available.
4. Do not exceed the rated capacity of the forklift,
5. Keep forks down. Operate with forks just high enough to clear obstructions.
6. Operate the truck in reverse if the load is too high or too wide to see around.
7. Park with the forks down and the parking brake set.

HEAVY EQUIPMENT OPERATION

1. Heavy equipment such as back hoes and dump trucks will only be operated by authorized personnel.
2. Unauthorized persons are not permitted to ride in the cabs of heavy equipment.
3. Lower any movable buckets when you stop the vehicle.
4. Always block any movable bucket if it is being inspected or having maintenance.
5. Report all operating malfunctions immediately.
6. If the operator's compartment is designated a high noise level area, hearing protection should be worn.
7. Maintenance or repairs should not be done with the engine running.

SAFETY AND HEALTH TRAINING

Our employees will receive safety and health training in accordance with the job tasks they are required to perform, and for the hazards they may encounter on the job. If employees receive training through their union or through their previous employer, their training credentials should be verified prior to any work activities.

Toolbox talks of 5 to 10 minutes must be held by superintendents and/or foreman.

The subject to each training talk should be chosen to relate to the type of work that is being performed. For example, the use of safety glasses when using circular saws, grinders, table saws, radial arm saws, jack hammers, power actuated tools, etc.

A log of Tool Box Talks with employee attendance/sign in sheets will be kept on site. Copies should be forwarded to the home office.

RETRAINING

When the Your Company Name has reason to believe that an employee lacks the skill or understanding needed for working safely, management shall ensure that such employee is retrained so that the prerequisite proficiency is regained. Retraining is required in at least the following situations:

- Where changes at the jobsite present a hazard about which an employee has not been previously trained; or
- Where inadequacies in an affected employee's knowledge or skills indicate that the employee has not retained the requisite proficiency.

NEW EMPLOYEE TRAINING

All new employees will be trained by a member of the management staff prior to starting work. The "New Employee Safety Orientation Checklist" shall be used by trainers (managers, superintendents, foremen, safety professionals, etc.) as a reminder of the items that must be reviewed with the employee. All items must be initialed or identified as not applicable. The employee must sign the checklist and the management representative after the orientation is complete.

This form will be given to the project manager or home office and kept in the employee's personnel file.

New Employee Safety Orientation Checklist

Instructions to Trainer: Initial each item as you discuss it with the employees. This checklist must be completed before the employee starts work.

<u>Item</u>	<u>Completed</u>
1. Employee received Company Safety Program	_____
2. Review:	
• Safety and Health Policy	_____
• Employee General Safety and Health Rules	_____
• Disciplinary Policy and Procedures	_____
• Employee Responsibilities	_____
3. Instruct:	
• How to report unsafe conditions	_____
• What to do in the event of an injury on the job	_____
• State when and where safety tool box meetings are	_____
• Use of required personal protective equipment	_____
• Explain Fire Evacuation/Emergency Plan	_____
• Proper lifting techniques and importance of back fitness	_____
• Hazcom Policy and provide training	_____
4. Other (Please List)	
_____	_____

I acknowledge that information on the above subjects was furnished to me during my orientation and that I understand this information and was given the opportunity to ask questions.

Employee Signature

Trainer Signature

Date

Date

COMPETENT PERSON DESIGNATION

It is the responsibility of top management to appoint an individual as a competent person who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them. A competent person will be designated for each worksite and for each operation requiring a competent person. The designation of the competent person will be in writing.

There is the possibility that more than one competent person may be necessary, depending on the range of hazards on the project, the size of the project, and the distance between operations on a project.

REPORTING UNSAFE CONDITIONS/BEHAVIORS

All site employees are responsible for reporting unsafe conditions or risky behavior immediately to their supervisor/foreman. If the employee feels more comfortable reporting the condition or behavior to upper management, the employee may do so. Employees are encouraged to report unsafe conditions and behaviors without fear of retaliation. Your Company Name will investigate all reports of unsafe conditions or behaviors and take corrective action as necessary.

ACCIDENT/INJURY REPORTING, FIRST AID, BLOODBORNE PATHOGENS

Our company will provide first aid supplies at each work location and all personnel are to know procedures to follow in case of an emergency.

1. Report all injuries immediately, no matter how minor, to your foreman and/or jobsite office.
2. Emergency phone numbers for fire, police and ambulance will be posted.
3. Please note that if any employee renders first aid or uses a first aid kit to assist a co-worker (although such action is not required by anyone's duties) we would view this activity as a "Good Samaritan" act.
Note: First aid kits are to be approved by a licensed medical doctor.
4. In the rare occurrence that medical attention is not available within 3-4 minutes, the Your Company Name will provide a trained first aider on each shift.
5. Work-related fatalities must be reported to OSHA within 8 hours of finding out about them.
6. Any inpatient hospitalization, amputation, or eye loss must be reported to OSHA within 24 hours of learning about it.

ACCIDENT INVESTIGATION

Each superintendent or foreman will make a documented report of every incident, even those without injury, within twenty-four (24) hours of the occurrence. Reports are to be completed as soon as possible to avoid changes in physical conditions and witness reports. Note: Any accident that causes a fatality or three or more employees to be hospitalized must be reported to OSHA within eight hours of the incident.

Accident reports highlight problem areas. Through the use of good reports, accident patterns can be detected and resources directed toward prevention. Accident reports make excellent training tools. The cause and effect of accidents can be reviewed at safety meetings.

- Superintendents and foremen will be trained in accident investigation techniques.
- Accident investigation is a management function that must be executed at the superintendent/foreman level.

- All accidents/incidents must be investigated regardless of the extent of the injury or damage.
- Employees will never be allowed to fill out their own accident investigation report.
- Focus must be fact finding *not* fault finding.
- Superintendents and foremen must identify the unsafe act or unsafe condition.
- Superintendents or foremen should obtain witness accounts as soon as possible.
- Superintendents and foremen should provide recommendations for *corrective actions* and management will ensure implementation.
- Superintendent/foreman will be provided with an accident investigation form.

RECORDKEEPING

Records must be maintained and kept up to date by the superintendent or foremen at each jobsite and/or office. These records must be available for review at all times. The following records must be maintained.

Supervisor's Investigation and Record of Incident

OSHA LOG (form 300) <http://www.osha.gov/recordkeeping/RKforms.html>

Jobsite inspection forms/notes

Log of Tool Box Talks (include names and signatures of employees present)

Required equipment documentation (i.e. permits, inspection records, maintenance log)

Hazard Communication Plan and Safety Data Sheets

Required Regulatory Training Records (i.e. OSHA, NYC DOB, etc.)

OSHA Poster Explaining Employee Rights <http://www.osha.gov/Publications/poster.html>

Accident Forms - Medical Records

Safety Policy

Emergency Phone Number List

SUBCONTRACTOR COMPLIANCE

All subcontractors will comply with all federal, state, and local safety and health laws. Contractual agreements with subcontractors will state that they must provide the following:

Certificate of Insurance

Hazard Communication Plan, Chemical Inventory List, and Safety Data Sheets (SDS's)

Safety Program

Name and phone number of safety contact or competent person.

The subcontractor will provide documentation that all of their employees have received all required safety and health training prior to working on any of our jobsites. Safety and health training of the subcontractor's employees will be the sole responsibility of the subcontractor.

All subcontractor employees will be required to arrive on-site with the required personal protective equipment. No subcontractor employee shall be granted access to the jobsite without the required PPE. It is the subcontractor's responsibility to ensure their employees adhere to the PPE policy of the jobsite.

Any subcontractor's employee observed violating jobsite safety rules or other safety and health policies are subject to removal from the jobsite.

SUPERINTENDENT/FOREMEN SELF-INSPECTION

It is our policy to reduce and eliminate hazard exposures that can lead to employee injury or property damage. Self-inspection is one way to provide a safe workplace for our employees.

Super/foreman is required to make daily visual inspections of their work areas and to test all equipment safety devices prior to the start of the work shift. Corrective action must be provided immediately if any hazards exist or if any safety devices are not functioning properly. If the equipment cannot be repaired before being used so that it is safe to use, then it must be removed from service.

Super/foreman is required to complete a weekly inspection of the work site using a checklist. If any hazardous conditions are noted, corrective action must be taken. If the corrective action is beyond our authority and/or capability, keep all employees away from the hazardous condition until it is corrected or controlled. Notify the project manager in writing to request corrective action. Super/foreman is expected to follow up on reported hazards to make sure they have been eliminated or controlled.

All completed checklists, signed and dated by the super/foreman where indicated must be turned into the home office on or before the last work day of each week.

Lack of appropriate inspections as well as falsification of inspections is a violation of company procedure and may be a civil and/or criminal violation of federal and/or state laws and/or regulations.

DISCIPLINARY POLICY PROCEDURES

All employees are expected to comply with jobsite rules and regulations, and to follow established operating procedures set forth by this company. Violations will not be tolerated and superintendent/foreman will be held accountable for the conduct of their employees.

Superintendents and foremen are required to take action when a violation is observed. Immediate action to control or eliminate a hazard is required.

In the event a violation is observed, the following procedures have been established to place an employee on notice.

First Offense

A written warning addressed to the employee and a copy placed in the employee's file referencing the violation and warning, including date and time.

Second Offense

A written warning addressed to the employee with reference to the violation including date and time of the occurrence. A copy of this warning will be given to the employee, the union shop steward, and another copy will be placed in the employee's file.

Third Offense

A written warning similar to the second notice will be prepared and distributed in the same manner. This warning will be followed by a meeting with the employee, union shop steward, foreman and/or project manager and senior management to determine whether the employee will be suspended without pay or terminated depending upon the nature of the violation.

Fourth Offense

Termination

* Within any consecutive 12 month period.

* This policy is in effect unless there is a policy in our labor/management agreement.

The above procedure has been prepared so that there is no question about how violations of rules, regulations, and procedures will be handled by management and so that employees will know what to expect if they do not comply with the established rules, regulations, and procedures. Management knowledge of unsafe behavior and lack of appropriate documented discipline may be a violation of federal, state laws and regulations.

DRUG AND ALCOHOL PROGRAM

Policy Statement

Your Name Company will not tolerate or condone substance abuse. It is our policy to maintain a workplace free from alcohol and other drug abuse and its effects.

It is the policy of Your Name Company that employees who engage in the sale, use, possession or transfer of illegal drugs or controlled substances, or who offer to buy or sell such substances; the use of alcohol during working hours; or the abuse of prescribed drugs will be subject to disciplinary action up to and including termination.

AUTHORIZED DEALER CERTIFICATION

The bidder shall certify that it is an Authorized Dealer of the product for which a bid has been submitted, and will provide a bona fide manufacturer's warranty reflecting the Village of Homewood as the original purchaser.

A handwritten signature in black ink, appearing to be "L. M. O.", located in the lower right quadrant of the page.

PUBLIC CONSTRUCTION BOND ACT COMPLIANCE

The bidder shall provide a performance/payment bond as required by the Public Construction Bond Act (30 ILCS 550/1 et seq.)

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DISCLOSURES AND POTENTIAL CONFLICT OF INTEREST

Homewood's Code of Ethics prohibits public officials or employees from performing or participating in an official act or action with regard to a transaction in which he has or knows he will thereafter acquire an interest for profit, without full public disclosure of such interest. This disclosure requirement extends to the spouse, children and grandchildren, and their spouses, parents and the parents of a spouse, and brothers and sisters and their spouses.

To ensure full and fair consideration of all bids, the Village of Homewood shall require all bidders including owners or employees to investigate whether a potential or actual conflict of interest exists between the bidders and the Village of Homewood, their officials, and/or employees. If the bidders discover a potential or actual conflict of interest, the bidders must disclose the conflict of interest in its proposal, identifying the name of the municipal official or employee with whom the conflict may exist, the nature of the conflict of interest, and any other relevant information. The existence of a potential or actual conflict of interest does NOT, on its own, disqualify the disclosing bidder from consideration. Information provided by the bidders in this regard will allow the Village of Homewood to take appropriate measures to ensure the fairness of the bidding process.

By submitting a bid, all bidders acknowledge and accept that if the Village of Homewood discovers an undisclosed potential or actual conflict of interest, the Village of Homewood may disqualify the bidders and/or refer the matter to the appropriate authorities for investigation and prosecution.

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EQUAL EMPLOYMENT OPPORTUNITY

In the event of the bidder's non-compliance with any provision of this equal employment opportunity clause, the Illinois Human Rights Act or the Illinois Department of Human Rights (IDHR) Rules and Regulations for Public Contracts, the bidder may be declared non-responsible, and therefore, ineligible for future contracts or sub-contracts 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 other sanctions or penalties may be imposed or remedies provided by statute or regulations.

During the performance of this contract the bidder agrees as follows:

1. It will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry or other legally protected class; 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 under-utilization.
2. If it hires additional employees in order to perform this contract, or any portion hereof, it will determine the availability (in accordance with the IDHR's Rules and Regulations for Public Contracts) of minorities and women in the area(s) from which it may reasonable recruit, and it will hire from each job classification from which employees are hired in such a way that minorities and women are not underutilized.
3. In all solicitation or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, national origin, ancestry, or other legally protected class.
4. It will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the bidder's obligations under the Human Rights Act and IDHR's Rules and Regulations for Public Contracts. If any such labor organization or representative fails or refuses to cooperate with the bidder in its efforts to comply with such act and rules and regulations, the bidder will promptly so notify IDHR and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations there under.
5. It will submit reports as required by IDHR Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by IDHR or the contracting agency and in all respects comply with the Illinois Human Rights Act and IDHR Rules and Regulations for Public Contracts.
6. It will permit access to all relevant books, records, accounts and work sites by personnel by the contracting agency and IDHR for the purposes of investigation to ascertain compliance.



HOLD HARMLESS AGREEMENT

The successful bidder shall agree to the fullest extent permitted by law to defend, indemnify and hold harmless the Village of Homewood, its elected and appointed officials, agents and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, including reasonable attorney fees, which in any way may accrue against the Village of Homewood, its elected and appointed officials, agents and employees, arising in whole, in part, or in consequence of the performance of this work by the Bidder or its employees or subcontractors, or which may in any way result therefrom, except for those injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses caused solely by the acts of the Village of Homewood, its elected or appointed officials, agents or employees. The Bidder shall, at its own expense, appear, defend and pay all attorney fees, costs and other expenses arising therefore or incurred in connection with this hold harmless agreement. If any judgment is rendered against the Village of Homewood, its elected or appointed officials, agents or employees, the Bidder shall, at its own expense, satisfy and discharge the same.

Bidder expressly understands and agrees that any performance bond, payment bond or insurance policy required by this contract or state law shall not limit its responsibility to indemnify, keep and save harmless and defend the Village of Homewood, its elected and appointed officials, agents and employees as herein provided.

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INSURANCE REQUIREMENTS

Upon bid award, the bidder shall submit a Certificate of Insurance providing the following coverage:

- 1) Comprehensive General Liability and Excess Liability Insurance for Personal Injury, Property Damage, Contractual Liability, Product/Complete Operations, Premises Operations and Independent Contractor's coverage. Minimum coverage is \$1,000,000.00.
- 2) Workers' Compensation – coverages A and B.
- 3) Automobile Liability insurance including coverage of Uninsured Motorists and Hired/non-owned auto.

The certificate shall name the Village of Homewood and all its officials and employees, elected and appointed, as additional insured and shall include the policy's expiration date. In addition, as part of the contract, the Village of Homewood must receive a minimum of ten days notice upon cancellation of the company's insurance policy.

- 4) The bidder shall not commence work until it provides the certificate of insurance as described above. The bidder shall maintain all such insurance coverage for the term of the contract.

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PREVAILING WAGE CERTIFICATION

The bidder shall certify that it will comply with the Illinois Prevailing Wage Act. (830 ILCS 130/1 *et seq.*)

This contract calls for the construction of a "public-work, within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 *et seq* (The "Act"). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the current "prevailing rate of wages" (hourly cash wages plus amount for fringe benefits) in the county where the work is performed. The Department publishes the prevailing wage rates on its website at <http://labor.illinois.gov/>. The Department revises the prevailing wage rates and the contractor/subcontractor has an obligation to check the Department's website for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer top the Illinois Department of Labor's web site. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage requirements and notice and record keeping duties.

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ACKNOWLEDGEMENT OF BID/CONTRACT TERMS

The undersigned, on behalf of the bidder, hereby agrees that all of the provisions marked "required" on page one of this addendum shall be incorporated into their bid as if fully restated therein.



Signature

Tony Alonso

Name (Print)

Secretary

Title

GC Designs Inc.

Organization

335 Wildy Rd Minooka IL 60447

Address

10/22/25

Date

WITNESS:

 **PAUL CRACCO**

Signature/Printed Name
10-22-25

Date