



# **WOODLAND MANAGEMENT AT CROW ISLAND WOODS SPECIFICATIONS**

**Winnetka Park District**  
**WOODLAND MANAGEMENT AT CROW ISLAND WOODS**

**Introduction**

The Winnetka Park District is seeking proposals from qualified Ecological Restoration Contractors for Crow Island Woodland Management of the 8.4 acre woodland and 1.5 acre wetland located at Crow Island Woods (1140 Willow Road, Winnetka IL 60093).

The Winnetka Park District will award the accepted proposal for a one year contract, renewable for an additional two successive one-year terms for the 2027 and 2028 seasons, on the same terms at the sole option and discretion of the Park District.

**Purpose and Expected Service**

The main objective of this woodland management work is to prevent the dominance of invasive species in the woodland and wetland areas. SEE EXHIBIT A&B: PROJECT MAPS. Invasive species can be reviewed on (Tables 1"Herbaceous Invasive Species and Table 2"Woody Invasive Species). The control of the species can be handled by mechanical or chemical means approved by the Park District.

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<b>BID OPENING:</b>	<b>FEBRUARY 10<sup>th</sup>, 2026 at 10:30 am</b>
<b>LOCATION:</b>	<b>WINNETKA PARK DISTRICT ADMINISTRATIVE OFFICE 540 HIBBARD ROAD WINNETKA, IL 60093 (847)501-2057</b>

## NOTICE TO BID

The Winnetka Park District shall receive sealed bids for **WOODLAND MANAGEMENT AT CROW ISLAND WOODS, 1140 Willow Road Winnetka IL 60093** until **Tuesday, February 10<sup>th</sup>, 2026 at 10:30 am**, at which time the bids will be publicly opened and read aloud. Bids should be addressed to Superintendent of Parks Greg Fields, Winnetka Park District, 540 Hibbard Road, Winnetka, IL 60093. All contracts for the construction of public works are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1-12).

All questions and proposed alternates shall be submitted to the Park District by, **Tuesday, February 3<sup>rd</sup>, 2026 at 5 pm** and any addenda will be sent to interested contractors by, **Thursday, February 5<sup>th</sup>, 2026 at 3 pm**.

Bid documents are available at the Winnetka Park District office located at 540 Hibbard Road, Winnetka, IL 60093 starting Thursday, January 22<sup>nd</sup> 2026 from 8:30 am to 5:00 pm or online at <https://www.winpark.org>.

All bids must be delivered by mail or by hand; no e-mail or FAX submittals will be accepted. Any submittals received after, **Tuesday, February 10<sup>th</sup>, 2026 at 10:30 am** will be returned to the sender unopened.

The Winnetka Park District Board of Commissioners, in its sole discretion, reserves the right to: (1) waive any informalities in the bids received, (2) accept or reject any or all bids, (3) accept only portions of each proposal and reject the remainder, and (4) combine or separate any section or work if it is in the best public interest.

Shannon Nazzal  
Executive Director  
Winnetka Park District

## INSTRUCTIONS TO BIDDERS

### I BIDS

- A. Bids shall be submitted only on the Bid Forms (Contractor's Bid Form, Proposed Substitution List, List of Major Subcontractors) provided in these documents.
- B. A **mandatory** pre-bid meeting for all Bidders will be held at **1140 Willow Road, Winnetka, IL 60093** on **Monday, February 2<sup>nd</sup>, 2026 from 9:00 am to 9:30 am**. Prospective general contractors and subcontractors are invited to attend.
- C. Complete all bid forms in full. All total prices stated therein shall be the total cost of the **Work** as indicated in the Contract Documents for the **Work**.
- D. Submit all bids in sealed envelopes with the name of the Bidder indicated on the face of the envelope. Address all bids as follows:  
Superintendent of Parks Greg Fields  
Winnetka Park District  
540 Hibbard Rd.  
Winnetka, Illinois 60093  
Sealed Bids for: **WOODLAND MANAGEMENT AT CROW ISLAND WOODS**
- E. Bids are due no later than, **Tuesday, February 10<sup>th</sup>, 2026 at 10:30 am** at Winnetka Park District Administrative Office, 540 Hibbard Road, Winnetka, IL 60093. Any bids received after that date and time shall be returned unopened.
- F. Bids will be opened on, **Tuesday, February 10<sup>th</sup>, 2026 at 10:30 am** at the Winnetka Park District Administrative Office, 540 Hibbard Road, Winnetka, IL 60093.
- G. No bids may be withdrawn after the official opening. All bids submitted must be valid for a minimum period of sixty (60) days after the date set for the bid opening.

- H. All bids submitted will be accepted at face value. Errors and omissions will be interpreted as to the intent of the Bidder in each case.
- I. All Bidders are requested to notify the Park District immediately of any errors or omissions that are encountered in the Contract Documents. If a mistake in the Contract Documents is discovered after the bid opening, the Park District will be the sole judge of whether the mistake requires the submission of new bids. This decision is final and not subject to recourse. Errors and omissions by bidders on the Bid Proposal Form cannot be corrected after the bid opening. The bid will be rejected if the error or omission on the Bid Form results in a material defect. If the Bidder makes computational or arithmetic errors in calculating the aggregate cost of the Work in the Bid Proposal Form, however, the Park District may correct that error.
- J. Should a Bidder find, during the examination of the Contract Documents or after their visit to the project site, any discrepancies, omissions, ambiguities, or conflicts in or among the Contract Documents, or should the Bidder be in doubt as to their meaning, the Bidder must at once bring its questions to the attention of the Park District for answer and interpretation.
- K. Any requests must be made in writing, and will be responded to in writing, issued as an addendum to all Bidders.
- L. All addenda to Bidders are to be incorporated in the bids and will become a part of the Contract Documents. No oral interpretation by the Park District or their representative will be binding; only instructions in writing will be deemed valid. To receive consideration, requests for interpretation must be made no later than 2/3/2026 by 5pm.
- M. Commercially accepted practices will apply to any detail not covered in the Contract Documents and to any omission therefrom. Any omission or question of interpretation of the Contract Documents that affects the performance or integrity of the Work being offered must be addressed in writing and submitted with the Bidder's proposal.
- N. The Bidder must clearly state in the submitted proposal any exceptions to, or deviations from, the minimum bid requirements, and any exceptions to

the terms and conditions of the Contract Documents. Such exceptions or deviations will be considered in evaluating the proposals. Bidders are cautioned that proposed exceptions or deviations from the Contract Documents may cause their proposal to be rejected by the Park District.

- O. All bids will contain the proposed completion date for the Work.
- P. All bids shall be submitted in duplicate.
- Q. Failure to complete or provide any of the information requested in this bid, including references, and/or additional information as indicated, may result in disqualification by reason of "non-responsiveness."
- R. Bidder's signature on the Bid Offer Form will be construed as acceptance of and willingness to comply with all provisions of the acts of the General Assembly of the State of Illinois relating to wages of laborers, sexual harassment, drug free workplace, preference to citizens of the United States and residents of the State of Illinois, and discrimination and intimidation of employees. Provisions of said acts are hereby incorporated by reference and become a part of these Contract Documents.
- S. This bid does not commit the Park District to make an award, nor will the Park District pay any costs incurred by the Bidder in the preparation and submission of proposals, or any costs incurred by the Bidder, any subcontractor, their employees or agents, in making necessary studies for the preparation of proposals.
- T. All questions on the bids shall be directed to Andrew Cabrera, Parks Operation Manager, Email: [acabrera@winpark.org](mailto:acabrera@winpark.org)

## **II AFFIDAVITS AND CERTIFICATION FORMS**

- A. The Contractor shall submit the following properly filled-out affidavits and certification forms with the Bid: Qualification of Contractor, Contractor's Certification, Business Status Affidavit, Non-Collusion Affidavit, Non-Discrimination Affidavit, Tax Compliance Affidavit, Sexual Harassment Policy Certification, and Compliance with Drug Free Workplace Act.

### **III EXAMINATION OF SPECIFICATIONS, DRAWINGS, AND SITE**

- A. Each Bidder shall thoroughly examine and be familiar with the specifications and drawings provided. Each Bidder shall also visit the site(s) of any proposed Work to acquaint the Bidder with conditions as they exist so that the Bidder may fully understand the facilities, difficulties, and restrictions attending the execution of the Contract.
- B. The failure or omission of any Bidder to do the above shall in no way relieve the Bidder from any obligation with respect to their bid. By submitting a bid, the Bidder agrees and warrants that the Bidder has done the above, and where the specifications and drawings require in any part of the Work that a given result be produced, that the specifications and drawing are adequate and the required result can be produced under the specifications and drawings. No claim for additional compensation will be considered or paid to any Contractor due to Bidder's failure to examine the site.

### **IV SPECIFICATIONS AND DRAWINGS**

- A. Specifications and drawings may be obtained at the offices of the Winnetka Park District, 540 Hibbard Rd., Winnetka, IL 60093, between 8:30 am and 5 pm, Monday through Friday. Telephone: (847)501-2040. FAX: (847)501-5779.
- B. Specifications and drawings may be obtained on-line at <https://www.winpark.org> through the Park District info tab and under Bids/RFPs

### **V AWARDING OF CONTRACT**

- A. The Winnetka Park District Board of Commissioners may award the contract to the lowest responsive, responsible Bidder, as determined by the Park District. The lowest bid will be determined by reference to the Base Bid, the Base Bid and Alternates or any combination thereof as determined by the Park District to be in its best interests. Such decisions

shall be final and not subject to recourse. The Park District may reject any or all bids on any basis and without disclosing a reason. The failure to make such a disclosure will not result in accrual of any right, claim, or cause of action by any unsuccessful Bidder against the Park District. The Park District will consider the requirements of the bidding process and conformity with specifications, terms of delivery, quality and serviceability in determining the lowest responsive, responsible Bidder.

- B. The Park District may check the references provided and survey other local agencies during the proposal evaluation period to ensure the Bidder does not have any unresolved or unsatisfactory performance issues. The Park District further reserves the right to reject the Bidder's submittal based on its assessment of the Bidder's prior performance.

In considering the bidder's responsibility, the Park District may evaluate, among other factors, the ability of the bidder to provide experienced labor sufficient in numbers to timely and properly complete the services, the financial capability of the bidder, and the bidder's performance on other projects, and any available public information concerning the bidder.

The Winnetka Park District Board of Commissioners reserves the right to waive any technicalities or informalities in the bids received according to its own judgment, reserves the right to accept or reject any or all bids, reserves the right to accept only portions of each proposal and reject the remainder, and reserves the right to combine or separate any section or work if it is in the best public interest without disclosure for any reason. Failure to make such a disclosure will not result in accrual of any right, claim or cause of action by any bidder against the Park District.

## **VI MINORITY BUSINESS FIRMS**

- A. The Winnetka Park District encourages "minority" business firms to submit bids.
- B. The Winnetka Park District encourages successful contract bidders to utilize minority businesses as sub-contractors for supplies, equipment, services, and construction.

## **GENERAL REQUIREMENTS**

### **I RESPONSIBILITIES**

- A. The term "Owner" or "Architect" in these specifications shall mean the Winnetka Park District.
- B. After the award of the Contract, the Contractor shall be advised who the Owner's representative shall be on the Project.
- C. After the award of the Contract, the Owner shall be advised who the Contractor's representative shall be on the Project.

### **II SCOPE OF WORK**

- A. The Contractor shall provide and pay for any field engineering services if necessary due to the scope of the project or if called out in the specifications, utilizing a Land Surveyor registered in the State of Illinois and acceptable to the Owner. Establish elevations, dimensions, lines and levels utilizing recognized engineering survey practices. Control datum for survey is at the location established by the Owner in the specifications, drawings or on site.
- B. The Contractor shall be responsible for verifying all existing conditions, elevations and dimensions shown on the specifications and drawings.
- C. The Contractor shall locate and protect survey control and reference points.
- D. If required due to the scope of the project or if called out in the specifications, submit a copy of registered site drawing and certificate signed by the Land Surveyor that the elevations and locations of the project are in conformance with the specifications and drawings. This survey shall be reviewed and stamped by the Village of Winnetka.
- E. Unless otherwise shown on the drawings or laid out differently with the Owner, the contractor limit lines shall be within five feet outside of all construction work, except for those site elements, including landscaping, to be saved.

### **III UTILITY LOCATION**

- A. Utility location shall be the responsibility of the Contractor. Contact JULIE (gas, telephone, cable, electric, water) prior to any excavation. The Village of Winnetka will locate the electric, sanitary, and water lines after being contacted by JULIE. Utilities shown on the drawings are based on the most recent data available, but shall be verified by the Contractor.
- B. Protect all existing utility lines and related structures encountered during excavation work. Where such lines and structures have been undermined due to excavation work, provide suitable supports. If damaged, arrange for repair with the proper authorities.
- C. Record and report any uncharted or incorrectly charted lines to Owner for further direction.

### **IV TEMPORARY SERVICES**

- A. If presently available at the site, the Owner shall furnish water and electric.
- B. The Contractor shall be responsible for all utility and Village of Winnetka charges for providing and removing temporary utility lines and meters.
- C. The Contractor shall be responsible for any damage and costs incurred to temporary utility lines and meters.
- D. Existing sanitary facilities or heated public rooms on site may be used by the Contractor, unless otherwise specified in writing. If portable toilets are needed, they shall be located where designated by Owner and out of view of the public.
- E. Existing telephones on site may be used by the Contractor only if they are pay telephones.

### **V SIGNS**

- A. No signage erected by the Contractor, including job or individual contractor signs, shall be permitted on the site except such signage as

required by OSHA or the State of Illinois. These latter signs shall be located out of view of the public wherever possible.

## **VI WORKMANSHIP**

- A. The Contractor will distinctly understand that the Work described herein is to be a finished job, and the whole completed in a workman-like manner. The omission from either the specifications or drawings of minor details, which ordinarily form a part of first class work of this character and are necessary to the completion of this project as contemplated and described, shall not be a cause for any extra cost, but shall be included by this Contractor as if specifically mentioned or shown.
- B. Before ordering any materials or proceeding with the Work, the Contractor shall verify all measurements at the site and be responsible for correctness of same. No extra compensation will be allowed because of differences between the actual measurements and dimensions indicated on the drawings. Any difference that may be found shall be submitted to the Owner for rectification before proceeding with the Work.
- C. It is specifically understood that all items of Work and systems are to be furnished complete in all details, including all necessary specialties and other appurtenances.

## **VII COORDINATION OF WORK**

- A. In all cases, the Work shall be coordinated with other trades involved in the project(s). The Contractor shall assume total responsibility for all Work required in the specifications and drawings. Any deficiencies in Work by one trade, which would jeopardize the quality of another trade's Work, shall be brought to the attention of the Contractor and Owner before Work commences. Upon commencement of work, a Contractor certifies, in effect, that all Work done by others meets with his approval and shall have no bearing upon his portion of the project. No extra payment will be allowed if the discrepancy is not brought to the attention of the Contractor and Owner prior to subsequent Work commencing.

- B. If more than one Contractor is individually contracted with the Owner to perform the Work on the same project, then the Owner shall assume the responsibility for coordinating the timing on the various project items between the involved Contractors. A Contractor shall submit his proposal and enter into a contract cognizant of the fact that work will be sequential. The Contractor, upon reasonable notice, shall return to the jobsite where his Work must be done and satisfactorily complete his Work.

## **VIII STARTING AND COMPLETION DATE**

- A. It is hereby understood and mutually agreed by and between the Contractor and the Owner that the date of beginning and the time for completion as specified in the Contract, is a reasonable amount of time for the completion of the Work, taking into consideration the average weather and industrial conditions prevailing in this locality. If the Contractor shall neglect, fail or refuse to complete the Work within the time specified in the Contract or any proper extension thereof granted by the Owner, it in no way relieves the Contractor of their responsibility to complete the Work at no additional cost to the Owner. Shall it be necessary to extend the completion date in order for the Contractor to complete the Work, subject to the sole discretion of the Park District, the Owner and Contractor shall come upon a written agreement to extend the completion date, provided that the Contractor shall not be responsible for failure to meet the completion date when the Owner determines that the Contractor is without fault and the Contractor's reasons for the time extension are acceptable to the Owner. The Contractor shall not be charged with any excess cost when the delay in completion of Work is due to:
1. A court order or any order duly issued by the government (park district, village, county, state or federal);
  2. Any unforeseeable cause beyond the control and without fault or negligence of the Contractor, including, but not restricted to, acts of God, severe weather, strikes, acts of the Owner, acts of another Contractor in the performance of a contract with the Owner;
  3. Any delays of subcontractors or suppliers occasioned by any of the causes specified in subsections (1) and (2) above.

- B. Starting date shall be, **March 2<sup>nd</sup>, 2026.**
- C. Completion date shall be, **December 18<sup>th</sup>, 2026.**

## **IX PRODUCTS**

- A. All products specified are to be new, clean and free from defects.
- B. Where the product, material or equipment of a particular manufacturer is specified, it is intended that the Bid include that particular product, material or equipment. Where two or more manufacturers are specified, the choice is with the Contractor.
- C. Should the Contractor wish to substitute the product, material or equipment with one that is equal to or greater than the one specified, he shall obtain approval from the Owner by submitting questions no later than **2/3/2026 by 5pm**. The Owner will then notify the Contractor and other Bidders of the items approved by **2/5/2026 by 3pm**
- D. Should the Contractor wish to use any product, material or equipment not approved as equal, he is privileged to submit no more than two alternate proposals on any one item, listing the difference, if any, that will be made in his bid should such substitution be accepted.
- E. The Owner reserves the right to select the product that best meets the Owner's needs based on the information provided and what conforms to the Contract Documents.

## **X REFERENCES**

- A. Include labor, material, equipment and services necessary to comply with the following current editions of applicable codes and standards, as applicable to the project being bid.

ACRI	Air Conditioning and Refrigeration Institute
AGA	American Gas Association
AIA	American Insurance Association (formerly NBFU)
AMCA	Air Moving Conditioning Association
ASA	American Standards Association

ASHRA	American Society of Heating, Refrigeration and Air Conditioning Engineers
ASME	American Society of Mechanical Engineers
ASTM	American Society for Testing Materials
AWWA	American Water Works Association Illinois Rating and Inspection Bureau
IBR	Institute of Boiler and Radiator Manufacturers
IDOA	Illinois Department of Agriculture
NEMA	National Electric Manufacturer's Association
NFPA	National Fire Protection Association "Standard Specifications for Road and Bridge Construction", Illinois Department of Transportation.
UL	Underwriters' Laboratories

- B. Specifications and drawings govern where their quantities, sizes and other requirements are in excess of above "Standards".
- C. "Standards" above govern where their quantities, sizes and other requirements are in excess of specifications and drawings.

## **XI LAWS AND REGULATIONS**

- A. The Contractor shall at all times observe and comply with all Federal, State and local laws, ordinances or regulations which in any manner affect the conduct of the Work. Any complaint, claim or action brought against the Contractor for failing to observe or comply with any law, ordinance or regulation shall be the sole responsibility of the Contractor and shall in no way extend to or expose the Owner to liability. The Contractor shall indemnify and hold harmless the Owner from any and all such complaints, claims or actions.

## **XII MAPS**

- A. The Contractor shall notify the Owner in writing of any discrepancies in the drawings. Should conditions necessitate any rearrangement, or if items can be installed to better advantage, the Contractor shall prepare and submit drawings showing the changes before proceeding with the work. If such changes are approved, they shall become a part of this contract after their approval.

### **XIII PARKS SERVICE CENTER**

- A. All materials supplied by the Owner shall be picked up by the Contractor at the Winnetka Park District Parks Service Center, 1380 Willow Rd., Winnetka, Illinois 60093 (847/501-2057). Hours are from 7:00 A.M. to 3:00 P.M., Monday through Friday.
- B. Materials for the project supplied by the Contractor may be delivered and stored at the Parks Service Center with prior approval by the Owner. The Contractor will be responsible for any unloading required at the Parks Service Center and any damage that is caused by his employees or equipment to the materials. The Owner will not be responsible for any damage caused by the Owner's employees to material stored at the Parks Service Center.

### **XIV PREVAILING WAGE**

- A. 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 Contractor and not at the expense of the Park District. 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 Park District against any claims arising under or related to the payment of wages in accordance with the Prevailing Wage Act. The Park District 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: <https://labor.illinois.gov/laws-rules/conmed/current-prevailing-rates.html>.

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.

## **XV EQUAL OPPORTUNITY**

A. In the performance of this Contract, the Contractor shall comply strictly with the provisions of the Illinois Human Rights Act (the "Act") ILL. REV. STAT. Ch. 68,, and Article 2 "Employment" thereof in particular, and any and all other Illinois and federal laws prohibiting discrimination and requiring affirmation action in employment and shall strictly comply with the Illinois Department of Human Rights Rules (the "Department") and Regulations for Public Contracts (the "Regulations") and with those Regulations concerning equal employment opportunities and affirmative action, in particular. Without limiting the generality of the foregoing:

1. The Contractor shall not unlawfully discriminate in recruitment, hiring, promotion, renewal of employment, selection for training or apprenticeship, discharge, discipline, tenure or terms, privileges or conditions of employment, against any person based on such

person's race, color, religion, sex, national origin, ancestry, age, marital status, military service or sensory, physical or mental disability.

2. The Contractor shall examine all job classifications to determine if minority persons or women are under-utilized and will take appropriate affirmative action to rectify any such underutilization. If the Contractor hires additional employees in order to perform this Contract, it will determine the availability of minorities and women whom it may reasonably recruit in accordance with the Regulations and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
3. In all solicitations or advertisements for employees placed by the Contractor, 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, age, marital status, physical or mental disability or unfavorable discharge from military service.
4. The Contractor shall send to each labor organization or representative of workers with which it is bound by a collective bargaining agreement or understanding, a notice advising such labor organization or representative of Contractor's obligations under the Act and the Regulations. If any such labor organization or representative fails or refuses to cooperate with the Contractor in its efforts to comply with the Act and the Regulations, the Contractor shall promptly so notify the Department and the Winnetka Park District and will recruit employees from other sources when necessary to fulfill its obligations under the Act and the Regulations.
5. The Contractor shall submit all reports as required by the Regulations and furnish all relevant information as may from time to time be requested by the Department or the Winnetka Park District, and shall in all respects comply with the Act and the Regulations.

6. The Contractor shall permit access to all relevant books, records, accounts and work sites by personnel of the Winnetka Park District and the Department.
7. The Contractor shall require all of its subcontractors and material suppliers to comply with the requirements of this Section. The Contractor shall include the provisions of paragraphs 1 through 7 of this Section in every performance subcontract and in every supply contract, as those terms are defined in the Regulations.
8. If the Contractor fails to comply with the requirements of this Section, the Winnetka Park District shall have the right to terminate the Contractor's employment under this Contract.

## **XVI DRUG FREE WORKPLACE**

Contractor shall comply with the Illinois Substance Abuse Prevention on Works Projects Act and will be required to file a written substance abuse prevention program with the Park District for the prevention of substance abuse among its employees prior to the commencement of Work. At the time of Contract, the Contractor will also make the certification required in the Contract and will comply with all of the provisions of the Drug Free Workplace Act that are applicable to the Contractor, and its subcontractors. False certification or violation of the requirements of the Drug Free Workplace Act may result in sanctions including, but not limited to, suspension of the Contract with the Park District, termination of the Contract and debarment of contracting with the Park District for at least one (1) year but not more than five (5) years.

## **XVII SEXUAL HARASSMENT POLICY**

- A. Pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/1-101 et seq.) ("Act"), all bidders to this contract must have, prior to bidding on this contract, in effect and in force, a written sexual harassment policy that includes, at a minimum, the following provisions:
  1. a statement on the illegality of sexual harassment;

2. the definition of sexual harassment under Illinois law;
3. a description of sexual harassment, utilizing examples;
4. an internal complaint process, including penalties;
5. the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights ("Department") and the Illinois Human Rights Commission ("Commission");
6. directions on how to contact the Department and the Commission; and;
7. protection against retaliation as provided by Section 6-101 of the Act.

The Bidder understands and warrants to the Winnetka Park District that by submitting a bid on this Contract, it complies with Section 2-105 of the Act and will remain in compliance with Section 2-105 for the entirety of the Contract. A violation of Section 2-105 is grounds for the immediate cancellation of this Contract. However, any forbearance or delay by the Winnetka Park District in canceling this Contract shall not be construed as Winnetka Park District's consent to such violation and shall not constitute a waiver of any rights the Winnetka Park District may have, including, without limitation, cancellation of this Contract.

- B. If the Bidder does not complete the Sexual Harassment Policy Certification Form and submit it with his Bid, the Bid shall be regarded as incomplete and shall not be considered in awarding the Contract.

## **GENERAL CONDITIONS**

### **I WARRANTY**

- A. Except as otherwise specified, the Contractor shall warranty workmanship and materials for a period of one (1) years from date of final acceptance by the Owner. The Work shall be left in perfect order at completion and acceptance. Neither the final payment nor

termination of the warranty period nor any provision in the Contract Documents shall relieve the Contractor of the responsibility for negligence, faulty materials or workmanship within the extent and period provided by law. Upon written notice from the Owner, he shall remedy any defects due thereto, and shall pay all expenses for any damage to other work resulting therefrom.

- B. Remove and replace defective and non-complying work found during construction or warranty periods at no cost to the Owner. Parts removed shall be replaced with new parts. Make all service calls and adjustments during the warranty period at no cost to the Owner.
- C. If the specifications and drawings (if included) provide for methods of construction, installation, materials, etc., which the Contractor cannot warranty for the indicated period, it shall be the responsibility of the Contractor to so inform the Owner in writing before submitting his bid. Otherwise, the Contractor shall be held responsible to provide the method of construction, installation, materials, etc., which will be guaranteed for the indicated period.

## **II TAXES**

- A. The Winnetka Park District is not subject to Sales Tax, Federal Excise Tax, or Illinois Retailers Occupational Tax. Upon the awarding of the contract, the Winnetka Park District will provide to the Contractor a letter with the tax-exempt number of the Winnetka Park District. Sales taxes should not be reflected in the bid price.

## **III PERMITS, FEES AND NOTICES**

- A. The Contractor shall obtain and pay related fees for all required permits. The Owner will assist the Contractor, when possible, in the waiving any other fees which might be accessed.
- B. The Contractor and Sub-contractors must be Licensed and Bonded to work in the Village of Winnetka.

## **IV CONTRACTOR'S CONSTRUCTION SCHEDULES**

- A. The Contractor shall submit the initial progress schedule, in duplicate, to the Owner within three (3) days after the Contract is signed.
- B. The Contractor shall revise and resubmit the schedule as required, including when submitting each Application for Payment, identifying changes since the previous version and indicating estimated percentage of completion for each item.
- C. Each schedule shall utilize a bar chart or other approved method showing the complete sequence of construction by work stages or other logically grouped activities. Early and late start, early and late finish, float dates, and duration should indicate the time of construction.
- D. The Contractor shall indicate in the progress schedule the submittal dates for shop drawings, product data, samples and product delivery dates, including those furnished by the Owner.

## **V SHOP DRAWINGS, PRODUCT DATA AND SAMPLES**

- A. Submit the following shop drawings and product data sheets to the Owner for approval for all noted items called out in these specifications.
  - 1. Manufacturer's drawings and performance data on all items.
  - 2. Dimensioned drawings showing all required openings.
  - 3. Requested schedules.
  - 4. Mechanical, plumbing and wiring diagrams.
  - 5. Dimensioned field installation drawings.
- B. The Contractor shall be responsible for all equipment fitting into the spaces allocated on the plans for such equipment.
- C. When shop drawings are resubmitted after having been returned for corrections, only the changes noted on the previously rejected drawings will be checked by the Owner. If additional changes other than those previously noted are made on the resubmitted drawings,

the Contractor shall correct at his own expense all such errors due to his failure to notify the Owner in writing of such additional changes.

## **VI CLEANING-UP**

- A. During and after performing the Work, the Contractor must keep the project site free of debris, rubbish, and waste materials, at no cost to the Park District. All debris, rubbish, and waste materials shall be removed daily by the Contractor, at their sole expense. The job site shall be kept clean, neat and orderly at all times.
- B. If the Contractor fails to remove any debris, rubbish, or waste materials within five ("5") days of written notice to clean the project site, the Park District may remove the materials and charge the cost thereof to the Contractor.

## **VII ACCESS TO WORK**

- A. Access to the site shall be where shown on the maps. Damage to sidewalks and curbs caused by construction equipment shall be the responsibility of the Contractor.
- B. Patrons and employees of the village and park district shall be allowed access to the site at all times. Owner will work with the Contractor to coordinate access to the site.
- C. The Owner will work with the Village of Winnetka to provide temporary parking for the Contractor's personnel on village right-of-way areas near the site.

## **VIII INDEMNIFICATION**

- A. The Contractor shall indemnify and hold harmless the Winnetka Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses, investigations and expenses, including, without limitation, legal fees (attorney's and paralegals' fees, court costs, and costs of appeals) arising out of or resulting from the

performance of the Work, provided that any such claim, damage, loss or expense:

1. is attributed to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, and
  2. is caused in whole or in part by any negligent act or omission of the Contractor, any Sub-contractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.
- B. In any and all claims against the Winnetka Park District and its officers, officials, employees, volunteers and agents by any employee of the Contractor, any Sub-contractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount of type of damages, compensation, or benefits payable by or for the Contractor or any Sub-contractor under Workman's Compensation Acts, disability benefit acts or other employee benefit acts.
- C. The Contractor's indemnification obligations hereunder shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in the Contract Documents. The Contractor shall similarly protect, indemnify, defend and hold and save harmless the Winnetka Park District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of the Contractor's breach of any of its obligations under, or Contractor's default of, any provision of the Contract Documents.

## **IX GOVERNING LAW; JURISDICTION; VENUE**

- A. The Contract Documents will be construed under and governed by the laws of the State of Illinois, and the exclusive jurisdiction and venue for all claims, controversies, or disputes arising hereunder will be the Circuit Court of Cook County, Illinois.

## **X CHANGE ORDERS**

- A. Minor field changes to facilitate ease of construction in the best interest of the Owner may be made in the field by the Owner's duly appointed representative, with the understanding of both parties that no change in contract price is involved.
- B. Where proposed changes involve a modification to the Contract Sum, the Contract Time or material change in the Work (other than minor field changes), a written change order shall be prepared by the Architect if the project Architect is other than the Winnetka Park District or by the Contractor if the Architect and the Owner are the same. These changes will not be allowed without an approved change order.
- C. It shall be a condition precedent to the acceptance of any change order which involves an increase in the Contract Sum of \$10,000 or more or extends the time by more than 30 days to the Contract Time, that the Winnetka Park District Board of Commissioners shall have first approved of such written change order and made the requisite determinations and findings in writing as required by ILL. REV. STAT., Ch. 38, Par. 33E-9 (as amended). Other changes, which will result in an increase in the Contract Sum of less than \$10,000 or extension of less than 30 days to the Contract Time, may be made by the Winnetka Park District Board of Commissioners. All change orders must be approved in writing by the Winnetka Park District Director.
- D. Change order submissions will be made and the Owner will sign or disapprove change order submissions on a timely basis.
- E. Adjusted Contract Sums shall be tabulated as change orders are submitted.
- F. No additional charges, including those pertaining to increased material quantities over those quantities bid, shall be paid by the Owner unless such charges are approved on change orders.

- G. The Owner may adjust the scope of each work item or the project to provide a complete job. Adjustments shall be approved through change orders based on unit prices, time and material charges or other negotiated method prior to work commencing.

## **XI PAYMENT**

The Contractor shall submit monthly invoices for Work performed to the Owner, in the manner and on forms approved by the Owner. The Owner shall make payments in accordance with the Local Government Prompt Payment Act. The Owner shall make final payment within thirty (30) days after completion and acceptance of the Work. No payment will be made to the Contractor until final waivers of lien have been submitted, assuring the Owner that all materials, including [play equipment and concrete] used on this project, have been fully paid for.

## **XII PROTECTION OF PERSONS AND PROPERTY**

- A. All buildings, paving, trees, turf areas and other park fixtures to remain shall be protected. Any damage done by the Contractor to these fixtures as a result of his negligence or actions shall be repaired by him at no cost to the Owner.
- B. The Contractor shall erect and maintain fences, barricades, canopies, guards, warning lights, and signs to the extent required by the Owner for the protection of the public.
- C. The Contractor shall adequately protect his work from vandalism, erosion, weather, and accidental damage until the work is accepted by the Owner. The Contractor shall bear the cost of repairing or replacing any damaged work.
- D. Protect all trees designated by Owner to remain. Encircle trees with a four-foot high chain-link or plastic fence following the drip-line of the tree, if directed to do so by the Owner. Materials or debris shall not be piled under any trees. Excavating or extensive grading shall not be performed under such trees within the spread of branches. If excavation under such trees is necessary, and is approved by the Owner or shown on the drawings, roots which are over one inch in diameter shall not be cut.

- E. Where branches of trees are removed to facilitate construction, or are inadvertently damaged, the Contractor shall engage the services of a skilled person in the care of trees to repair all damages.
- F. Landscaped areas damaged during construction shall be repaired and restored to their original condition at completion of the project.
- G. Contractor may remove small trees and shrubs if they are in the way of construction only upon approval of Owner. No extra compensation will be paid to the Contractor for this work.

### **XIII CONTRACTOR'S INSURANCE REQUIREMENTS**

Contractor shall procure and maintain for the duration of performing the Work, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the Contractor's operation and use of the premises. The cost of such insurance shall be borne by the Contractor.

Minimum Scope of Insurance.

Coverage shall be at least as broad as:

- i. Broad Form Comprehensive General Liability, or the most recent revision.
- ii. Worker's Compensation insurance as required by statute and Employers Liability insurance.

Minimum Limits of Insurance.

Provider shall maintain limits no less than:

- a. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this location or the general aggregate limit shall be twice the required occurrence limit.
- b. Workers' Compensation and Employers Liability: Workers' Compensation limits as required by statute and Employers Liability limits of \$1,000,000 per accident and \$1,000,000 per disease.

Deductibles and Self-Insured Retentions.

Any deductible or self-insured retentions must be declared to, and approved by, the District. At the option of the District, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the District, its officers, elected and appointed officials, employees, volunteers, and agents; or the contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

#### Other Insurance Provisions.

The policies are to contain, or be endorsed to contain, the following provisions:

##### General Liability.

- i. The District, its officers, elected and appointed officials, employees, volunteers and agents are to be covered as additional insureds as respects: liability arising out of premises owned, occupied, or used by the contractor and/or arising out of activities performed on or on behalf of the contractor. The coverage shall contain no special limitations on the scope of protection afforded to the District, its officers, elected and appointed officials, employees, volunteers, or agents.
- ii. The contractor's insurance coverage shall be primary insurance as respects the District, its officers, elected and appointed officials, employees, volunteers, and agents. Any insurance or self-insurance maintained by the District, its officer, elected and appointed officials, employees, volunteers, or agents shall be excess of the Contractor's insurance and shall not contribute with it.
- iii. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the District, its officers, elected and appointed officials, employees, volunteers, or agents.
- iv. Coverage shall state that the contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

Worker's Compensation and Employers Liability Coverage. The insurer shall agree to waive all rights of subrogation against the District, its officers, elected and appointed officials, employees, volunteers, and agents for losses arising from the use of the premises.

## All Coverages.

Each insurance policy required by this clause shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt required, has been given to the District.

## Acceptability of Insurers.

Insurance is to be placed with insurers licensed to do business in Illinois.

## Verification of Coverage.

Contractor shall furnish the District with certificates of insurance and with original endorsements if applicable effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and endorsements are to be received and approved by the District before the premises are occupied. The District reserves the right to require complete certified copies of all required policies, at any time.

## **XIV SURETY BOND**

Where the contract sum is \$150,000 or more, Contractor shall supply a Surety Bond (aka Performance and Labor & Material Payment Bond), payable to the Owner, for not less than one hundred (100%) percent of the contract amount will be required prior to beginning construction. Owner in its discretion may require a surety bond for lesser Contract Sums. Such bonds shall include the provision guaranteeing the faithful performance of the Prevailing Wage Act. The surety on the bond shall be a company that is licensed by the Department of Insurance authorizing it to execute surety bonds and the company shall have a financial strength rating of at least A- as rated by A.M. Best Company, Inc., Moody's Investors Service, Standard & Poor's Corporation, or a similar rating agency.

## **XV TESTS AND INSPECTIONS**

- A. The Owner will appoint, employ and pay for services of an independent firm(s) to perform inspection and testing, if necessary due to the scope of the project. The Owner will inform the Contractor

if this will be done at the time of the signing of the Contract or during the construction period.

- B. The independent firm(s) will perform inspections, tests and other services called out in the specifications and drawings and as required by the Owner. Reports will be submitted by the independent firm(s) to the Owner, in duplicate, indicating observations and results of tests and indicating compliance or non-compliance with specifications and drawings.
- C. The Contractor shall cooperate with the independent firm(s), furnish samples of materials and designs mixes, and permit the firm to use equipment, tools, storage, and construction personnel, within reason, as requested. The Contractor shall notify the Owner and independent firm(s) twenty-four (24) hours prior to the expected time for operations requiring services. The Contractor may separately employ the independent firm(s) to perform additional sampling and tests required for the Contractor's use.
- D. Retesting required because of non-conformance to specified requirements shall be performed by the same independent firm(s) at the request of the Owner. Payment for retesting will be charged to the Contractor by deducting inspection and/or testing charges from the Contract Sum.

## **XVI HOURS OF OPERATION**

- A. Contractors shall strictly adhere to the following hours for construction and maintenance, as determined by the Park District.
  - 1. All construction related activity shall be confined to the hours of 7:00 am and 7:00 pm (Monday through Friday); 9:00 am and 6:00 pm (Saturdays); no work is permitted (Sundays or Holidays).



# **WOODLAND MANAGEMENT AT CROW ISLAND WOODS SPECIFICATIONS**

## **SECTION 01**

### **PART 1 PROJECT OBJECTIVES/ PREPARATIONS**

#### **1.01 Goal**

- A. The Winnetka Park District is seeking proposals from qualified Ecological Restoration Contractors for labor and materials for Crow Island Woods woodland management of the 8.4 acre woodland and 1.5 acre wetland. The goal is to prevent the dominance of invasive species at each location.

#### **1.02 Preparations**

- A. Site boundaries and access points will be called out on Exhibit A & B: Project Maps.
- B. Invasive species lists will be examined and discussed at an onsite meeting prior to work beginning. Invasive species list (Table 1 Herbaceous, Table 2 Woody).
- C. Access and staging plans must be provided to the District and reviewed for approval.

### **PART 2 Submittals**

The Contractor shall submit, for approval by the Owner, all items that will be used under this section, as well as any alternate materials.

#### **2.01 Materials**

- A. Prior to beginning work, the contractor must submit to the District a list of all herbicides, surfactants, water conditioners, dyes, and any other chemicals or adjuvants intended for use in the project. Any substitutions must receive written approval from the District.

#### **2.02 Licenses**

- A. Before any herbicide application begins, the Contractor must submit to the District proof of a current State of Illinois commercial pesticide license for each individual who will be applying herbicide at the project site. The Contractor must ensure that a copy of each commercial pesticide applicator/operator license is maintained on-site throughout the duration of the work.

### **2.03 Equipment**

- A. In preparation of the upcoming work on the Crow Island Woods Woodland Management Project, please be advised that prior to the commencement of any activities, you are required to submit a comprehensive list of all equipment intended for use on the job site. This list must include:
1. A detailed description of each piece of equipment.
  2. The intended use of each piece of equipment.
  3. The specific location within the woodland where the equipment will be used.

This information must be provided to the District prior to work beginning to ensure compliance with all safety and environmental best practices.

### **2.04 Notifications**

- A. In accordance with the ENVIRONMENTAL SAFETY (415 ILCS 61/) Pesticide Application on Rights-of-Way Notification Act, herbicide application requires a 24-hour public notice, which is the responsibility of the District. The contractor must notify the District as early as possible, but no less than 3 business days prior to any invasive species control operations using herbicides.

## **PART 3      IMPLEMENTATION/ REPORTING**

### **3.01 TIMING & CONDITIONS**

- A. Herbaceous invasive species control is generally carried out during the growing season, which typically runs from April 15<sup>th</sup> to October 31. Control of woody invasive species can occur year-round, from January 1 to December 31. The exact timing of control efforts will depend on site-specific conditions and plant growth patterns. The contractor is responsible for ensuring that the weather and ground conditions are conducive to safe and effective work, and must take appropriate measures to mitigate any risks related to adverse weather or ground conditions. It is imperative to assess ground conditions carefully to prevent any potential issues such as rutting and erosion. Herbicide applications should not be made within 24 hours of expected rainfall or if wind speeds exceed 10 mph at ground level in the treatment area.

### **3.02 IMPLEMENTATION**

Invasive removals be managed through several effective treatment and removal methods, each depending on the plant's characteristics and the environment; this will be determined by the contractor. Mechanical removal, involving physically digging up or cutting down the plants to prevent them from spreading is acceptable. Chemical control, using herbicides, is another option, particularly for persistent or hard-to-remove species. Herbicides should be used with caution to minimize harm to surrounding vegetation and wildlife. Integrated management, combining these methods, will be the most effective approach for long-term control. Regular monitoring and follow-up treatments are crucial to ensure that the invasive species do not return.

- A. Chemical control of herbaceous invasive plants is the preferred method of treatment for this work site due to its efficiency and effectiveness in quickly reducing target populations. Herbicides can specifically target invasive species without disturbing the surrounding ecosystem, which is particularly important in areas where other methods, such as mechanical removal, might be too labor-intensive or disruptive. Additionally, chemical control allows for more precise application, reducing the risk of spreading invasive plants to other areas.

## **Foliar Spraying**

- **Method:** Apply herbicide directly to the leaves of the invasive plants when they are actively growing. This is effective for most herbaceous plants as they readily absorb the herbicide through their leaves.
- **Timing:** Best done during the growing season when the plants are green and actively photosynthesizing, typically in late spring to early summer.

## **Wicking or Sponge Treatment**

- **Method:** Herbicide is applied using a sponge or wick that comes into contact with the plant's leaves or stems. This method reduces the risk of herbicide drift onto non-target vegetation.
- **Timing:** Best applied during active growth and when conditions are dry to prevent runoff.

## **Low Pressure Spot Spraying**

Low-pressure spot spraying will reduce the amount of herbicide that is released, allowing for more precise application. The goal is to limit the spread of herbicide to only the plants being targeted, minimizing the impact on surrounding vegetation and the environment.

- **Method:** Use a sprayer with a low-pressure nozzle. This could be a hand-held sprayer, backpack sprayer, or small pump sprayer. The nozzle should be adjustable to control the flow of the chemical, ensuring it's a fine mist or light spray rather than a heavy stream.
- **Timing:** Spray when temperatures are cooler and there is less wind to minimize drift and evaporation. Early morning or late afternoon is typically ideal. Avoid spraying during windy conditions or when rain is expected shortly after spraying, as this can reduce effectiveness and lead to runoff.

B. Woody Invasive control is to be handled through mechanical removal methods of pulling, cutting or mowing. This process will be followed up with chemical treatment of the fresh stem using the preferred application methods.

## **3.03 HERBICIDE USE**

The use of herbicides shall be in accordance with all applicable laws and regulations and applied according to the requirements of the label. All equipment used to apply

herbicides must be in good working order free from leaks and malfunctions that could cause a spill or unwanted leaking or application.

The Contractor is responsible for maintaining all chemical documentation including labels safety data sheets and application information. This documentation is to be provided to the District upon request.

### **3.04 REPORTING**

The contractor shall provide documentation of each site visit in writing to the District including treatment dates, targeted species, methods and herbicides used. The contractor shall also provide up to date recommendations for future site work and a revised map showing remaining target areas.

## **PART 4 PERFORMANCE STANDARDS/ CLEAN UP**

### **4.01 PERFORMANCE STANDARDS**

Following the 2026 season the dominant species in the areas called out on the site map shall not be non-native or weedy species shown on Table 1 and 2:

Dominance can be determined by Relative Importance Value (RIV) observed prior to work beginning and after treatment methods. Invasive RIV decreases of greater than 50% must be achieved.

**Table 1 Herbaceous Invasive Species**

<b>Common Name</b>	<b>Scientific Name</b>
Oriental bittersweet	Celastrus orbiculatus
Poison hemlock Conium	Maculatum
Teasel	Dipsacus spp.
Russian olive	Elaeagnus angustifolia
Autumn olive	Elaeagnus umbellata
Thorny olive	Elaeagnus pungens
Japanese knotweed	Fallopia japonica
Giant knotweed	Fallopia sachalinensis
Bohemian knotweed	Fallopia xbohemica
Lesser celandine	Ficaria verna
Giant hogweed	Heracleum mantegazzianum
Purple loosestrife	Lythrum salicaria
Kudzu	Pueraria montana
Cow parsnip	Heracleum maximum
Goutweed	Aegopodium podagraia
Garlic Mustard	Alliaria petiolate
Ragweed	Ambrosia spp.
Common burdock	Arctium minus
Black mustard	Brassica nigra
Lamb's quarters	Chenopodium album
Bull thistle	Cirsium vulgare
Canada thistle	Cirsium arvense
Poison hemlock	Conium maculatum
Queen Ann's lace	Daucus carota
Teasel	Dipsaucus spp.
Dame's rocket	Hesperis matronalis
Bird's foot trefoil	Lotus corniculatus
Annual fleabane	Erigeron annus
Moneywort	Lysimachia nummularia
Purple loosestrife	Lythrum salicaria
White sweet clover	Melilotus albus
Chicory	Cichorium intybus
Winter creeper	Euonymus frotunei
St John's wort	Hypericum perforatum
Day Lily	Hermerocallis fulva

**Table 2. Woody Invasive Species**

<b>Common Names</b>		<b>Scientific Names</b>
Glossy buckthorn		Frangula alnus
Japanese honeysuckle		Lonicera japonica
Amur honeysuckle		Lonicera maackii
Spring honeysuckle		Lonicera fragrantissima
Morrow's honeysuckle		Lonicera morrowii
Tatarian honeysuckle		Lonicera tatarica
Common buckthorn		Rhamnus cathartica
Saw-toothed buckthorn		Rhamnus arguta
Dahurian buckthorn		Rhamnus davurica
Japanese buckthorn		Rhamnus japonica
Chinese buckthorn		Rhamnus utilis
Multiflora rose		Rosa multiflora
Raspberry		Rubus idaeus
Amur maple		Acer ginnala
Black locust		Robinia pseudoacacia
Tree of heaven		Ailanthus altissima
Oriental bittersweet		Celastrus orbiculatus
Japanese honeysuckle		Lonicera japonica
Poison ivy		Toxicodendron radicans
Poison Oak		Toxicodendron pubescens
Poison sumac		Toxicodendron vernix
Autumn olive		Elaeagnus umbellata
Ash tree		Fraxinus
Honey suckle		Lonicera spp.
Mulberry		Morus spp.

#### **4.02 CLEAN UP**

- A. Removal and disposal of cut or pulled materials shall be by the Contractor in accordance with all Federal, State and Local regulations at an approved site specifically operated for that purpose.
- B. The Contractor shall cause no damage to items to be preserved during site work. Repair of such damage shall be at no cost to the Owner.

#### **4.03 REVIEW/ ACCEPTANCE**

Following the 2026 season the District will inspect the effectiveness of the work with the contractor to establish final acceptance. The performance standards will be compiled and used for final acceptance guidance. Final acceptance will not occur until a final report is presented to the District.

**-End of Section 01-**

**BID FORM**

**BID ITEM: WOODLAND MANAGEMENT AT CROW ISLAND WOODS**

**BID TO:** Winnetka Park District Board of Commissioners  
Winnetka Park District  
540 Hibbard Rd.  
Winnetka, Illinois 60093

1. The following is our proposal to provide the Work, as more particularly described in the Contract Documents.
2. Having carefully examined the Contract Documents, we offer the following bid.
3. The Bidder hereby states that the price quoted herein constitutes the gross total cost to the Winnetka Park District for all work involved in the Contract Documents, and that this cost also includes all taxes (other than Illinois Sales Tax), insurance, royalties, transportation charges, use of all tools and equipment, superintendence, bond and overhead expense, all profits and all other work, services and conditions necessarily involved in the Work done and materials furnished, in accordance with the requirements of the Contract Documents considered severally and collectively.
4. We hereby agree that this proposal may be accepted by the Park District Board of Commissioners without change at any time during a period stipulated in the specifications.

**BID FROM:**

Contractor: \_\_\_\_\_  
(Print Name of Contractor)

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

City, State, Zip \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Signature of Authorized Officer)

Printed Name of Signatory: \_\_\_\_\_

As It's: \_\_\_\_\_  
(Title of Signatory)

Dated: \_\_\_\_\_

## WOODLAND MANAGEMENT AT CROW ISLAND WOODS

<u>No.</u>	<u>Item</u>	Site Visits	Price per Visit	<u>Totals</u>
<b>1.</b>	<b>8.4 ACRE WOODLAND</b>			
1.1	Invasive removals	_____	_____	_____
	<b>Subtotal</b>			
<b>2.</b>	<b>1.5 ACRE WETLAND</b>			
2.1	Invasive removals	_____	_____	_____
	<b>Subtotal</b>			
<b>TOTAL</b>				_____









## QUALIFICATION OF CONTRACTOR

The Bidder shall submit the following statements as part of the bid proposal. Attach any additional sheets as needed to provide complete information.

### Organization

1. The bidder's organization has been in business under its present business name for \_\_\_\_\_ years, from \_\_\_\_\_ (date). If applicable, the organization previously operated under the following name: \_\_\_\_\_
2. Type of organization (fill in one):  
Corporation: Date of Incorporation: \_\_\_\_\_  
State of Incorporation: \_\_\_\_\_  
President's name: \_\_\_\_\_  
Vice-president's name(s): \_\_\_\_\_  
Secretary's name: \_\_\_\_\_  
Treasurer's name: \_\_\_\_\_  
Partnership Date of Organization: \_\_\_\_\_  
Type of Partnership (if applicable): \_\_\_\_\_  
Name(s) of general partner(s): \_\_\_\_\_  
Individually Owned: Date of Organization: \_\_\_\_\_  
Name of Owner: \_\_\_\_\_  
Other: Describe: \_\_\_\_\_  
Principals: \_\_\_\_\_

### Licensing

1. Provide jurisdictions and trade categories (including registration or licensing numbers) in which Bidder's organization is legally qualified to do business:  
\_\_\_\_\_  
\_\_\_\_\_

### Experience

1. Bidder's organization has had experience in work comparable with that required for this bid project as: a prime Contractor for \_\_\_\_\_ years and/or a Subcontractor for \_\_\_\_\_ years.
2. Describe type of work Bidder's organization normally performs with its own work force: \_\_\_\_\_  
\_\_\_\_\_

3. List work similar in character to that required for this bid project (past two years, minimum), including any works in progress:

Project Client	Contact/Phone	Contract Amount	Year Completed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**References**

1. Reference is hereby made to the following bank(s) as to the financial responsibility of the Bidder:

Name of Bank(s)	Address	Phone
_____	_____	_____
_____	_____	_____

2. Reference is hereby made to the following trade organizations or other contractors as to the responsibility of the Bidder:

Name(s)	Address	Phone
_____	_____	_____
_____	_____	_____

Contractor: \_\_\_\_\_  
 (Print Name of Contractor)

Signed: \_\_\_\_\_  
 (Signature of Authorized Officer)

Printed Name of Signatory: \_\_\_\_\_

As It's: \_\_\_\_\_  
 (Title of Signatory)

Dated: \_\_\_\_\_, 20\_\_\_\_



**CONTRACTOR'S CERTIFICATION**

**CORPORATION/PARTNERSHIP**

I, \_\_\_\_\_  
(Printed Name of Signatory)

a duly authorized agent of \_\_\_\_\_  
(Print Name of Contractor)

do hereby certify that neither  
\_\_\_\_\_  
(Print Name of Contractor)

nor any individual presently affiliated with  
\_\_\_\_\_  
Print Name of Contractor)

has been barred from bidding on a public contract as a result of a violation of either Section 33E-3 (bid-rigging) or Section 33E-4 (bid-rotating) of the Illinois Criminal Code, contained in Chapter 38, Section 33E of the Illinois Revised Statutes.

Signed: \_\_\_\_\_  
(Signature of Authorized Officer)

Dated: \_\_\_\_\_, 20\_\_

**INDIVIDUALLY OWNED\OTHER**

I, \_\_\_\_\_, do  
(Printed Name of Signatory)

hereby certify that I am a Contractor who has not been barred from bidding on a public contract as a result of a violation of either Section 33E-3 (bid-rigging) or Section 33E-4 (bid-rotating) of the Illinois Criminal Code, contained in Chapter 38, Section 33E of the Illinois Revised Statutes.

Signed: \_\_\_\_\_  
(Signature of Authorized Person)

Dated: \_\_\_\_\_, 20\_\_



**BUSINESS STATUS AFFIDAVIT**

I, the undersigned, being duly sworn and as an authorized representative of the Bidder, do state as follows:

\_\_\_\_\_ is a  
(Print Name of Contractor)

\_\_\_\_\_ Corporation

\_\_\_\_\_ Partnership

\_\_\_\_\_ Individual Ownership

\_\_\_\_\_ Other (Describe: \_\_\_\_\_ )

The business address is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_  
(Signature of Authorized Officer)

Printed Name of Signatory: \_\_\_\_\_

As It's: \_\_\_\_\_  
(Title of Signatory)

Dated: \_\_\_\_\_, 20\_\_

\*\*\*\*\*

STATE OF ILLINOIS )

) SS

COUNTY OF COOK )

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that \_\_\_\_\_ appeared before me this day in person and, being first duly sworn on oath, acknowledged that he/she is authorized to act on behalf of Contractor, and that he/she executed the foregoing certificate as his/her free act and deed and as the act and deed of Contractor.

Dated: \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(Notary Public)

[Notary Seal]



**NON-DISCRIMINATION AFFIDAVIT**

I, the undersigned, being duly sworn and as an authorized representative of the Bidder, do state as follows:

- 1. That the bidder has not, does not, and will not engage in discrimination because of race, color, religion, sex, national origin, ancestry, age, marital status, military service or sensory, physical or mental disability, in the hiring or firing of employees; and
- 2. That the bidder is, in fact, an equal opportunity employer; and
- 3. That the bidder shall not commit an unfair employment practice and shall take affirmative action to ensure that no unfair employment practice is committed.

Contractor: \_\_\_\_\_  
(Print Name of Contractor)

Signed: \_\_\_\_\_  
(Signature of Authorized Officer)

Printed Name of Signatory: \_\_\_\_\_

As It's: \_\_\_\_\_  
(Title of Signatory)

Date: \_\_\_\_\_, 20\_\_

\*\*\*\*\*

STATE OF ILLINOIS )  
 ) SS  
 COUNTY OF COOK )

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that \_\_\_\_\_ appeared before me this day in person and, being first duly sworn on oath, acknowledged that he/she is authorized to act on behalf of Contractor, and that he/she executed the foregoing certificate as his/her free act and deed and as the act and deed of Contractor.

Dated: \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(Notary Public)

[Notary Seal]



**SEXUAL HARASSMENT POLICY CERTIFICATION**

As part of his/her proposal on the enclosed Contract, the undersigned ("Contractor") hereby certifies that Contractor has in full force and effect a written sexual harassment policy in accordance with the Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), including at least the following:

1. a statement on the illegality of sexual harassment;
2. a description of sexual harassment, utilizing examples;
3. an internal complaint process, including penalties;
4. the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights ("Department") and the Illinois Human Rights Commission ("Commission");
5. directions on how to contact the Department and the Commission; and
6. protection against retaliation, as provided by Section 6 101 of the Act.

Contractor further certifies that such policy shall remain in full force and effect throughout the term of the Contract.

Contractor: \_\_\_\_\_  
(Print Name of Contractor)

Signed: \_\_\_\_\_  
(Signature of Authorized Officer)

Printed Name of Signatory: \_\_\_\_\_

As It's: \_\_\_\_\_  
(Title of Signatory)

Date: \_\_\_\_\_, 20



## CERTIFICATE OF COMPLIANCE DRUG FREE WORKPLACE ACT

Illinois Compiled Statutes, Ch. 30, Sec. 580/1 et seq.

\_\_\_\_\_ under a certain  
Contractor

contract dated \_\_\_\_\_ with the Winnetka Park District for **WOODLAND MANAGEMENT AT CROW ISLAND WOODS** hereby certifies that said contractor shall, as a condition of the aforesaid contract, provide a drug free workplace by:

A. Publishing a statement:

1. Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, is prohibited at the contractor's workplace or work site.
2. Specifying the actions that will be taken against employees for violations of such prohibition.
3. Notifying the employee that, as a condition of employment on such contract, the employee will:
  - a. abide by the terms of the statement; and
  - b. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

B. Establishing a drug free awareness program to inform employees about:

1. the dangers of drug abuse in the workplace;
2. the contractor's policy of maintaining a drug free workplace;
3. any available drug counseling, rehabilitation, and employee assistance programs; and
4. the penalties that may be imposed upon employees for drug violations.

- C. Making it a requirement to give a copy of the statement required by subsection (A) to each employee engaged in the performance of the contract and to post the statement in a prominent place in the workplace.
- D. Notifying the Winnetka Park District within 10 days after receiving notice under part (b) of paragraph (3) of subsection (A) from an employee or otherwise receiving actual notice of such conviction.
- E. Imposing a sanction on or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by an employee who is so convicted as required by paragraph (H) below.
- F. Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.
- G. Making a good faith effort to continue to maintain a drug free workplace throughout implementation of the foregoing.
- H. Employee sanctions and remedies. A contractor shall, within 30 days after receiving notice from an employee of a conviction of a violation of a criminal drug statute occurring in the workplace:
  - 1. Take appropriate personnel action against such employee up to and including termination; or
  - 2. Require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Contractor:

By: \_\_\_\_\_

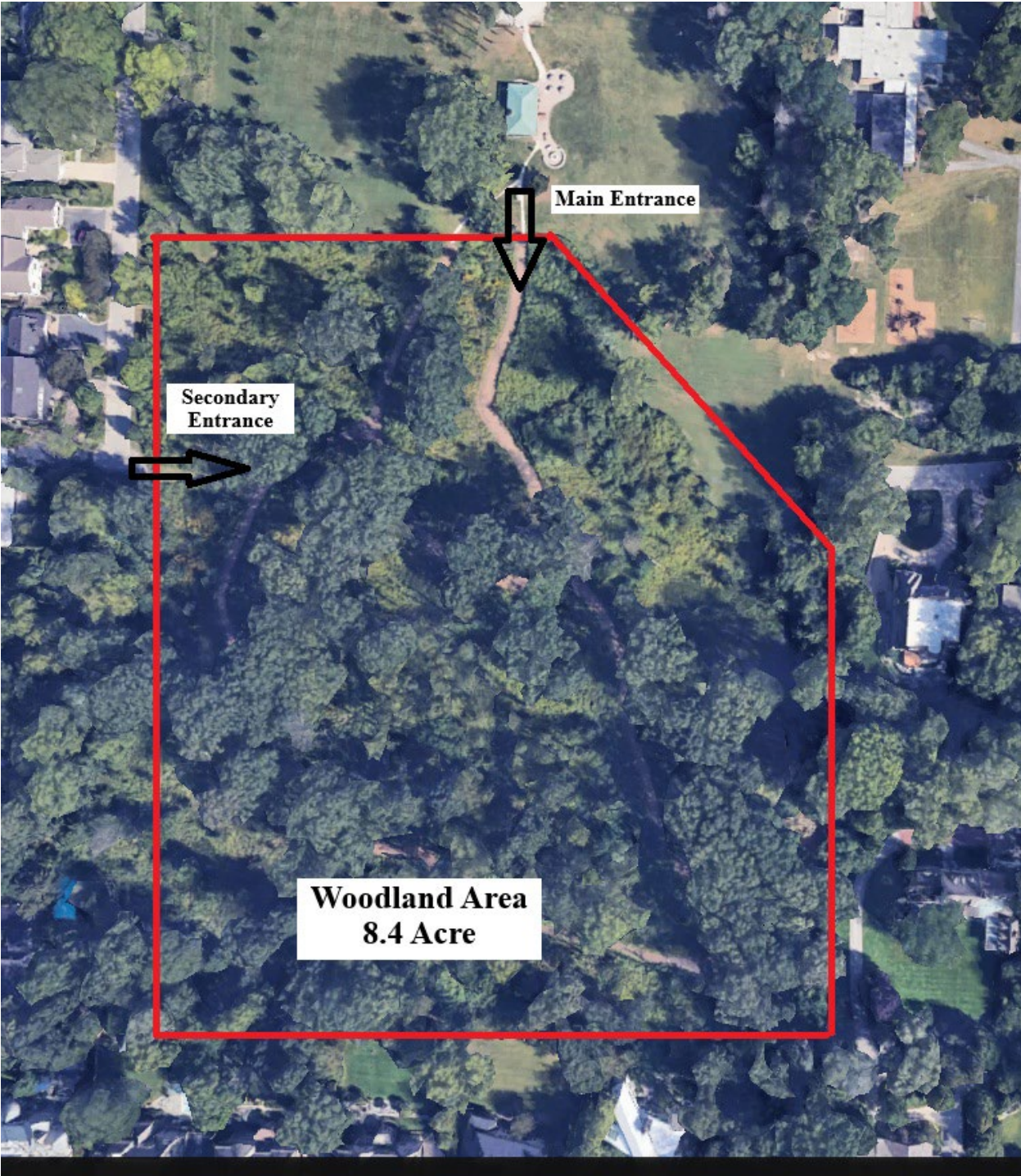
Its: \_\_\_\_\_

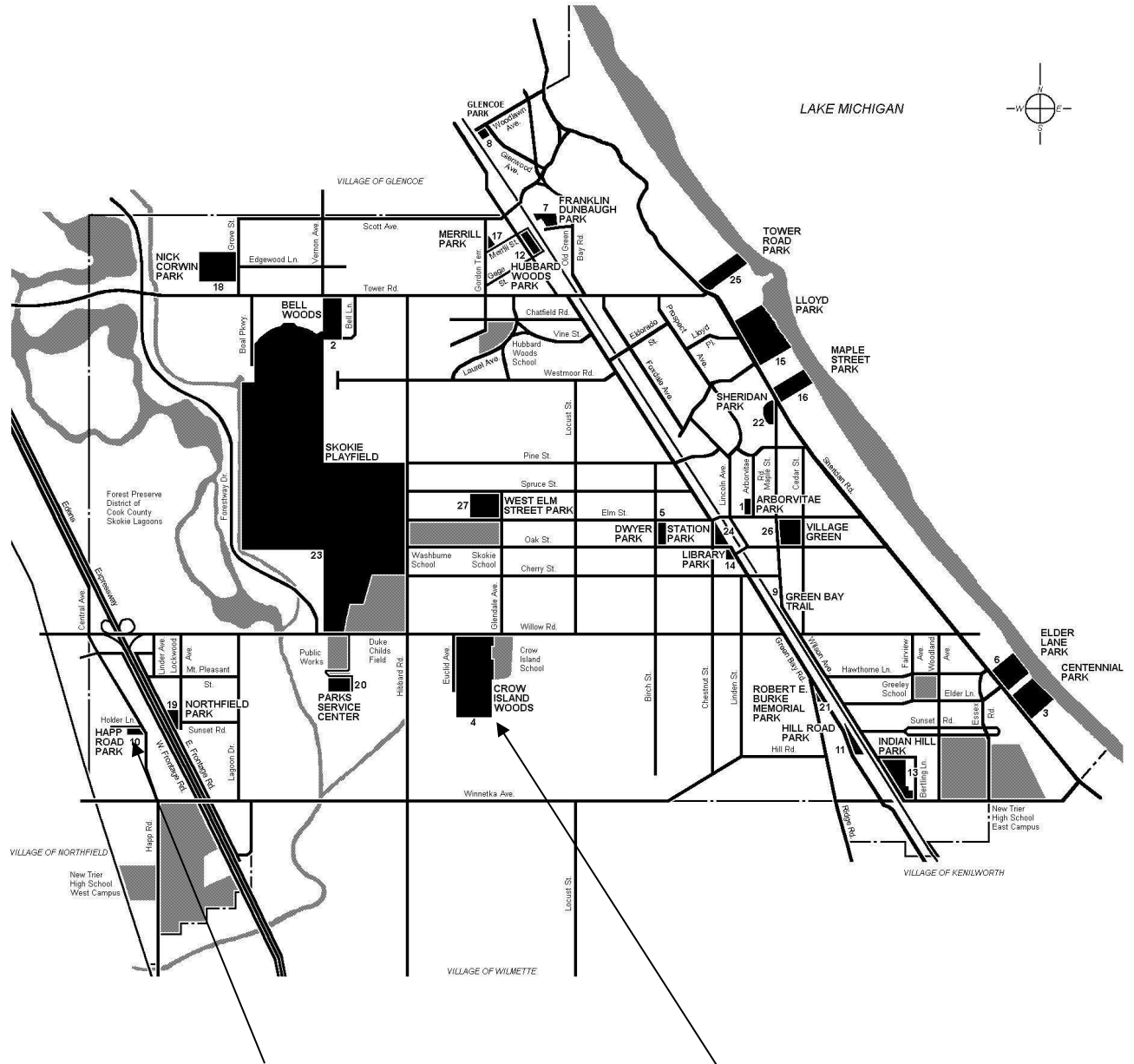


**Exhibit A: Crow Island Woods Wetland Area**



**Exhibit B: Crow Island Woods Woodland Area**





**CROW ISLAND WOODS  
1140 WILLOW ROAD,  
WINNETKA IL 60093**