

VILLAGE OF MINOOKA

**Bulk Road Salt
2026 - 2027**

Request for Quotation

By Sealed Bid

**With the Public Bid Opening Set for:
September 10, 2026
10:01 A.M.**

**Located at the
Minooka Village Hall
121 E. McEvilly Road
Minooka, IL. 60447**

Dated: August 13, 2026

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The Checklist is intended to assist the bidder in preparing their bid for submission. This page is not intended to represent a list of all required bid documents or to substitute the General terms, conditions and instructions. The Bidder is responsible to review all Bidding Document

**VILLAGE OF MINOOKA
GRUNDY COUNTY, WILL COUNTY, KENDALL COUNTY, ILLINOIS
NOTICE TO BIDDERS**

The Village of Minooka will receive sealed proposals for the following improvements at the Village Hall, 121 East McEvilly Road, Minooka, IL 60447 until 10:00 A.M. on September 10, 2026

Bulk Road Salt

Proposals will be publicly read aloud at 10:01 A.M. on September 10, 2026. No bid shall be withdrawn after the opening of the proposals without the consent of the President and Board of Trustees for a period of sixty days after the scheduled time of closing bids.

All proposals shall be sealed in an envelope, addressed to the Village of Minooka, attention Village Clerk. The name and address of the bidder and the name of the project shall also appear on the outside of the envelope. Proposals must be submitted on the forms provided in the Contract Documents.

The contract documents, including bidding instructions, terms, provisions, and specifications (*i.e.* the “Bid Packet”), are on file at the office of the Village of Minooka, 121 E. McEvilly Rd., Minooka, Illinois 60447, and may be obtained from the Village Hall or may be received electronically from Orsola Filus at orsola.evola@minooka.com. The Bid Packet can be obtained until 4:00 P.M. on September 9, 2026.

The Village reserves the right to reject any or all proposals or bids, to waive technicalities in bidding, to postpone the bid opening, and/or to advertise for new proposals, if, in the sole discretion and judgment of the President and Board of Trustees, it determines that the best interests of the Village and its citizens will be promoted thereby. The Village further reserves the right to reject any and all proposals or bids that fail to comply with these instructions, if the President and Board of Trustees determine, in their sole discretion and judgment, that the contractor that submitted such proposal and/or bid is not a responsible bidder, or if the best interests of the Village and its citizens would otherwise be served thereby.

The Village requires that all contractor pre-qualify with the Village prior to submitting any bid/proposal in response to this invitation. Failure by any contractor to file any and all information required for pre-qualification may result that contractor’s proposal/bid being rejected as non-responsive. If, in the opinion of the Village of Minooka, any contractor would not be able to serve the best interests of the Village and its citizens, the Village reserves the right to reject that contractor’s bid/proposal as non-responsive.

No contract will be awarded to any contractor if, in the opinion of the President and Board of Trustees, that contractor will not be able to complete the Work in a manner that will serve the best interests of the Village and its citizens.

By order of the President and Board of Trustees of the
Village of Minooka, Grundy, Kendall, and Will Counties

Village of Minooka

General Terms, Conditions, Instructions, and Technical Specifications

Bulk Road Salt

2026 – 2027

General Instructions

All work called for in the Specification applicable to this Contract, but not shown in its present form, shall be of like effect as if shown or mentioned. Work not specified, but involved in carrying out the intent or in the complete and proper execution of the Work, is required and shall be performed by the Contractor as though it were specifically delineated or described.

The apparent silence of the Specification as to any detail, or the apparent omission from them of a detailed description concerning any work to be done and material to be furnished, shall be regarded as meaning that only the best general practice is to prevail and that only material and workmanship of the best quality is to be used, and interpretation of these Specifications shall be made upon that basis.

Scope of Work

The “work” shall consist of the Contractor furnishing all labor, supervision, equipment and materials, and other means of maintenance necessary or proper for performing and completing the Work hereinafter described in these general terms, conditions, instructions, and technical specifications, without limitation. The Contractor shall perform and complete the Work in the manner most consistent with the safety of life and property and to the satisfaction of the Village and in accordance with the specifications. The cost of incidental work described in these specifications, for which there are no specific Items, shall be considered as part of the general cost of doing the Work and shall be included in the prices for the various Items. No additional payment will be made therefore.

Contractor Qualification

The Contractor shall be an established contractor with a history of successfully executing large scale, commercial material supply contracts. Such history shall be for a continuous two-year period. Contractor shall have all licenses, certifications, and other legal documents necessary to perform the Work outlined in this specification.

Submittals

Contractor shall submit the following materials with their proposal. Failure to include this information may result in the proposal being considered non-responsive.

- a. **References.** At least three references from present or former clients complete with contact persons. References shall be work performed within the last three years.
- b. **Personnel.** A list of personnel qualified to perform this work and employed full time by the Contractor including the length of time the employee has been with the firm.
- c. **Delivery Time Estimate.** Estimated time for each delivery once ordered.
- d. **Product Specifications.** Provide a report include product specifications and Safety Data Sheet for the material proposed.

Contractor's Responsibility

The Contractor shall do all the Work and furnish, at its own cost and expense, all labor, materials, equipment, except as therein otherwise provided, as may be necessary and proper to perform and complete the Work under this specification. The Contractor shall be responsible for the entire work until completed and finally accepted by the Village.

- a. **Carelessness.** The Contractor shall be responsible for all damage it may cause to structures, plants, trees, turf, irrigation, utilities, etc. due to improper, incorrect and/or careless work methods.
- b. **Personnel.** Only qualified and trained personnel shall be used in performing the Work outlined by this specification. A foreman shall be assigned to this project and shall be present during the full period of time in which work is being performed. All personnel shall be fully and neatly attired when performing work in the Village. The Contractor's Personnel shall not interfere in any way with the Village's Department operation. All personnel engaged in this work shall present a professional deportment in all interactions with the general public.
- c. **Equipment.** Contractor shall have at his or her disposal, a sufficient amount of equipment to perform the Work outlined by this specification.

Powers of the Village Representative

The power of the Village of Minooka representative shall not be limited to the following enumeration, for it is the intent of this Contract that all of the Work shall be subject to his or her determinations and approval.

- a. To monitor the performance of the Work.
- b. To determine the amount, kind, quality, sequence, frequency, and location of the Work to be paid for hereunder and, when completed, to measure such work for payment.
- c. To determine how the Work of this Contract shall be coordinated with the Work of others engaged simultaneously on or adjacent to the area(s) identified by these specifications.
- d. To make minor changes in the Work, as he or she deems necessary, provided such changes do not result in or net increase in the cost to the Village or Contractor.
- e. To review any and all questions in relation to the Contract and its contract performance, except as herein otherwise specifically provided, and his determination upon such review shall be final and conclusive upon the Contractor.

Hazardous Materials

The Contractor must follow OSHA regulation 29 C.F.R. Part 1926.59, each product's MSDS, plus any and all other applicable regulations when using substances containing hazardous materials. These regulations apply to transporting, storing, mixing, application, clean up and disposal of excess materials and their containers. Any illegal disposal of hazardous materials and/or containers shall place the Contractor in default.

The Contractor shall assume all costs arising from citations and/or the clean-up of any spills and subsequent inspections due to non-compliance of the above-mentioned regulation(s), or misuse of the product as specified by the manufacturer. The Contractor further agrees to indemnify and hold harmless the Village of Minooka and its duly authorized agents from any and all suits of law or actions of any nature for or on account of the Contractor's (or its agent's) actual or alleged non-compliance of the above stated regulations and/or product use guidelines as specified by manufacturer.

Safety and Health Regulations

The Contractor shall comply with the Department of Labor Safety and Health Regulations for construction promulgated under the Occupational Safety and Health Act of 1970 (PL 91-596) and under Section 107 of the Contract Work Hours and Safety Standards Act (PL 91-54).

Environmental Considerations

The Contractor, in the performance of the Work under this Contract, shall comply with all local, State and Federal laws, statutes, ordinances, rules and regulation applicable; and, in the event it violates any of the provisions of same, it shall be answerable to the local, state and Federal agencies designated by law for the protection and enforcement of the environment. In the event Village receives, from any of the environmental agents, a citation which is occasioned by an act or omission of the Contractor, its officers, employees or agents, it is understood and agreed that the Contractor shall automatically become a party-respondent under said citation; and the Village immediately shall notify the Contractor and provide it with a copy of said citation. The Contractor shall comply with the requirements of the citation and correct the offending condition(s) within the time stated in said citation and further shall be held fully responsible for all fines and/or penalties.

Traffic Regulations

During the execution of the Work, the Contractor shall not block with its vehicles(s) and equipment the entrance/exit ways of emergency vehicles, nor impede roadside traffic flows.

Release and Waiver

The Contractor hereby releases, waives, forever discharges, and will hold harmless the Village from any and all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from or in connection with the performance of the Work, which the Contractor may have or may hereinafter accrue or acquire, without limitation. Further, The Contractor agrees to release and hold harmless the Village from any and all claims arising from any errors, inconsistencies or omissions in the contract documents, including but not limited to these general terms, conditions, instructions, and technical specifications, of which the Contractor had actual notice or which the Contractor should otherwise have discovered through the exercise of reasonable diligence.

Indemnification

To the fullest extent permitted by law, Contractor waives any right of contribution against and shall defend, indemnify and hold harmless the Village, as well as any representative or employee of the Village, from and against all claims, damages, losses and expenses, injuries, or deaths, including but not limited to attorneys' fees, arising out of or resulting from or in connection with the performance of the Work, provided that any such claim, damage, loss or expense is caused by or alleged to be caused by an act or omission of Contractor, anyone directly or indirectly employed by the Contractor, or anyone for whose acts any of them may be liable in the performance of the Work, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity or contribution which would otherwise exist as to any party or person described herein.

In the event that the Contractor is requested but refuses to honor the indemnity obligations hereunder or to provide a defense, then the Contractor shall, in addition to all other obligations, (i) pay the cost of bringing any action to enforce this indemnity requirement, including but not limited to attorneys' fees, as well as (ii) pay any and all costs incurred by the Village in the defense of any litigation covered by this indemnity provision, including attorney's fees.

The Contractor hereby knowingly and intentionally waives the right to assert, under the case of *Kotecki v. Cyclops Welding Corp.*, 146 Ill. 2d 155 (1991) that Contractor's liability may be limited to the amount of its statutory liability under the Workers' Compensation Act, and agrees that Contractor's liability to indemnify and defend the Village is not limited by the so called "Kotecki Cap."

None of the foregoing provisions shall deprive the Village of any action, right or remedy otherwise available to it at law.

Waiver of Lien

Every request for payment submitted by the Contractor must include Lien Waivers executed by the Contractor, as well as Lien Waivers executed by any and all subcontractors, along with a Contractor's Affidavit verifying that all subcontractors and material invoices have been paid prior to the Village approving final payment.

Termination

At any time after execution of the contract, the Village may terminate said contract for cause. Cause to terminate the contract exists if the Contractor institutes or consents to any proceeding(s) requesting relief or arrangement under the Federal Bankruptcy Act or any similar or applicable federal or state law, or if a petition under any federal or state bankruptcy or insolvency law is filed against the Contractor and such petition is not dismissed within sixty (60) days after the date of said filing, or if the Contractor admits in writing his inability to pay his debts generally as they become due, or if he makes a general assignment for the benefit of his creditors, or if a receiver, liquidator, trustee or assignee is appointed on account of his bankruptcy or insolvency; or if a receiver of all or any substantial portion of the Contractor's properties is appointed; or if the Contractor abandons the Work; or if he fails, except in cases for which extension of time is provided, to promptly and diligently perform the Work or to supply enough properly skilled workmen or proper materials for the Work; or if the Contractor disregards any laws, statutes, ordinances, rules, regulations or orders of any governmental body or public or quasi-public authority having jurisdiction of the Work or the site of said Work; or if he otherwise violates any provision of the contract documents. If cause for termination exists, the Village may, without prejudice to any right or remedy available to the Village at law or in equity and after giving the Contractor seven (7) days' written notice, terminate this contract with the Contractor. If the contract is terminated for cause, the Contractor shall be entitled to receive payment for any work performed prior to termination and accepted by the Village. Thereafter, the Contractor shall not be entitled to receive any further payment from the Village.

At any time after execution of the contract, the Village may terminate said contract without cause (that is, for any reason or for no reason whatsoever). Prior to terminating the contract without cause, the Village shall provide the Contractor with thirty (30) days written notice of its intent to terminate, and the Contractor shall be entitled to receive payment for (i) any work performed prior to said notice, (ii) any regularly-scheduled work performed and accepted during the thirty (30) day notice period, and (iii) any additional work during said thirty (30) day notice period that is authorized and approved by the Village in writing. Thereafter, the Contractor shall not be entitled to receive any further payment from the Village.

Village of Minooka

Invitation to Bid and Work Specifications

Bulk Road Salt

2026 – 2027

DEVIATION FROM SPECIFICATIONS

Please read your specifications/requirements thoroughly and be sure that the bid fully complies with all specifications/requirements. Any variation from the specifications/requirements must be clearly indicated by letter attached to your bid referencing variations on a point-by-point basis. If no exceptions are noted, and you are the successful bidder, it will be required that the Work be completed as specified.

PURPOSE

1. The purpose of these specifications/requirements and bidding documents is for the purchase of **1,100 TONS OF BULK ROAD SALT** for the Village of Minooka.
2. The Work under this bid shall be as specified in these bid documents. All specifications/requirements shown are minimum requirements, and any failure to comply with any such specification/requirements may result in your bid being found non-responsive and rejected.

ALTERATIONS/AMENDMENTS TO BID

Bids **CANNOT** be altered or amended after opening time. Alterations made before opening time must be initialed by bidder guaranteeing authenticity. No bid shall be withdrawn after the opening of the proposals without the consent of the President and Board of Trustees for a period of sixty days after the scheduled time of closing bids.

SALES AND USE TAXES

No amount of retail sales tax, whether paid or unpaid, shall be included in the bid amount, nor shall any such tax amount be considered in calculating the Contractor's compensation if the contract is awarded to them. The Contractor hereby acknowledges that the Village is exempted by Section 3–5 of the Illinois Use Tax Act (35 ILCS 105/3–5) from paying any of the taxes imposed by the Act. The Contractor shall be responsible for any and all sales, consumer, use and similar taxes if incurred during or in relation to the Work.

SUBSTITUTIONS

No substitutions or cancellations will be permitted without written approval of Village of Minooka.

EXCEPTIONS

Any additions, deletions, or variations from the following specifications/requirements must be noted. The bidder shall attach to his/her bid sheet a list of any exceptions to the specifications/requirements if unable to do so, on specification sheet.

BRAND OR MANUFACTURER REFERENCE

Unless otherwise specified, any catalog or manufacturer's reference or brand name used in describing an item is merely descriptive, and not restrictive, and is used only to indicate type and style of product

desired. Bids on alternate brands will be considered if they meet specification requirements. If a bidder quotes on equipment other than the one(s) specified in the bid, sufficient specifications and descriptive (pictured literature) data must accompany same to permit thorough evaluation. In the absence of these qualifications, he/she will be expected to furnish the product called for.

DELIVERY

The successful bidder shall deliver the entire guaranteed base quantity within thirty (30) calendar days of contract award.

DELAY IN DELIVERY

When delay can be foreseen, Bidder shall give prior notice to Village of Minooka. Bidder must keep Village of Minooka advised at all times of status of order. Default in promised delivery (without acceptable reasons) or failure to meet specifications/requirements, authorizes the Village of Minooka to purchase such any necessary materials elsewhere and charge increase in cost to the defaulting Contractor. Acceptable reasons for delayed delivery are as follows: Acts of God (floods, tornadoes, hurricanes, etc.), acts of government, fire, strikes, war; Actions beyond the control of the successful bidder.

VALID BID TIME FRAME

The Village may hold bids 60 days after bid opening without taking action. BIDDERS shall be required to hold their Bids firm for the same period of time.

RIGHT TO REJECT/AWARD

The Village of Minooka reserves the right to refuse and reject any or all Bids, and to waive any or all formalities or technicalities, and to make such awards of contract as may be deemed to be the best and most advantageous to the Village of Minooka.

PAYMENT

Invoices will be paid within 30 days of receipt.

SYNONYM

Any time that the "Work" or the "Items" is/are referenced, such reference shall include but not be limited to the purchase of Bulk Road Salt as appropriate in context.

INTERPRETATIONS

Any questions concerning the conditions and/or specifications/requirements with regards to this solicitation for Bids shall be directed to the designated individuals as outlined in the Request for Bids. Such interpretations, which may affect the eventual outcome of this request for Bids, shall be furnished in writing to all prospective Bidders via Addendum. No interpretation shall be considered binding unless provided in writing by the Village of Minooka in accordance with paragraph entitled "Addenda." Reliance on any communication, clarification, or instruction other than an Addendum is at the bidder's own risk.

STATUTORY REQUIREMENTS

It shall be the responsibility of the successful Bidder to comply with all applicable State & Federal laws, Executive Orders and Municipal Ordinances, and the Rules and Regulations of all authorities having jurisdiction over the Work to be performed hereunder and such shall apply to the contract throughout, and

that they will be deemed to be included in the contract as though written out in full in the contract documents, including but not limited to any and all applicable health, environmental, and safety regulations.

BIDDER'S EMPLOYEES

Neither the Bidder nor his/her employees engaged in fulfilling the terms and conditions of this Purchase Contract shall be considered employees of the Village. The method and manner of performance of such undertakings shall be under the exclusive control of the Contractor. The Village shall have the right of inspection of said undertakings at any time.

RIGHT TO WAIVE

Village of Minooka reserves the right to waive or take exception to any part of these specifications/requirements when in the best interest of the Village of Minooka.

PREPARATION OF BID

The Village of Minooka shall not be held liable for any costs incurred by any bidder for work performed in the preparation of and production of a bid or for any work performed prior to execution of contract.

MATHEMATICAL ERRORS

In the event that there exist any mathematical error(s) in any bid such that the unit prices/rates given do not match the totals price(s) given, the unit prices/rates will govern.

PAST PERFORMANCE

Each Bidder's past performance shall be taken into consideration in the evaluation and award of a Service Contract for the Purchase of the Items.

AWARD

For purposes of this project, award will be contingent on approval of a budget by the Corporate Authorities of the Village. This contract will be awarded to the lowest responsible bidder whose bid complies with all of the provisions of this document. The Village reserves the right to reject any or all bids, waive technicalities, and be the sole judge of suitability of the merchandise for the use by the Village for intended purposes, all as necessary to ensure that the Village gets the best available deal in service of the best interests of the Village and its citizens.

SPECIAL CIRCUMSTANCES

In the event that the Village of Minooka has an immediate need for a particular service(s) that is/are on contract and the successful bidder on contract is not able to meet the special service delivery needs of the Village of Minooka reserves the right to purchase any required Items elsewhere to fulfill its' immediate need.

TERM OF CONTRACT

The initial term of this contract shall commence on award of contract and be in full force and effect to and including April 30, 2027. Thereafter, it may be renewed on a yearly basis upon mutual agreement of both the Village and the Contractor ("Renewal Term"), for up to four (4) additional years in one-year increments.

SAFETY

The Contractor shall exercise every precaution at all times for the protection of persons and properties. The safety provisions of all applicable laws and ordinances shall be strictly observed. The Contractor shall abide by all EPA and OSHA safety standards and regulations.

The Village is not responsible for site safety. The Contractor is solely and exclusively responsible for all means, methods, technologies, and site safety. Any practice obviously hazardous in the opinion of the Director of Public Works shall be immediately discontinued by the Contractor upon his receipt of instructions from said Director of Public Works to discontinue such practice.

At all times during the life of this contract, the Contractor shall observe and abide by all Federal, State, and local laws which in any way affect the conduct of the work and with all decrees and orders of courts of competent jurisdiction.

Bulk Road Salt – SPECIFICATIONS:

1. Scope of Purchase

Product: Bulk road salt for municipal roadway snow and ice control.

Guaranteed Base Purchase: 1,100 tons.

Optional Supplemental Purchase: Additional road salt may be ordered by the Village on or after December 1, 2026. No supplemental quantity is guaranteed.

Pricing: All pricing shall be stated as a delivered price per ton. The delivered unit price shall include all freight, fuel, trucking, handling, delivery, and other supplier costs. No separate surcharge will be paid.

2. Product Requirements

Road salt shall be sodium chloride intended for roadway deicing and shall meet AASHTO M 143-14 (2022), or an equivalent road salt specification accepted by the Village.

Salt shall be free of trash, debris, contamination, excessive moisture, or frozen material that materially interferes with normal municipal storage, handling, or spreading operations.

The Village may reject any load that is visibly contaminated or materially fails to meet the bid requirements.

Any exception or proposed alternate material shall be clearly identified with the bid.

3. Base Purchase Delivery

The successful bidder shall deliver the entire guaranteed base quantity within thirty (30) calendar days of contract award.

The contractor may schedule deliveries at its discretion within the 30-day delivery period, subject to coordination with Village Public Works staff.

Deliveries will be accepted between 7:30 a.m. and 2:30 p.m. unless a different time is approved by the Village in advance.

Delivery Location: Village of Minooka Public Works, 608 Twin Rail Drive, Minooka, Illinois.

A certified weight ticket shall accompany each load and shall be provided to Village staff before unloading. Payment will be based on accepted delivered tonnage shown on certified weight tickets.

4. Optional Supplemental Salt

The bidder shall provide a separate delivered unit price for optional supplemental salt ordered by the Village on or after December 1, 2026.

The supplemental unit price shall remain firm through April 30, 2027.

No minimum supplemental quantity is guaranteed. Supplemental salt will be ordered only as needed by the Village.

Supplemental deliveries shall be completed within five (5) business days after the Village places an order unless a different delivery schedule is approved by the Village.

The supplemental unit price shall be an all-inclusive delivered price per ton. No separate freight, fuel, trucking, handling, delivery, or similar surcharge will be paid.

5. Weight Tickets and Invoicing

Each truckload shall include a certified weight ticket identifying the delivered net tonnage.

Invoices shall identify the delivery date, weight ticket number, accepted tonnage, applicable unit price, and total amount due

Village of Minooka

Contractors Insurance Requirements

Certificate of Insurance

Contractor agrees to provide and maintain certificates of insurance and an endorsement that adds the Village as an additional insured evidencing the minimum insurance coverage and limits set forth below during the term of the contract. Such policies shall be in force and from companies acceptable and satisfactory to the Village to afford protection against all claims for damages to public or private property, and injuries to persons, arising out of and during the contract term.

A copy of the certificate and endorsement of insurance shall name the Village of Minooka, its officers, agents, employees, representatives and assigns as additional insured. The policy of insurance shall contain no provisions that invalidate the naming of the Village as additional insured. The insurance coverage and limits set forth below shall be deemed to be minimum coverage and shall not be construed in any way as a limitation on the Contractor's duty to carry adequate insurance or on the Contractor's liability for losses or damages under this contract.

Minimum insurance requirements shall be written for not less than the following, or greater if required by law:

Workman's Compensation:

- | | |
|-------------------------|-----------|
| 1. State: | Statutory |
| 2. Applicable Federal | Statutory |
| 3. Employer's Liability | \$500,000 |

Comprehensive General Liability: This includes Comprehensive Liability; Premises-operations; Independent Contractors' Products and Completed Operations; and Broad Form Property Damage.

Bodily Injury and Property Damage Combined

\$1,000,000	Each Occurrence
\$2,000,000	Annual Aggregate

Comprehensive Automobile Liability:

Bodily Injury and Property Damage Combined

\$1,000,000	Each Person
\$1,000,000	Each Occurrence

Umbrella Excess Liability:

\$5,000,000	Each Occurrence
\$5,000,000	Annual Aggregate

Certificate Holder:

Village of Minooka
121 E. McEvelly Road
Minooka, Illinois 60447

All such insurance must include an endorsement whereby the insurer agrees to notify the Village at least 30 days prior to non-renewal, reduction or cancellation. The contractor shall cease operations if the insurance is cancelled or reduced below the required amount of coverage. All costs of insurance as specified herein will not be paid for separately, but shall be considered as incidental to the contract.

The Village reserves the right to reject any or all proposals, to waive technicalities in responsive proposals, to postpone opening and consideration of proposals, and/or to advertise for new proposals, if, in the sole discretion and judgment of the President and Board of Trustees, it determines that the best interests of the Village and its citizens will be promoted thereby. The Village further reserves the right to reject any and all proposals or bids that fail to fully and satisfactorily comply with and respond to this request, if the President and Board of Trustees determine, in their sole discretion and judgment, that the contractor that submitted such proposal and/or bid is not a responsible bidder, or if the best interests of the Village and its citizens would otherwise be served thereby.

The Village requires that all contractors pre-qualify with the Village prior to submitting any proposal in response to this request. Failure by any contractor to file any and all information required for pre-qualification may result that contractor's proposal being rejected as non-responsive. If, in the opinion of the Village of Minooka, any contractor would not be able to serve the best interests of the Village and its citizens, the Village reserves the right to reject that contractor's proposal as non-responsive.

No contract will be awarded to any contractor if, in the opinion of the President and Board of Trustees, that contractor will not be able to complete the Work in a manner that will serve the best interests of the Village and its citizens.

BIDDER REFERENCES

Reference Name: _____
Address: _____
Telephone Number: _____
Email: _____
Contact: _____

Reference Name: _____
Address: _____
Telephone Number: _____
Email: _____
Contact: _____

Reference Name: _____
Address: _____
Telephone Number: _____
Email: _____
Contact: _____

CONTRACTOR'S DRUG-FREE WORKPLACE CERTIFICATION

Pursuant to 30 ILCS 580/1 et seq. ("Drug Free Workplace Act"), the undersigned contractor hereby certifies to the Village of Minooka that it will provide a drug free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, is prohibited in the contractor's workplace.
2. Specifying the actions that will be taken against employees for violations of such prohibition.
3. Notifying each employee that, as a condition of employment on such contract or grant, the employee will (i) abide by the terms of the statement; and (ii) notify the contractor of any criminal drug statute conviction for a violation occurring in the Workplace no later than 5 days after such conviction.
4. Establishing a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the Workplace; and
 - b. The Contractor's policy of maintaining a drug-free workplace; and
 - c. Any available drug counseling, rehabilitation, and employee assistance program; and
 - d. The penalties that may be imposed upon employees for drug violations.
5. Making it a requirement to give a copy of the statement required by sub-section to each employee engaged in the performance of the contract and to post the statement in a prominent place in the Workplace.
6. Notifying the Village within 10 days after receiving notice under part 3(ii) from any employee or otherwise receiving actual notice of such conviction.
7. Imposing a sanction on or requiring the satisfactory participation in a drug assistance or rehabilitation program by any employee who is convicted as required by Section 5 of the Drug Free Workplace Act.
8. 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 in place.
9. Making a good faith effort to continue to maintain a drug-free workplace through implementation of this Section.

Failure to abide by this certification shall subject the contractor to the penalties provided in the Drug Free Workplace Act.

CONTRACTOR

ATTEST

DATE

CONTRACTOR'S CERTIFICATION

Pursuant to 720 ILCS 5/33E-1 *et seq.*, the undersigned contractor hereby certifies to the Village of Minooka that the contractor is not barred from bidding on the contract as a result of a violation either Section 33 E-3 or 33 E-4 of that Act.

Contractor

Date

Contractor's Mailing Address:

Contractor's Telephone Number: _____

Primary Contact/ Title (Signature)

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

NOTARY PUBLIC

FAIR EMPLOYMENT PRACTICES
AFFIDAVIT OF COMPLIANCE

Note: This affidavit must be executed and submitted with the signed bid form. No proposal will be accepted by the Village of Minooka unless this affidavit is submitted concurrently with the Bid.

The undersigned, having first been duly sworn, hereby states, declares, and affirms:

1. That he is the _____ (title) of _____ (contractor) and that he has sufficient first-hand knowledge and authority to bind the contractor as set forth in this Affidavit.
2. Contractor agrees to recruit, hire, train, upgrade, promote and discipline its employees without regard to race, creed, color, religion, age, sex or physical or mental handicap.
3. Contractor further agrees that it has enforced and will continue to enforce policies which prohibit sexual harassment in the Workplace.

Contractor: _____

Signed: _____

By: _____

Its: _____

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

NOTARY PUBLIC

KEY PERSONNEL

Questions related to this document:

Name: _____

Address: _____

Telephone Number: _____

Email: _____

Questions related insurance, background, corporate finances, insurance:

Name: _____

Address: _____

Telephone Number: _____

Email: _____

Questions related to work performed under the contract, if awarded:

Name: _____

Address: _____

Telephone Number: _____

Email: _____

CORPORATE AND FINANCIAL INFORMATION

Corporation:

Name: _____

Address: _____

City: _____

State: _____

ZIP: _____

FEIN: _____

Illinois Secretary of State Certification Number: _____

Company History & Background Statement:

Pending Lawsuits:

BID SHEET

Note: the Bidder must complete all portions of the Bid Sheet.

The undersigned, having examined the specifications and all conditions affecting the specified project, offer to furnish all services, labor, and incidentals specified for the price below.

The undersigned Bidder certifies that they are not barred from bidding on this contract as a result of a conviction for the violation of state laws prohibiting bid rigging or bid rotating, (720ILCS 5/33E-1, et seq.) and is not delinquent in any taxes to the Illinois Department of Revenue. (65ILCS 5/11-42.1-1)

It is understood that the Village reserves the right to reject any and all bids and to waive any irregularities and that the prices contained herein will remain valid for a period of not less than sixty (60) days.

I (We) propose to complete the following project as more fully described in the specifications for the following:

Bidding Company Name: _____

Bulk Road Salt

NOTE: All unit prices shall remain fixed during the initial term of the contract, AS WELL AS ANY EXTENSION PERIODS OF SAID CONTRACT

Bid Item	Quantity	Delivered Unit Price	Extended Price
Guaranteed Base Purchase	1,100 tons	\$_____ / ton	\$_____
Optional Supplemental Salt	As needed; no minimum	\$_____ / ton	Not guaranteed

Base purchase delivery: Full guaranteed quantity delivered within 30 calendar days of contract award. Optional supplemental price applies to Village orders placed on or after December 1, 2026 and remains firm through April 30, 2027.

Supplemental deliveries: Within five (5) business days after order unless otherwise approved by the Village.

All prices are delivered prices per ton and include all supplier delivery-related costs.

Earliest date base deliveries can begin: _____

Can the full guaranteed base quantity be delivered within 30 calendar days of award? YES / NO

If it is the Contractor's intention to utilize a subcontractor(s) to fulfill the requirements of this contract, the Village must be advised of the subcontractor's company name, address, telephone and fax numbers, and a contact person's name at the time of bid submittal.

Will you be utilizing a subcontractor?	YES	NO
If yes, have you included all required information with your bid submittal?	YES	NO

OR-

NO BID - Keep our company on your Bidders List	:Signature :Date
NO BID - Remove our company from your Bidders List	:Signature :Date

- Note: Please feel free to attach further explanation if desired as to your reasons for not submitting a bid.

[INTENTIONALLY BLANK]

Village of Minooka

SIGNATURES

(If an individual) Signature of Bidder _____ (Seal)

Business Address:

(If a co-partnership) Firm Name _____ (Seal)

Signed by _____ (Seal)

Business Address:

(If a corporation) Corporate Name _____ (Seal)

Signed by _____ (President)

Business Address:

(Corporate Seal)

Insert
Names of
Officers'

President _____

Secretary _____

Treasurer _____

Attest: _____ (Secretary)

Phone Number _____

BIDDER'S CERTIFICATE

The undersigned, having executed the attached bid for the **Bulk Road Salt** Contract, for the Village of Minooka, Will, Grundy, and Kendall Counties, State of Illinois, including the Notice to Bidders, Proposal Forms, General Terms, Conditions, and Instructions, Invitation to Bid and Work Specifications, and all other documents, requirements, and certificates contained in the associated Village of Minooka Notice to Bidders dated August 13, 2026, and based on the conditions and requirements therein, hereby states, affirms, and certifies that, should the contract be awarded to him, he agrees to enter into a contract with the Village of Minooka in a form acceptable to said Village, and thereafter to execute the Work in strict accordance therewith, including but not limited to compliance with the Contractor's Insurance Requirements.

Bidder Signature: _____

Bidder Name: _____

Bidder Company: _____

Date: _____

Village of Minooka

Proposal

TO THE OWNER, _____

1. Proposal of : _____
(Name and address of bidder)

For the improvements described in the Village of Minooka NOTICE TO BIDDERS and associated documents, dated August 13, 2026.

2. In submitting this proposal, the undersigned declares that the only persons or parties interested in the proposal as principals are those named herein; and that proposal is made without collusion with any other person, firm or corporation.
3. The undersigned further declares that he has carefully examined the proposal, plans, specifications, from of contract, and special provisions (if any), and that he has inspected in detail the site of the proposed work, and that he has familiarized himself with all of the local conditions affecting the contract and the detailed requirements of construction, and understands that in making this proposal he waives all rights to plead any misunderstanding regarding the same.
4. The undersigned further understands and agrees that if this proposal is accepted, he is to furnish and provide necessary machinery, tools, apparatus and other means of construction, and to do all of the Work, and to furnish all of the materials specified in the contract, except such materials as are to be furnished by the Owner, in the manner and at the time therein prescribed, and in accordance with the requirements therein set forth, and is fully responsible for the construction means, methods, techniques, sequences and safety procedures and programs incident thereto.
5. The undersigned declares that he understands that the quantities mentioned are approximate only and that they are subject to increase or decrease; that he will take in full payment therefore the amount and the summation of the actual quantities, as finally determined, multiplied by the unit prices shown in the schedule of prices contained herein.
6. The undersigned further agrees that the unit prices submitted herewith are for the purpose of obtaining a gross sum, and for use in computing the value of extras and deductions; if there is a discrepancy between the gross sum bid and that resulting from the summation of the quantities multiplied by their respective unit prices, the latter shall apply.
7. The undersigned further agrees that if the Owner decides to extend or shorten the improvement, or otherwise alter it by extras or deductions, including the elimination of any one or more of the items, as provided in the specifications, he will perform the Work as altered, increased or decreased at the contract unit prices.
8. The undersigned further agrees that the Owner may at any time during the progress of the Work covered by this contract order, in writing, other work or materials necessary for the Owner's purposes and that all such work and materials as do not appear in the proposal or contract as a specific item accompanied by a unit price, and which are not included under the bid price for other items in this contract, shall be performed as extra work, and that he will accept as full compensation therefore the actual cost plus fifteen per cent (15%), the actual cost to be determined as provided in the specifications.

9. The undersigned further agrees to execute a contract for this work and present the same to the Owner within five (5) days after the date of notice of the award of the contract to him.
10. The undersigned further agrees to begin work not later than ten (10) days after the execution and approval of the contract, unless otherwise provided, and to prosecute the Work in such manner and with sufficient materials, equipment, labor and safety precautions as will ensure its completion within the time limit specified herein, it being understood and agreed that the completion within the time limit is as essential part of the contract.
11. Accompanying this proposal is a bank draft, bank cashier's check, certified check, for the amount of ten percent (10%) of total bid amount, complying with the requirements of the specifications, and made payable to:

The amount of the check or draft is _____

_____ (\$_____).

If the proposal is accepted and the undersigned shall fail to execute a contract as required herein, it is hereby agreed that the amount of the check or draft substituted in lieu thereof, shall become the property of the Owner, and shall be considered as payment of damages due to delay and other causes suffered by the Owner because of the failure to execute said contract; otherwise said check or draft substituted in lieu thereof shall be returned to the undersigned.

ATTACH DRAFT, BANK CASHIER'S CHECK OR
CERTIFIED CHECK HERE

In the event that one check or draft is intended to cover two or more proposals, the amount must be equal to the sum of the proposal guarantees of the individual covered.

13. The undersigned submits herewith his schedule of prices covering the Work to be performed under this contract; he understands that he must show in the schedule the unit prices for which he proposes to perform each item of work; that the extensions must be made by him; and that if not so done, his proposal may be rejected as irregular.
14. The undersigned firm certifies that it is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid-rotating.

CONTRACT
Bulk Road Salt

THIS AGREEMENT, is made and concluded this _____ day of _____, 20____, between Village of Minooka, acting by and through its President and Board of Trustees (hereinafter the "Village"), and _____ (the Contractor), his/their/its executors, administrators, successors, or assigns (hereinafter the "Contractor").

WITNESSETH: That for and in consideration of the payment and agreements set forth in the Proposal hereto attached, to be made and performed by the Village, the Contractor hereby agrees that he shall, at his/their own proper cost and expense, to do all the Work, including furnishing all materials and labor necessary to complete the Work, in accordance with the terms, conditions, instructions, plans, and specifications attached hereto as EXHIBIT A and fully incorporated herein by reference.

IN WITNESS WHEREOF, the said parties have executed these presents on the date above mentioned.

FOR THE VILLAGE OF MINOOKA

By: _____

Title: Frederic Offerman, Village President

MUNICIPAL

SEAL

Attest: _____

Title: Orsola Filus, Village Clerk

FOR THE CONTRACTOR: _____

By: _____

Title: _____

Attest: _____

Title: _____

CORPORATE

SEAL

NOTICE OF AWARD

To: _____

Project description: 2026 – 2027 Bulk Road Salt

The Village has considered the bid submitted by you for the above described work in response to its advertisement for bids August 13, 2026.

You are hereby notified that your bid has been accepted for items in the amount of _____.

You are required by the information for bidders to execute the agreement and required certificate(s) of insurance within ten (10) calendar days from the date of this notice to you.

If you fail to execute said agreement within the ten (10) days from the date of this notice, said owner will be entitled to consider all your rights arising out of the owner's acceptance of your bid as abandoned. The owner will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the owner.

Dated this _____ day of _____, 2026.

The Village of Minooka
Owner

By: _____

Title: Village President

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged by _____

_____ this _____ day of _____, 2026.

By _____

Title _____

NOTICE TO PROCEED

To: _____ Date: _____

Project: Village of Minooka

Bulk Road Salt

Bids 2026-2027

You are hereby notified to commence work in accordance with the Agreement

Dated _____

The Village of Minooka
Owner
By: _____
Title: Village President

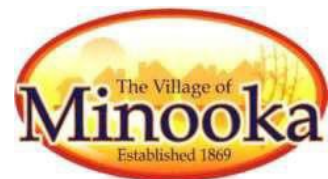
ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED
Is hereby acknowledged by _____
_____,
this the _____ day
of _____, 2026
By _____
Title _____

Appendix D

VILLAGE OF MINOOKA PROJECT CHANGE ORDER FORM

[Select Date]



Company Name	<Client's Company>
Project Name	<Project Name>
Project Manager	
Requested By	

Estimated Cost		Budgeted	<table><tr><td>YES</td><td>NO</td></tr><tr><td>☐</td><td>☐</td></tr></table>	YES	NO	☐	☐
YES	NO						
☐	☐						
Estimated Start Date	[Select Date]	If NO, please explain how order will be funded:					
Estimated End Date	[Select Date]						
		Project Change Order No.					

SUMMARY DESCRIPTION

COMPLETION CRITERIA FOR THE CHANGE ORDER

<Client's Company> will have fulfilled its obligations under this PCO when one of the following first occurs:

- All deliverables listed in this PCO have been provided.
- The number of hours for services on this PCO, as detailed in the Estimated Charges section of this document—or in any subsequent approved PCO—have been completed.
- An agreed upon end date for this PCO is reached.

Note: Either party may terminate this PCO with the provision of a written 2 week termination notice.

All other terms and conditions stated in the original Statement of Work unless modified in this PCO, will remain unchanged.

This Project Change Order is subject to the terms and conditions of the original Statement of Work. It is agreed that the complete agreement for these services consists of the original Statement of Work, this PCO (and any other approved PCOs), and the Customer Agreement.

Approved by:

Director of Public Works

Date

For
<Client's
Company>

Date