

INVITATION TO BID & INSTRUCTIONS

October 31st, 2023

DOWNERS GROVE GRADE SCHOOL DISTRICT 58

HERRICK MIDDLE SCHOOL ADDITIONS & RENOVATIONS

O'NEILL MIDDLE SCHOOL ADDITIONS & RENOVATIONS

BID GROUP 2: SITE IMPROVEMENTS, ADDITIONS, AND MEP'S

Bid Packages: A – Demolition & Abatement, B – Site Excavation & Ground Improvements, C – Site Utilities, D – Concrete & Damproofing, E – Asphalt Paving, F – Precast Panels, G – Structural Steel and Misc Metals, H – Masonry & Air Vapor Barrier, I – Drywall, J – Glazing, K – Roofing & Metal Panels, L – Spray Insulation & Spray Fireproofing, M – Mechanical, N – Electrical, O – Plumbing, P – Fire Suppression, Q – General Trades, R – Food Service

OWNER:

Downers Grove Grade School District 58
2300 Warrenville Road, Suite 200NE
Downers Grove, IL 60515

ARCHITECT:

Wight & Company
2500 North Frontage Road
Darien, IL 60561

CONSTRUCTION MANAGER:

Bulley & Andrews, LLC
1755 West Armitage
Chicago, IL 60622

NOTICE TO BIDDERS

Sealed bids will be received by Downers Grove Grade School District 58 for the following project:

O'NEILL MIDDLE SCHOOL ADDITIONS & RENOVATIONS HERRICK MIDDLE SCHOOL ADDITIONS & RENOVATIONS DOWNERS GROVE, IL 60516

Bid Group: 2 Site Improvements, Additions & MEP's

Bid Packages: A – Demolition & Abatement, B – Site Excavation & Ground Improvements, C – Site Utilities, D – Concrete & Damproofing, E – Asphalt Paving, F – Precast, G – Structural Steel and Misc Metals, H – Masonry & Air Vapor Barrier, I – Drywall, J – Glazing, K – Roofing & Metal Panels, L – Spray Insulation & Spray Fireproofing, M – Mechanical, N – Electrical, O – Plumbing, P – Fire Suppression, Q – General Trades, R – Food Service

Bids will be received until **2:00 p.m. local time** on **Tuesday, November 21st, 2023** at the Downers Grove Grade School District 58 District Service Center, **1860 63rd Street, Downers Grove, IL 60516**, and will be publicly opened and read at **2:15 p.m. local time** on that date. Space is limited, so it is strongly encouraged that the bid opening be attended virtually. Virtual bid opening also available via google meet at the following link: <https://meet.google.com/jue-qrzb-spa>

Bids shall be submitted in an opaque sealed envelope clearly marked:

**Downers Grove Grade School District 58
District Service Center
1860 63rd Street
Downers Grove, IL 60516
Attention: Bulley & Andrews
Project: Middle Schools – Additions and Renovations
Bid Package – Package XX (trade submitting)**

Facsimile and electronic bids will not be accepted. All bids must be submitted in accordance with the bidding instructions contained in the Bidding Documents for the project. Bid security in the form of a bid bond in an amount equal to ten percent (10%) of the base bid amount shall be submitted with the bid. The bond shall be payable to the **Downers Grove Grade School District 58, 2300 Warrenville Road, Suite 200NE, Downers Grove, IL 60515**. All documents and information required by the bidding instructions contained in the Bidding Documents for the project shall be submitted with the bid. **Incomplete, late or non-conforming bids will not be accepted.**

No bids shall be withdrawn, cancelled or modified after the time for opening of bids without the Board's consent for a period of sixty (60) days after the scheduled time of bid opening.

The Bidding Documents for the project (which include the bidding instructions for the project and other related documents) will be available by 5:00pm local time on Tuesday, October 31st, 2023 and may be purchased from Springer Blueprint Services – 1640 S. Western Ave. Chicago, IL 60643 – 773-238-6340. The Bidding Documents are also available for viewing/download online without cost or purchase at the link below. Please copy and paste the URL: <https://tinyurl.com/ynkdzptr>

The Board reserves the right to reject any or all bids or parts thereof, or waive any irregularities or informalities. Bids shall be awarded to the lowest responsible bidder, considering conformity with specifications, terms of delivery, and quality and serviceability, as determined by the Board. Any such decision shall be considered final.

A non-mandatory virtual information session will take place at 9:00am Central Time on Friday, November 3rd, 2023. Please copy and paste the link below to access this virtual information sessions. <https://meet.google.com/car-kvcy-ysd>

A non-mandatory site visit will be coordinated with Bulley & Andrews, LLC. Interested parties may inspect the existing conditions and site logistics. Site visits will be held on from 3:00 – 4:30pm on Monday, November 6th, 2023 at both O'Neill Middle School located at 635 59th St., Downers Grove, IL 60516 and at Herrick Middle School located at 4435 Middaugh Ave., Downers Drove IL 60515.

The successful bidders shall comply with the provisions of the Illinois *Prevailing Wage Act*, specifically including the payment of the applicable prevailing wages to all laborers, workers, and mechanics performing work under the contract. If during the time period of the work, the prevailing wage rates change, the contractor shall be responsible for additional costs without any change to the contract amount. All bidders must comply with the Illinois Statutory requirements regarding labor, including Equal Employment Opportunity Laws.

For additional information on the project, contact Ben Steele of Bulley & Andrews, LLC at bsteale@bulley.com or 630-220-3330

Bid Group 2: – Site Improvements, Additions and MEP's

| | |
|------------------------------|--|
| Project: | DOWNERS GROVE GRADE SCHOOL DISTRICT 58 MIDDLE SCHOOL ADDITIONS AND RENOVATIONS |
| Owner: | Downers Grove Grade School District 58 |
| Architect/Engineer: | Wight & Company |
| Document Issue Date: | October 31st, 2023 |
| Pre-Bid Meeting: | Friday, November 3rd, 2023 @ 9am – Virtual. See Notice to Bidders. |
| Site Visit | Monday, November 6 between 3:00-4:30pm |
| Bids Received: | Tuesday, November 21st, 2023 at 2:00 p.m. Downers Grove Grade School District 58 District Service Center 1860 63rd Street Downers Grove, IL 60516 |
| Project Architect: | Wight & Company 2500 N. Frontage Road Darien, IL 60561 |
| Construction Manager: | Bulley & Andrews, LLC 1755 W. Armitage Ave. Chicago, IL 60622 Senior Project Manager: Ben Steele Phone: 630-220-3330 Email: bsteale@bulley.com |

BID GROUP 2: BID FORM

DOWNERS GROVE GRADE SCHOOL DISTRICT 58 ADDITIONS AND RENOVATIONS

Herrick Middle School

O'Neill Middle School

SEALED BIDS ARE TO BE DELIVERED TO THE
Downers Grove Grade School District 58
District Service Center
1860 63rd Street
Downers Grove, IL 60516
Tuesday, November 21st, 2023 at 2:00 p.m.
THEY WILL BE PUBLICLY OPENED AT 2:15 PM.

Submit 1 original and 2 copies of the bid.

INVITATION TO BID CONTRACTOR INFORMATION

Company Name: _____

DATE:

Address: _____

City, State, Zip Code: _____

DOWNERS GROVE GRADE SCHOOL DISTRICT 58 ADDITIONS AND RENOVATIONS - Bid Group 2

TYPE OF WORK: _____

Bid Group: 2 Site Improvements, Additions & MEP's

Bid Packages: A – Demolition & Abatement, B – Site Excavation & Ground Improvements, C – Site Utilities, D – Concrete & Damproofing, E – Asphalt Paving, F – Precast, G – Structural Steel and Misc Metals, H – Masonry & Air Vapor Barrier, I – Drywall, J – Glazing, K – Roofing & Metal Panels– Spray Insulation & Spray Fireproofing, M – Mechanical, N – Electrical, O – Plumbing, P – Fire Suppression, Q – General Trades, R – Food Service

BASE BID

All work associated with “this subcontractor’s scope” as identified within the bid documents. Owner reserves the right to determine the lowest responsible bidder based on the Base Bid for Herrick and O’Neill separately or combined.

BASE BID HERRICK MS \$ _____

BASE BID O’NEILL MS \$ _____

ALTERNATES

All work associated with “this subcontractor’s scope” as identified within the bid documents

When alternate proposals are required by the Contract Documents or addenda thereto, bidder must complete the applicable alternate below by indicating how the alternate would increase or decrease their Base Bid. If the alternate below does not affect the cost of the bid, indicate by “\$0.00”. Alternates are not ordered for preference of acceptance. Owner reserves right to accept alternates as desired and to determine the low bidder on the basis of the sum of the Base Bid alone or the alternates accepted. Acceptance of alternate bids does not affect the project completion date.

ADD ALTERNATE 1 \$ _____
Herrick MS: West Watermain Replacement Scope

ADD / DEDUCT ALTERNATE 2 \$ _____
Herrick MS: 2-Pipe Unit Ventilator System

ADD / DEDUCT ALTERNATE 3 \$ _____
Herrick MS: New AV & Teaching Wall Equipment in lieu of designated to remain

ADD / DEDUCT ALTERNATE 4 \$ _____
Herrick MS: Existing Boiler Interior ACM Removal

ADD / DEDUCT ALTERNATE 5 \$ _____
O'Neill MS: Remove and Replace Ceiling and Lighting in lieu of designated to remain

ADD / DEDUCT ALTERNATE 6 \$ _____
O'Neill MS: New AV & Teaching Wall Equipment in lieu of designated to remain

ADD / DEDUCT ALTERNATE 7 \$ _____
O'Neill MS: Provide Shop Painted Powder Coat Finished Handrails

ADD / DEDUCT ALTERNATE 8 \$ _____
O'Neill MS: 2-Pipe Unit Ventilator System

ADD / DEDUCT ALTERNATE 9 \$ _____
O'Neill MS: Existing Boiler Interior ACM Removal

SCOPE OF WORK

Acknowledge review and completion of trade specific scope of work. YES NO
Include within bid package submittal.

SCHEDULE

Acknowledge Receipt of Preliminary Project Schedule YES NO

Indicate Duration for Complete Submittal Package Upon Contract Award _____

Identify Lead Times for All Materials with Procurement in Excess of 4 Weeks _____

BIDS SHALL BE ACCOMPANIED BY BID BOND OR SECURITY IN AN AMOUNT NOT LESS THAN TEN PERCENT (10%) OF THE AMOUNT OF THE TOTAL BID. ALL SIGNED AFFIDAVITS TO BE PROVIDED WITH BID SUBMISSION

Any and all exceptions to these specifications MUST be clearly and completely indicated on the bid sheet.

Attach additional pages if necessary. **NOTE TO BIDDERS:** Please be advised that any exceptions to these specifications may cause your bid to be disqualified. Submit bids by SEALED BID ONLY. Fax and e-mail bids are not acceptable and will not be considered.

THE SECTION BELOW MUST BE COMPLETED IN FULL AND SIGNED

The undersigned hereby certifies that they have read and understand the contents of this solicitation and agree to furnish at the prices shown any or all of the items above, subject to all instructions, conditions, specifications and attachments hereto. Failure to have read all the provisions of this solicitation shall not be cause to alter any resulting contract or to accept any request for additional compensation. By signing this bid document, the bidder hereby certifies that they are not barred from bidding on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 2012, as amended.

In addition, the under signed hereby certifies they have received, reviewed and understand the contents of the following documents that will become a part of the Subcontract Agreement:

- Complete Set of, "BID GROUP 2" Plans Dated 10/30/2023 and Project Manual with Selected Specifications Dated 10/30/2023 for Downers Grove Grade School District 58 Additions and Renovations
- Instruction to Bidders dated 10/31/2023
- Preliminary Project Schedule and Phasing Plan
- ACM Report and Phasing Plan
- Scope of Work Summary Sheets – Issued for Reference & Supplementary Information to be used for equivalent bid preparation
- Subcontract Agreement – Issued for Reference & Supplementary Information to be used for equivalent bid preparation
- Insurance Requirements – Issued for Reference & Supplementary Information to be used for equivalent bid preparation
- AIA A201-2017 General Conditions of Contract for Construction

Authorized Signature: _____

Company Name: _____

Typed/Printed Name: _____

Date: _____

Title: _____

Telephone Number: _____

E-mail _____

Fax Number: _____

GENERAL TERMS AND CONDITIONS

1. INTENT

- 1.1. The intention is to purchase services for construction of the new District 58 Additions and Renovations work.
- 1.2. The bidders should refer to and consider the following documents in preparing their bids:
 - 1.2.1. Complete Set of, "BID GROUP 2" Plans Dated 10/30/2023 and Project Manual with Selected Specifications Dated 10/30/2023 for Downers Grove Grade School District 58 Additions and Renovations
 - 1.2.2. Instruction to Bidders dated 10/31/2023
 - 1.2.3. Preliminary Project Schedule and Phasing Plan
 - 1.2.4. ACM Report and Phasing Plan
 - 1.2.5. Scope of Work Summary Sheets – Issued for Reference & Supplementary Information to be used for equivalent bid preparation
 - 1.2.6. Subcontract Agreement – Issued for Reference & Supplementary Information to be used for equivalent bid preparation
 - 1.2.7. Insurance Requirements – Issued for Reference & Supplementary Information to be used for equivalent bid preparation
 - 1.2.8. AIA A201-2017 General Conditions of Contract for Construction

2. PREVAILING WAGE ACT

- 2.1. All laborers, workers and mechanics performing Work under the Contract shall not be paid less than the prevailing wage as found by the Illinois Department of Labor, and that Contractor and all Subcontractors shall in all other respects comply with the Prevailing Wage Act in carrying out Work under the Contract. If, during the course of Work under this Contract, the Department of Labor revises the prevailing rate of hourly wages to be paid under this contract, Contractor shall have the sole responsibility and duty to ensure that the revised prevailing rate of hourly wages is paid by Contractor and all Subcontractors to each worker to whom a revised rate is applicable. The prevailing rate of wages are revised by the Department of Labor and are available on the Department's official website. Revisions to the prevailing wage as set forth above shall not result in an increase in the Contract Sum. To the extent required by law, each Contractor and Subcontractor shall submit, on a monthly basis, a certified payroll to the Owner, evidencing the Contractor's and Subcontractor's compliance with the Prevailing Wage Act. Further all bonds required of the Contractor shall contain a provision as will guarantee the faithful performance of this prevailing wage clause.

3. AWARD

- 3.1. Bids shall be awarded to the lowest responsible bidder, considering conformity with specifications, terms of delivery, and quality and serviceability, as determined by the Owner. Any such decision shall be considered final.
- 3.2. The bid price must be firm for at least sixty (60) calendar days after the latest date for submission of bids. The Owner reserves the right to reject any and all bids or any part thereof and to waive technicalities in the bidding.

4. TIME OF COMPLETION

- 4.1. Time is of the essence. Bidders should refer to and consider the Preliminary Project Schedule when preparing their bids.

5. BIDDER QUALIFICATIONS AND EVALUATION CRITERIA

- 5.1. All bidders must be qualified contractors and demonstrate the capability to provide services required in accordance with the bid specifications.

6. SECURITY GUARANTEE

- 6.1. Each bidder shall submit a Bid Bond in the amount of 10% of the Base Bid(s) to serve as a guarantee that the Contractor shall enter into a contract to perform the work identified herein, at the price bid. This security shall be retained by Bulley & Andrews throughout the contract term to guarantee the Contractor's performance in accordance with the terms and conditions of the contract.
- 6.2. Any bid not complying with the Security requirement may be rejected as non-responsive.
- 6.3. A bidder may withdraw a bid at any time prior to the closing time for the receipt of bids. Any modification to a bid may be made only by substitution of another bid. However, no bidder shall withdraw, cancel or modify a bid for a period of sixty (60) calendar days after said closing time for the receipt of bids, nor shall the successful bidder

withdraw, cancel or modify a bid after having been notified that said bid has been accepted by the Owner. Any bidder that withdraws, cancels or modifies a bid within said sixty (60) day period shall forfeit the Bid Bond.

7. CONTRACT BOND

7.1. A payment and performance bond is not required for this project as construction manager/contractor will be carrying subcontractor default insurance and P&P Bond. Only Bid Bond is Required

8. ADDITIONAL INFORMATION

8.1. Should the bidder require additional information about this bid, submit questions via email to: Ben Steele via bsteele@bulley.com. Questions are required no later than November 10th, 2023.

8.2. ANY and ALL changes to these specifications are valid only if they are included by written Addendum to All Bidders. No interpretation of the meaning of the plans, specifications or other contract documents will be made orally. Failure of any bidder to receive any such addendum or interpretation shall not relieve the bidder from obligation under this bid as submitted. All addenda so issued shall become part of the bid documents. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused a bidder to improperly submit a bid.

9. DEFINITIONS

9.1. Base Bid is the sum stated in the Bid for which the Bidder offers to perform the Work described in the Bidding Documents as the base, to which Work may be added or from which Work may be deleted for sums stated in Alternate Bids or Unit Prices.

9.2. Alternate Bid is an amount stated in the Bid to be added to or deducted from the amount of the Base Bid if the corresponding change in the Work, as described in the Bidding Documents, is accepted.

9.3. Unit Price is an amount stated in the bid as a price per unit of measurement for materials, equipment or services, including all overhead and profit for a portion of the Work as described in the Bidding Documents. Bulley & Andrews may reject or negotiate any unit price considered excessive or unreasonable.

9.4. Owner is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number.

9.5. Architect is procured by the Owner who is lawfully licensed to practice architecture or an entity lawfully practicing architecture in the jurisdiction where the Project is located. That person or entity is identified as the Architect in the Agreement and is referred to throughout the Contract Documents as if singular in number.

9.6. Construction Manager is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Construction Manager shall be lawfully licensed, if required in jurisdiction where the Project is located. The Construction Manager shall designate in writing a representative who shall have express authority to bind the Construction Manager/Contractor with respect to all matters related to the Contract. The term "Construction Manager" means the Construction Manager's authorized representative.

9.7. Contractor or Subcontractor is a person or entity who has a direct contract with the Construction Manager to perform a portion of the Work at the site. The term "subcontractor" is referred throughout the Contract Documents as if singular in number and means a Subcontractor or authorized representative of the Subcontractor. The term "Subcontractor" does not include a separate contractor or subcontractors of a separate contractor.

10. RESPONSIVE BID

10.1. A "Responsive Bid" is defined as a "bid which conforms in all material respects to the requirements set forth in the invitation for bids." Bidders are hereby notified that any exceptions to the requirements of this bid may be cause for rejection of the bid.

10.2. Bidders shall promptly notify Bulley & Andrews of any ambiguity, inconsistency or error which they may discover upon examination of the bidding documents. Interpretations, corrections and changes will be made by addendum. Each bidder shall ascertain prior to submitting a bid that all addenda have been received and acknowledged in the bid.

11. INSURANCE

11.1. The Contractor shall maintain for the duration of the contract insurance, which meets the Project Specification and Contract requirements.

12. CHANGE IN STATUS

12.1. The Contractor shall notify Construction Manager immediately of any change in its status resulting from any of the following: (a) vendor is acquired by another party; (b) vendor becomes insolvent; (c) vendor, voluntary or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) vendor ceases to conduct its operations in normal course of business. Construction Manager shall have the option to terminate its contract with the vendor immediately on written notice based on any such change in status.

13. CHANGE ORDERS

13.1. In the event that a Change Order is required, the Contractor shall review the scope of work to be performed under the contract to suggest alternatives that can be implemented to offset the cost increase of any necessary changes without sacrificing the quality and/or scope of the contract specifications.

14. PRECEDENCE

14.1. In the event of inconsistencies within or between parts of the Contract Documents, or between the Contract Documents and applicable standards, codes, and ordinances, the Contractor shall provide the better quality or greater quantity of Work or comply with the more stringent requirements; either or both in accordance with the Architect's and Bulley & Andrew's interpretation.

15. VILLAGE CONTRACTOR'S LICENSE: Prior to commencing any work onsite, the awarded bidder must have a valid Village of Downers Grove Contractor's License on-file with the Development Department.

16. REPRESENTATIONS:

16.1. Each bidder warrants and represents that he or she has visited the site for the project and is familiar with the conditions under which the work will be performed.

16.2. Each bidder warrants and represents that it will furnish, with each request for payment, sworn statements and waivers of lien for itself and any of its subcontractors in form and substance satisfactory to Owner and such other forms as required by Owner, lender or title insurer, in order to assure an effective waiver of mechanic and materialmen liens in compliance with the laws of the State of Illinois.

Downers Grove Grade School District 58 Additions and Renovations

CERTIFICATE OF COMPLIANCE AFFIDAVIT

THE UNDERSIGNED, BEING FIRST DULY SWORN ON OATH, DEPOSES AND STATES AS FOLLOWS:

1. That the undersigned has authority to make this certification on behalf of the bidder.

Name of Company

2. That the undersigned has read the contents, in regard to disqualification of certain bidders which are contained on the following pages of the bid documents.
3. That the undersigned knows of his own knowledge that the bidder is not disqualified from submitting a bid under the aforesaid sections.

Authorized Signature _____

Type or Print Name _____

Title _____

SUBSCRIBED AND SWORN TO before me

this ____ day of _____, 20____.

Notary Public

Instructions: This is to be completely filled out and executed by the chief officer or the individual authorized to submit the certification.

Downers Grove Grade School District 58 Additions and Renovations

ANTI-COLLUSION AFFIDAVIT AND BIDDER'S CERTIFICATION

THE UNDERSIGNED, BEING FIRST DULY SWORN ON OATH, DEPOSES AND STATES AS FOLLOWS:

1. That the undersigned has authority to make this certification on behalf of the bidder.

Name of Company

2. The party making the foregoing bid, that such bid is genuine and not collusive, or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any person, to put in a sham bid or to refrain from participating and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the bid price element of said bid, or of that of any other bidder, or to secure any advantage against any other bidder or any person interested in the proposed contract.
3. The undersigned certifies that he is not barred from submitting a bid on this contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid-rotating.

Authorized Signature _____

Type or Print Name _____

Title _____

SUBSCRIBED AND SWORN TO before me

this ____ day of _____, 20____.

Notary Public

Instructions: This is to be completely filled out and executed by the chief officer or the individual authorized to submit the certification.

Downers Grove Grade School District 58 Additions and Renovations

(Vendors/Contractors with 25 or More Employees)

**CERTIFICATE OF COMPLIANCE WITH
ILLINOIS DRUG-FREE WORKPLACE ACT**

_____ (vendor/contractor), having 25 or more employees, does hereby certify pursuant to Section 3 of the *Illinois Drug-Free Workplace Act*, as amended (30 ILCS 580/3) that (he, she, it) shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act*, as amended, (30 ILCS 580/1 et. seq.), and further certifies that (he, she, it) is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*, as amended (30 ILCS 580/1 et. seq.).

Vendor/Contractor

By: _____

Signature

Title

Date

Downers Grove Grade School District 58 Additions and Renovations

(Individual Vendor/Contractor)

**CERTIFICATE OF COMPLIANCE WITH
ILLINOIS DRUG-FREE WORKPLACE ACT**

_____ (Individual Vendor/Contractor), does hereby certify pursuant to Section 4 of the *Illinois Drug-Free Workplace Act*, as amended (30 ILCS 580/4) that (he, she) will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract and that (he, she) is not ineligible for award of this contract by reason of disbarment for a violation of the *Illinois Drug-Free Workplace Act*, as amended (30 ILCS 580/1 et. seq.).

Individual Vendor/Contractor

By: _____
Signature

Date

Downers Grove Grade School District 58 Additions and Renovations

**CERTIFICATE REGARDING
SEXUAL HARASSMENT POLICY**

_____ (Vendor/Contractor), does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act*, as amended (775 ILCS 5/2-105) that (he, she, it) has a written sexual harassment policy that includes, at the minimum, the following information: (1) the illegality of sexual harassment; (2) the definition of sexual harassment under State 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 Department of Human Rights and Human Rights Commission; (6) directions on how to contact the Department of Human Rights and Human Rights Commission; and (7) protection against retaliation.

Name of Vendor/Contractor

By: _____
Signature

Title

Date