



**City of Berwyn
Special
City Council Meeting**

DECEMBER 28, 2009

SPECIAL
BERWYN CITY COUNCIL MEETING
DECEMBER 28, 2009

DEAR ATTENDEE..... THE MAYOR AND CITY COUNCIL WELCOME YOU. PLEASE KEEP IN MIND THAT THIS IS A MEETING OF THE MAYOR AND COUNCIL MEMBERS AS OPPOSED TO A PUBLIC HEARING WHERE ATTENDEES ARE ENCOURAGED TO PARTICIPATE. UNLESS INVITED BY THE MAYOR TO SPEAK, YOU ARE REQUESTED NOT TO INTERRUPT. IF YOU ARE RECOGNIZED BY THE MAYOR, PLEASE PREFACE YOUR REMARKS BY STATING YOUR NAME AND ADDRESS FOR THE RECORD. THANK YOU.

ROBERT J. LOVERO
MAYOR

THOMAS J. PAVLIK
CITY CLERK

AGENDA

ROLL CALL

- (A) PLEDGE OF ALLEGIANCE - MOMENT OF SILENCE
- (B) OPEN FORUM - (TOPIC MUST NOT BE ON THE AGENDA)
- (C) PRESENTATION OF PREVIOUS MEETINGS MINUTES FOR APPROVAL

- (D) BID OPENING - TABULATIONS

- (E) BERWYN DEVELOPMENT CORP.-BERWYN TOWNSHIP/HEALTH DISTRICT

- (F) REPORTS AND COMMUNICATIONS FROM THE MAYOR

- (G) REPORTS AND COMMUNICATIONS FROM THE CITY CLERK

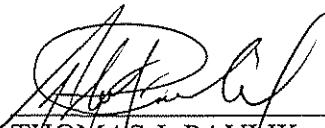
- (H) COMMUNICATIONS FROM (ZONING) BOARD OF APPEALS

- (I) REPORTS AND COMMUNICATIONS FROM ALDERMEN, COMMITTEES OTHER BOARDS AND COMMISSIONS
 - 1. POLASHEK-HANDICAP SIGN-MARISELA MELENDEZ-1849 GUNDERSON

- (J) STAFF REPORTS
 - 1. DEFER-FINANCE TAX LEVY ORDINANCE
 - 2. FINANCE DIRECTOR-INTERNAL SERVICE FUND
 - 3. PW DIR-REQUEST APPROVAL OF BID FOR SERVICING & MAINTENANCE TRAFFIC SIGNAL INSTALLATIONS & STREET LIGHTING SYSTEMS

- (K) CONSENT AGENDA: ALL ITEMS ON THE CONSENT AGENDA ARE CONSIDERED TO BE ROUTINE IN NATURE AND WILL BE ENACTED IN ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION OF THESE ITEMS UNLESS A COUNCIL MEMBER SO REQUESTS. IN WHICH EVENT THE ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED AS THE FIRST ITEM AFTER APPROVAL OF THE CONSENT AGENDA

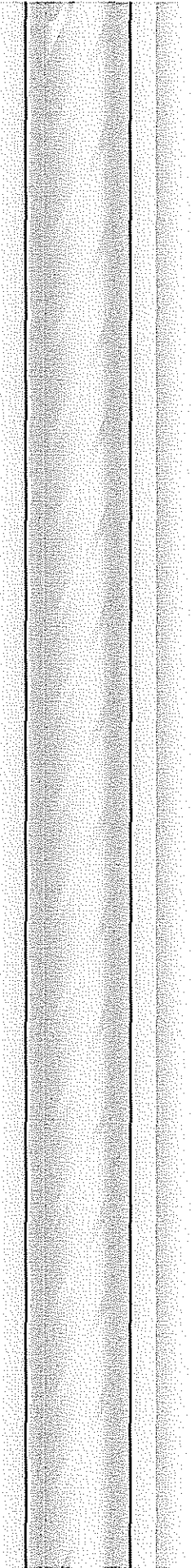
ITEMS SUBMITTED ON TIME 4

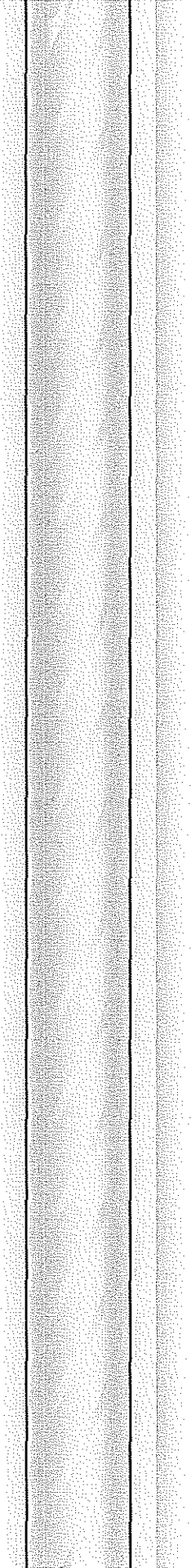

THOMAS J. PAVLIK - CITY CLERK

In accordance with the provisions of the Americans with disabilities Act, any individual who is in the need of a reasonable accommodation in order to participate in or benefit from attendance at a public meeting of the City of Berwyn should contact Thomas J. Pavlik, City Clerk at 708/788-2660 as soon as possible before the meeting date

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- A. Pledge of Allegiance-Moment of Silence**
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**I. Reports and Communications From
Aldermen, Committees other Boards
and Commissions**

The City of Berwyn



Theodore J. Polashek
6th Ward Alderman

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 749-6406 Fax: (708) 788-2675
www.berwyn-il.gov

December 22, 2009

Honorable Mayor Robert J. Lovero and
Members of the Berwyn City Council

Re: Handicap Sign Request No. 621 Marisela Melendez
1849 S. Gunderson Ave.

Ladies and Gentlemen:

Originally this application was before City Council on October 17, 2009 and denied for non-compliance. Since, that time the handicap placards address has been transferred from Cicero to Berwyn, IL.

At this time I concur with the investigating officers recommendation to approve the attached handicap application.

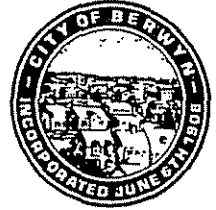
Respectfully,

Theodore Polashek
6th Ward Alderman



We Serve and Protect

BERWYN POLICE DEPARTMENT



6401 West 31st Street
Berwyn, Illinois 60402-0733
Phone (708) 795-5600
Fax (708) 795-5627 Emergency 9-1-1

**TO: HONORABLE MAYOR ROBERT J. LOVERO AND
MEMBERS OF THE BERWYN CITY COUNCIL**

**FROM: BERWYN POLICE DEPARTMENT
LOCAL ORDINANCE DIVISION**

DATE: DECEMBER 4, 2009

RE: HANDICAPPED SIGN FOR: MARISELA MELENDEZ #621

**ATTACHED IS A REQUEST FOR A HANDICAPPED SIGN TO BE
ERECTED IN THE CITY OF BERWYN PARKWAY IN FRONT OF:**

1849 S. GUNDERSON AVE.

PLEASE REVIEW THE ATTACHED PAPERWORK AND ADVISE.

CC: ALDERMAN THEODORE J. POLASHEK

Berwyn Police Department

6401 West 31st Street
Berwyn, Illinois 60402-0733
Phone (708) 795-5600
(Fax) 795-5627 Emergency 9-1-1

HANDICAPPED PARKING SIGN REQUEST & REPORT

To: Mayor *ROBERT J. LOVERO*
and Members of City Council

From: Berwyn Police Department
Local Ordinance Division

Date: 12-04-2009

Application #: 621

Name of Applicant: Marisela Melendez

Address: 1849 S Gunderson Ave Berwyn, IL 60402

Telephone:

Nature of Disability:

2009 DEC - 4 A 11: 08
 CITY OF BERWYN
 CLERK'S OFFICE

Information	YES	NO	Information	YES	NO
Doctor's Note/Affidavit:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interviewed:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Owner's Support Letter:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Handicap Plates:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Garage:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wheelchair:	<input type="checkbox"/>	<input type="checkbox"/>
Driveway:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Walker:	<input type="checkbox"/>	<input type="checkbox"/>
Off Street:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cane:	<input type="checkbox"/>	<input type="checkbox"/>
On Street:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Oxygen:	<input type="checkbox"/>	<input type="checkbox"/>
Meets Requirements:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Report Number: 09-12013		

Recommendation: APPROVE DENY Reporting Officer: Schwanderlik #252

Comments: Applicant now in compliance, Please re-instate and review for approval.

Alderman:

Ward:

Berwyn Police Department

(708) 795-5600 6401 West 31st Street Berwyn, IL 60402

Incident#: 09-12013

STATION COMPLAINT UCR 9041 (Applicant File)		DESCRIPTION Applicant File		INCIDENT # 09-12013
REPORT TYPE Incident Report	RELATED CAD # C09-051934	DOT #		HOW RECEIVED Telephone
WHEN REPORTED 09/24/2009 11:05	LOCATION OF OFFENSE (HOUSE NO., STREET NAME) 1849 S GUNDERSON AV BERWYN, IL 60402			
TIME OF OCCURRENCE 09/24/2009 11:05		STATUS CODE		STATUS DATE

NARRATIVES

PRIMARY NARRATIVE

In summary:

Marisela Melendez resides with her brother at 1849 Gunderson Ave Berwyn IL 60402 and suffers from Her brother Adolfo Melendez related to officer that he drives Marisela around on a daily basis. Upon further investigation, it was discovered that the handicapped placard #AC79809 that was issued to Marisela Melendez by the State registers out of Cicero IL to the address of Blvd. Any person applying for handicapped signs must live in town therefore the application process has been stopped at this time.

For the above listed reasons, this officer feels that this application should be denied at this time.

REPORTING OFFICER DIAZ,, SERGIO R	STAR # 180	REVIEWER	STAR #
--------------------------------------	---------------	----------	--------

Berwyn Police Department

SUPPLEMENTAL NARRATIVE

This is a follow-up report to 09-12013 (Handicapped Application)

Assinged Officer: Schwanderlik #252

Date: 04 DEC 2009

In Summary:

The initial application for Ms Melendez was initially denied due to the handicapped placard for the applicant being registered out of town. Ms Melendez has since contacted the Secretary of States Office and had the address updated to show her residence being 1849 S Gunderson Ave Berwyn, IL. and is now in compliance with the City requirements. There are two vehicles registered to Maria D Napoles (mother of the applicant) who also resides at 1849 S Gunderson Ave. Attached is a copy of the Illinois Secretary of State Handicapped Parking - Recipient Inquiry showing the corrected address. For the above listed reason and that Ms Melendez is now in compliance with the city requirements for handicapped parking signs this officer feels that this application should be re-instated and considered for review.

REPORTING OFFICER SCHWANDERLIK, MARK	DATE 12/04/2009	TIME 10:18	SECURE No	JUVENILE
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Robert J. Lovero
Mayor



Debi Suchy
City Collector

6/23

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6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 749-8910
www.berwyn-il.gov

2009 HANDICAP SIGN AFFIDAVIT

PLEASE PRINT

Marisela Melendez
(Name of Handicapped Person)

1349 Gundersen Ave
(Address of Handicapped Person)

Adolfo Melendez
(Name of Applicant)

(Phone Number of Handicapped Person)

I hereby affirm that the information provided is true and correct, and it shall be prohibited and unlawful for any person to file a sworn affidavit which said person knows to be false or believes to be false.

[Signature]
(Signature of Applicant)

06/19/09
(Date)

PHYSICIANS STATEMENT
PLEASE PRINT NATURE OF PATIENT'S HANDICAP

I, HEREBY CERTIFY THAT THE PHYSICAL CONDITION OF THE ABOVE NAMED "HANDICAPPED PERSON" CONSTITUTES HIM/HER A HANDICAPPED PERSON AS DEFINED UNDER THE STATUTORY PROVISION PAR. 1-159.1 (Physically Handicapped Person - Every person who has permanently lost the use of a leg or both legs or an arm or both arms or any combination thereof, or any person who is so severely disabled as to be unable to move without the aid of crutches or a wheelchair).

(Print - Name of Physician)

(Print - Address of Physician)

(Signature of Physician)

(Physicians Phone #) (Date)

Handicapped State Plate # W-214619

Vehicle Tag # Year 2004

Regular State Plate #

Handicap State Card # AC 79809

YOU MUST HAVE A HANDICAP STATE PLATE OR CARD TO PARK YOUR VEHICLE
IN A HANDICAPPED PARKING SPACE.

ILLINOIS SECRETARY OF STATE

HANDICAPPED PARKING - RECIPIENT INQUIRY

12/04/09

NAME MELENDEZ, MARICELA, TELEPHONE
 ADDR 1849 GUNDERSON AVE APT 1 DRIVERS LC# - -
 CITY BERWYN IL 60402 REC STATUS INDIVIDUAL
 COMMENTS MARIE DEL CARMEN NAPOLES/MOTHER PERMANENT

DOB W-163952 3-25-03

GBD 00/00/0000 GBR GBW MALE/FEMALE F

LAST TYPE ACTION DC LAST TYPE ACTION DATE 12/03/09 PRT-STAT NO

LAST OPR ID CW1 ACTIVE CARDS 01 DOC CARD NO E40890 ALLOC / /

CARD NUM CARD STATUS ISSUE DATE EXP DATE METHOD MICROFILM NO

FAC CODE ALLOC DATE

AC79809	CURRENT	08/04/06	08/10	MAIL-IN
				..	08/04/06
F44563	RENEWED	04/14/04	08/06	MAIL-IN
				..	08/04/06
E40890	RENEWED	03/25/03	08/06	MAIL-IN
			 / .. / ..

.LZV2 CLC 09 267 08 09.37 LIC/214619.LIT/DX.

CHF 092409 0809

CLC NO REC LEADS LIC/214619 LIS/IL

SOS 09242009 0809

STAVVALID VAL/02262009 TTL/X6124671402

214619 032010 ORIG PLT LIC STX/0C5121877
NUPOLES MARIA D

1849 GUNDERSON AVE BERWYN IL 60402-1460

2FMZA50674BA59035 2004 FORD VAN
STATUS UNAVAILABLE REF PLT/W-214619 EXP/032009
HANDICAPPED/MILITARY TAG:ANOTHER PERSON QUALIFIED FOR PLATE

M/M SCHWANDERLIK
CHF 120409 1011

LSB NO REC LEADS LIC/ LIS/IL

M/M SCHWANDERLIK

SOS 12042009 1011

STA/VALID VAL/11162009 TTL/X5003608409

7831316 122010 ORIG PLT LIC STX/OM5058759
NAPLES CARMEN

1849 GUNDERSON AVE BERWYN IL 60402-1460

2000 FORD 4 DOOR
STATUS UNAVAILABLE REF PLT/ EXP/122009

M/M SCHWANDERLIK
CHF 120409 1011

LSB NO REC LEADS VIN/1FAFP343XYW312465

M/M SCHWANDERLIK
IL01 NCIC RESPONSE
IL01609L8

NO RECORD VIN/



BERWYN POLICE DEPARTMENT



6401 West 31st Street
Berwyn, Illinois 60402-0733
Phone: (708) 795-5600
Fax: (708) 795-5627 Emergency: 9-1-1

HANDICAPPED PARKING INTERVIEW FORM

Applicant Name: MARISELA MELENDEZ (ADOLFO MELENDEZ brother)

Applicant Address: 1849 GUNDERSON AVE

Applicant Phone #: _____

Applicant D/L #: _____ D.O.B. _____

Vehicle Make: 04 FORD FREESTAR Vehicle Color: WHT

License Plate #: _____ Handicapped Placard #: AC 79809

Does Applicant Use:

Wheelchair _____ Walker _____ Cane _____ Oxygen _____

Parking Availability:

Driveway NO Garage YES On Street YES Off Street NO

Notes: MARISELA MELENDEZ IS 20 YRS OLD AND LIVES WITH her brother IN A 2 flat which IS OWNED BY brother. VERY LIMITED PARKING DUE TO MULTI UNIT BUILDINGS ON block. SHE ALSO IS PICKED UP ON A DAILY BASIS BY A BUS TO GO TO SCHOOL. There IS A GARAGE ON premises but HAS LIMITED ACCESS TO wheelchair.

APPLICANT INTERVIEW

Date: <u>9/22/09</u>	Time: <u>1130AM</u>	Results: <u>DENY - MARISELA MELENDEZ. AFTER REVIEWING</u>
Date: _____	Time: _____	Results: <u>HANDICAPPED PLACARD IS REGISTERED</u>
Date: _____	Time: _____	Results: <u>TO 1542 S. AUSTIN APT #4 IN CICERO IL</u>
Date: _____	Time: _____	Results: <u>NOT 1849 GUNDERSON BERWYN IL</u>
Date: _____	Time: _____	Results: _____

09-12013

Completion Date: 9/22/09

Application Number:

621

Logged in Book: 9/22/09



J. Staff Reports

51

CITY OF BERWYN

CITY COUNCIL MEETING (Date) 12/22/09

Deferred Communication

Agenda Item J-1 is a Deferred Communication from C C Meeting dated 12/08/09 Item #25

FROM FINANCE DIRECTOR

Re: 2009 TAX LEVY ORDINANCE

The City of Berwyn



John Wysocki
Finance Director

J-6

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6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660
www.berwyn-il.gov

ITEM NO. 25

DATE DEC 8 2009

DISPOSITION

*Referred to PH. +
Spec. CC 12/28/09*

To: City Council and Mayor Robert Lovero

From: John Wysocki

Date: December 4, 2009

Subject: 2009 Tax levy (to be collected in 2010)

ITEM NO. _____

DATE DEC 28 2009

DISPOSITION _____

Attached, is a Notice of Proposed Property Tax Levy for 2009 which I am asking your permission and authority to post and publish. I am also requesting your permission to appear before the Committee of the Whole on December 22, 2009 to discuss the proposed levy. Finally, I am requesting that a public hearing be held at 6:00 PM on December 28, 2009 followed at 7:00 PM by a special meeting of Council to address the proposed levy.

Also attached are a proposed 2009 tax levy ordinance and six tax levy abatement ordinances. The levy ordinance is presented on a gross basis prior to deducting any abatements. The abatement ordinances reflect reductions in the amounts that would have otherwise been levied for the purpose of debt service payments due for the 2001, 2002A, 2002B, 2007A, 2007B and 2004 bond issues. The abated portions of these debt service payments will be made from other sources such as TIF funds or (in the case of the 2004 bonds) a proposed bond refunding

Thank you

**NOTICE OF PROPOSED PROPERTY TAX LEVY
FOR CITY OF BERWYN, COOK COUNTY, ILLINOIS**

- I. A public hearing to approve a proposed property tax levy increase for City of Berwyn, Illinois for 2009 will be held on December 28, 2009 at 6:00 p.m. at the City Hall Council Chambers located at 6700 West 26th Street, Berwyn, Illinois 60402. Any person desiring to appear at the public hearing and present testimony to the City of Berwyn, may contact Mr. Thomas J. Pavlik, City Clerk, 6700 West 26th Street, Berwyn, Illinois 60402. Tel: (708) 788-2660.

- II. The corporate, library and special purpose property taxes extended or abated for the year 2008 were \$14,878,102. The proposed corporate and special purpose property taxes to be levied for 2009 are \$15,934,974. This represents a 7.1% increase over the previous year.

- III. The property taxes extended or abated for debt service and public building commission leases for 2008 were \$4,816,771. The estimated property taxes to be levied for debt service and public building commission leases for 2009 are \$4,744,643. This represents a 1% decrease over the previous year.

- IV. The total property taxes extended or abated for 2008 were \$19,694,874. The estimated property taxes to be levied for 2009 are \$20,679,617. This represents a 5% increase over the previous year.

City of Berwyn
Robert J. Lovero, Mayor
Thomas J. Pavlik, City Clerk

December 16, 2009

ORDINANCE NO. 09-
**AN ORDINANCE LEVYING TAXES FOR GENERAL
CORPORATE AND SPECIAL PURPOSES FOR THE TAX YEAR
2009, FISCAL YEAR BEGINNING JANUARY 1, 2010 AND ENDING
DECEMBER 31, 2010 FOR THE CITY OF BERWYN, COOK
COUNTY, ILLINOIS**

BE IT ORDAINED by the Mayor and City Council of the City of Berwyn, Cook County, Illinois, in the exercise of Berwyn's home rule powers as follows:

SECTION 1: The amount of \$24,769,170 is hereby levied upon all taxable property within the corporate limits of the City of Berwyn, Cook County, Illinois, for the Tax Year 2009, fiscal year beginning on January 1, 2010 and ending on December 31, 2010, for the following purposes, which sums are set forth under the column entitled "Levy:"

Fund Description	Levy
Bond and Interest	\$8,834,196
Police Pension	1,928,758
Fire Pension	2,034,586
Library	2,497,312
Corporate	9,474,318
Total Amount to be levied by taxation	\$24,769,170

SECTION 2: The County Clerk is hereby directed to add to the amount levied above a sum equal to 3% of said amount to cover loss in collecting the tax except for the Bond and Interest Fund for which a sum equal to 5% should be added to the amount levied.

SECTION 3: If any deficiency or surplus exists regarding the collection of property tax levy for each non-general corporate fund account, such amounts are to be applied against or in favor of the Corporate Fund after having satisfied all other fund allocations

SECTION 4: If any section, paragraph, clause or provision of this ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this ordinance.

SECTION 5: All statutes of the State of Illinois or any parts thereof, which are in conflict with the provisions of this ordinance, are hereby superseded by this ordinance pursuant to the home rule power of the City of Berwyn.

SECTION 6: This ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

ADOPTED this _ _ day of December, 2009, pursuant to a roll call vote as follows:

	YES	NO	ABSENT	PRESENT
Chapman				
Boyajian				
Paul				
Skryd				
Santoy				
Polashek				
Avila				
Laureto				

Lovero (Mayor)				
TOTAL				

APPROVED by the Mayor on December __, 2009

Robert J. Lovero
MAYOR

ATTEST:

Thomas J. Pavlik
CITY CLERK

J-2
The City of Berwyn



John Wysocki
Finance Director

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 (708) 788-0273
www.berwyn-il.gov

To: Mayor Robert Lovero and City Council

From: John Wysocki

Date: December 18, 2009

Subject: Internal Service Fund

In 2007, City Council adopted a funding policy for the Internal Service Fund (ISF) whereby ISF revenues would be equal to 115% of the prior year's expenses of that fund. The ISF accounts for workers compensation and liability claims and related insurance premiums. The revenues of the fund come from charges to other funds and departments.

For 2008, the expenses of the ISF increased 63% compared to the prior year resulting in a \$1.1 million loss for the year. On 12/31/08, the fund had a deficit balance of \$2.7 million. At the time the 2009 budget was being prepared, we did not anticipate the 63% increase in expenses. Since the "internal service fund charges" expenditure line items in the various departments and funds for 2009 is based on 2008 actual expenses in the ISF, we would be significantly over budget in those line items for 2009 by following the established policy.

I request that Council approve suspension of the funding policy for 2009 for three reasons:

1. As noted above, 2008 ISF expenses were unusually high.
2. A portion of the 2009 bond issue was designated to be transferred to the ISF to reduce the deficit in that fund.
3. Unbudgeted reimbursements from our excess insurance policies amounting to \$357,000 have been received in 2009, thereby reducing the deficit in the ISF.

For 2009, I ask that Council approve "internal service fund charges" to the funds and departments equal to the insurance premium costs incurred for 2009 plus only the new liability and workers compensation claims incurred during 2009. The 2009 bond issue proceeds would be used to help fund the deficit in the ISF resulting from prior year claims. I have discussed this approach with our external auditors and it is acceptable to them provided that Council approves.

Thank you for your attention to this matter.

J-3
The City of Berwyn



Robert Schiller
Public Works Director

A Century of Progress with Pride

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-2567
www.berwyn-il.gov

December 21, 2009

To: Mayor Robert J. Lovero & City Council Members

From: Robert Schiller, Public Works Director

Re: Bid Award Traffic Signal & Street Light annual Maintenance Contract

The City of Berwyn Public Works Department and the City Engineer John Fitzgerald, P.E. from Frank Novotny & Associates, Inc have submitted the Annual Contract Proposal for Traffic Signal & Street Light Maintenance for 2010 utilizing MFT Funds. This Bid was released for advertisement pursuant to the Motor Fuel Tax Funding requirements. These bids will be opened on December 28, 2009 at 10:00 a.m. The Bids will be reviewed, tabulated and a recommendation for Bid Award will be presented at the City Council Meeting on December 28, 2009 at 8:00 p.m.

Public Works and the City Engineer recommend City Council approval and award of this contract based upon the lowest qualified bid.

Respectfully,

Robert P. Schiller
Public Works Director



Notice to Bidders

RETURN WITH BID

Route VARIOUS
County COOK
Local Agency BERWYN
Section 10-00000-01-GM

Time and Place of Opening of Bids

Sealed proposals for the improvement described below will be received at the office of CITY CLERK, CITY OF

BERWYN, 6700 W. 26TH STREET, BERWYN, IL. 60402

until 10:00 o'clock A M. December 28, 2009 Proposals will be opened and read publicly
at 10:00 o'clock A M. December 28, 2009 at the office of CITY CLERK
(SAME AS ABOVE)

Description of Work

Name TRAFFIC SIGNAL & STREET LIGHT MAINTENANCE Length feet (miles)

Location VARIOUS LOCATIONS

Proposed Improvement SERVICING AND MAINTAINING TRAFFIC SIGNAL INSTALLATIONS AND STREET LIGHTING SYSTEMS

Bidders Instructions

- 1. Plans and proposal forms will be available in the office of Frank Novotny & Associates, Inc. (John Fitzgerald, 825 MIDWAY DRIVE, WILLOWBROOK, IL. 60527, (630) 887-8640, FOR A NON-REFUNDABLE FEE OF \$50.00.
2. If prequalification is required, the 2 low bidders must file within 24 hours after the letting an "Affidavit of Availability" (Form BC 57), in triplicate, showing all uncompleted contracts awarded to them and all low bids pending award for Federal, State, County, Municipal and private work. One copy shall be filed with the Awarding Authority and 2 copies with the IDOT District Office.
3. All proposals must be accompanied by a proposal guaranty as provided in BLRS Special Provision for Bidding Requirement and Conditions for Contract Proposals contained in the "Supplemental Specifications and Recurring Special Provisions".
4. The Awarding Authority reserves the right to waive technicalities and to reject any or all proposals as provided in BLRS Special Provision for Bidding Requirement for Contract Proposals contained in the "Supplemental Specifications and Recurring Special Provisions".
5. Bidders need not return the entire contract proposal when bids are submitted unless otherwise required. Portions of the proposal that must be returned include the following:
a BLR 12210 - Contract Cover
b BLR 12220 - Notice to Bidders
c BLR 12221 - Contract Proposal
d BLR 12222 - Contract Schedule of Prices
e BLR 12223 - Signatures
f BLR 12230 - Proposal Bid Bond (if applicable)
g BLR 12325 - Apprenticeship or Training Program Certification (do not use for federal funded projects)
6. The quantities appearing in the bid schedule are approximate and are prepared for the comparison of bids. Payment to the Contractor will be made only for the actual quantities of work performed and accepted or materials furnished according to the contract. The scheduled quantities of work to be done and materials to be furnished may be increased, decreased or omitted as hereinafter provided.

7. Submission of a bid shall be conclusive assurance and warranty the bidder has examined the plans and understands all requirements for the performance of work. The bidder will be responsible for all errors in the proposal resulting from failure or neglect to conduct an in depth examination. The Awarding Authority will, in no case be responsible for any costs, expenses, losses or changes in anticipated profits resulting from such failure or neglect of the bidder.
8. The bidder shall take no advantage of any error or omission in the proposal and advertised contract.
9. If a special envelope is supplied by the Awarding Authority, each proposal should be submitted in that envelope furnished by the Awarding Agency and the blank spaces on the envelope shall be filled in correctly to clearly indicate its contents. When an envelope other than the special one furnished by the Awarding Authority is used, it shall be marked to clearly indicate its contents. When sent by mail, the sealed proposal shall be addressed to the Awarding Authority at the address and in care of the official in whose office the bids are to be received. All proposals shall be filed prior to the time and at the place specified in the Notice to Bidders. Proposals received after the time specified will be returned to the bidder unopened.
10. Permission will be given to a bidder to withdraw a proposal if the bidder makes the request in writing or in person before the time for opening proposals.

By Order of

CITY OF BERWYN

(Awarding Authority)

THOMAS J. PAVLIK, CLERK

County Engineer/County Superintendent of Highways/Municipal Clerk

Note: All proposal documents, including Proposal Guaranty Checks or Proposal Bid Bonds, should be stapled together to prevent loss when bids are processed.



K. Consent Agenda