

CITY OF NAPERVILLE: WORK TERMS AND CONDITIONS
REVISED 08/28/2019

THE FOLLOWING TERMS AND CONDITIONS APPLY TO ALL PURCHASES OF WORK BY OR ON BEHALF OF THE CITY OF NAPERVILLE UNLESS SPECIFICALLY PROVIDED OTHERWISE ON THE PURCHASE ORDER.

TAX EXEMPTION: The City of Naperville is tax exempt, ID # **E9997-4398-07**.

ACCEPTANCE OF CONTRACT:

This order is the City's offer to purchase the goods and/or services described on the purchase order from the Vendor. The City's placement of this order is expressly conditioned upon Vendor's acceptance of all the terms and conditions of purchase contained on or attached to the purchase order. The Vendor's delivery of the goods and/or services shall be deemed acceptance of the City's terms and conditions.

AMENDMENTS AND MODIFICATIONS:

No modifications to this Purchase Order or the applicable Terms and Conditions shall be binding upon the City unless in writing and signed by the City's authorized agent. All specifications, drawings, and data submitted to the Vendor with this order are hereby incorporated and made a part hereof.

The nature and scope of services specified in this Contract may only be modified by written amendment to this Contract, approved by both parties. This Contract may be modified or amended from time to time provided, however, that no such amendment or modifications shall be effective unless reduced to writing and duly authorized and signed by the authorized representatives of the parties.

PATENTS AND COPYRIGHTS:

If an article sold and delivered to the City hereunder shall be protected by any applicable patent or copyright, the Vendor agrees to indemnify and save harmless the City, from and against any and all suits, claims, judgments, and costs instituted or recovered against it by any person whomsoever on account of the use or sale of such articles by the City in violation or right under such patent or copyright.

NON-WAIVER OF RIGHTS:

No failure of either party to exercise any power given to it hereunder or to insist upon strict compliance by the other party with its obligations hereunder, and no custom or practice of the parties at variance with the terms hereof, nor any payment under this Contract shall constitute a waiver of either party's right to demand exact compliance with the terms hereof.

COMPLIANCE WITH LAWS:

The Vendor certifies that in performing this Contract they will comply with all applicable provisions of the federal, state and local laws, regulations, rules and orders.

LAWS GOVERNING:

This Contract shall be governed by and construed according to the laws of the State of Illinois except that sections 2 through 8 of the Local Government Prompt Payment Act (50 ILCS 505/2-8) shall not be applicable. Venue for any action related to this Contract shall be in the Circuit Court for the 18th Judicial Circuit, DuPage County, Illinois.

PAYMENT TERMS:

The City of Naperville's payment terms are net 30. The payment date will be calculated based on the invoice receipt date or delivery date, whichever is later. All payments shall be made with electronic payment transfer.

PAYMENT:

All invoices shall be addressed to the Bill To Address, as indicated on the first page of this Purchase Order and must include Purchase Order number, Vendor's name and phone number, and clearly list quantities, item descriptions and units of measure.

WARRANTY:

The Vendor warrants to the City that all goods and services furnished hereunder will conform in all respects to the terms of this order, including any drawings, specifications or standards incorporated herein, and/or defects in

materials, workmanship, and free from such defects in design. In addition, Vendor warrants the goods and services are suitable for and will perform in accordance with the purposes for which they were intended.

SCOPE OF WORK:

Vendor shall perform the complete work described on the front of this document or reasonably inferable there from, including all demolition and construction services, supervision, administration services, coordination of all Subcontractors, tests, inspections, and other items that are necessary to and appropriate for the finishing, equipping and functioning of the facilities and structures, together with all additional, collateral and incidental work and services required for completion of the work.

As part of the Work, the Vendor shall furnish and assume full responsibility for everything required for the orderly progress and proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated into the Work including, but not limited to, materials, equipment, labor, transportation, construction equipment and machinery, tools, appliances, fuel, power, light, heat, transportation, telephone, water, sanitary facilities, temporary facilities, utilities and all other facilities and incidentals.

Not have any public or private interest and shall not acquire directly or indirectly any such interest which conflicts in any manner with the performance of its services under this Contract.

Employ only persons duly licensed by the State of Illinois to perform the professional services required under this Contract for which applicable Illinois law requires a license, subject to prior approval of the City.

TERMINATION:

This Contract may be terminated at any time upon thirty (30) days written notice by either party. In addition, the City shall have the right to terminate this contract upon 30 days written notice for any reason. Mailing of such notice shall be equivalent to personal notice and shall be deemed to have been given at the time of mailing.

INSURANCE:

At the Vendor's expense, the Vendor shall procure and maintain in effect throughout the duration of this Contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Vendor, its agents, representatives, employees or subcontractors.

The Vendor must furnish Certificates of Insurance to the City before staff recommends award of the Contract to City Council. If requested, the Vendor will give the City a copy of the insurance policies. The policies must be delivered to the City within two weeks of the request. All insurance policies shall be written with insurance companies licensed to do business in the State of Illinois and having a rating of not less than A:VII according to the A.M. Best Company. Should any of the insurance policies be canceled before the expiration date, the issuing company will mail 30 days written notice to the City. The Vendor shall require and verify that all subcontractors maintain insurance meeting all of the requirements stated herein.

Any self-insured retentions must be declared to and approved by the City. At the option of the City, either the insurer shall reduce or eliminate such self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Vendor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

The limits of liability for the insurance required shall provide coverage for not less than the following amounts, or greater where required by law. If the Vendor maintains higher limits than the minimums shown below, the City shall be entitled to coverage for higher limits maintained by the Vendor.

1. Commercial General Liability:

Coverage shall be at least as broad as Insurance Services Office Commercial General Liability Occurrence Form CG 00 01 and include Premise/Operations, Products/Completed Operations, Independent Contractors, Contractual and Personal Injury/Advertising Injury.

Limits:

General Aggregate	\$2,000,000
Products/Completed Operations	\$2,000,000

Each Occurrence	\$2,000,000
Personal Injury	\$2,000,000

2. **Automobile Liability:**

Coverage shall be at least as broad as Insurance Services Office Form CA 00 01 to include all Owned, Hired, Non-owned vehicles.

Limits:

Combined Single Limit Per Accident	\$2,000,000
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3. **Workers' Compensation:**

Coverage shall be in accordance with the provisions of the laws of the State of Illinois.

4. **Employers' Liability:**

Limits

Each Accident	\$1,000,000
Each Employee Bodily Injury by Disease	\$1,000,000
Policy Limit Bodily Injury by Disease	\$1,000,000

5. **Other Insurance Provisions:**

The Commercial General Liability and Automobile Liability policies are to contain, or be endorsed to contain, the following provisions:

- a. The City, its officers, officials, employees and volunteers are to be covered as insured's with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the Vendor; and with respect to liability arising out of work or operations performed by or on behalf of the Vendor including materials, parts or equipment furnished in connection with such work or operations. General liability coverage shall be provided in the form of an endorsement to the Vendor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 if a later edition is used).
- b. For any claims related to the performance of the Vendor's work, Vendor's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be excess of the Vendor's insurance and shall not contribute with it.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Vendor, its employees, agents and subcontractors.

The Vendor understands that the acceptance of Certificates of Insurance, policies and any other documents by the City in no way releases the Vendor from the requirements set forth herein.

INDEMNIFICATION:

Vendor shall indemnify and hold harmless and defend the City, its officers, employees, and agents from any and all claims, suits, actions, costs, regulatory fines and liability and fees, including attorney fees, because of any negligent act or omission, or misconduct of the Vendor, its employees and agents, or its subcontractor(s) connected with the performance of this Contract. Except as to professional liability, such indemnification shall not be limited by reason of the enumeration of any insurance coverage herein provided.

Nothing contained herein shall be constructed as prohibiting the City, its officers, agents, or employees, from defending through the selection and use of their own agents, attorneys, and experts, any claims, actions or suits brought against them. Vendor shall be liable for the costs, fees, and expense incurred in the defense of any such claims, actions, or suits.

Vendor shall be responsible for any and all damages to property or persons and for any losses or costs to repair or remedy construction as a result of any negligent act or omission, or misconduct in the performance of its work and its subcontractor' work and shall indemnify and hold harmless the City, its officers, agents and employees from all suits, claims, actions or damages of any nature whatsoever resulting therefrom unless such loss, damage, injury or loss results from or arises out of the error, omission and/or negligent acts of the City or its officers, employees or agents. Acceptance of the work will not relieve the Vendor of the responsibility for subsequent

correction of any such error, omissions and/or negligent acts or of its liability for loss or damage resulting therefrom. Except as to professional liability, these indemnities shall not be limited by the listing of any insurance coverage.

Vendor shall not be responsible for any damages that may occur as a result of any modifications made to the plans of the Vendor by others without the Vendor's knowledge, or for damages that may occur because of the improper or negligent acts of others.

DRAWINGS AND DOCUMENTS:

Any drawings, survey data, reports, studies, specifications, estimates, maps, computations, and other documents required to be prepared by Vendor for the Project shall be the property of the City.

The Vendor and its subcontractor(s) shall maintain for a minimum of three (3) years after the completion of the Contract, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the Contract. The Contract and all books, records and supporting documents related to the Contract shall be available for review and audit by the City and the federal funding entity, if applicable, and the Vendor agrees to cooperate fully with any audit conducted by the City and to provide full access to all materials. Failure to maintain the books, records and supporting documents required by this paragraph shall establish a presumption in favor of the City for recovery of any funds paid by the City under the Contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.

SUCCESSORS AND ASSIGNS:

The City and Vendor each bind themselves and their partners, successors, executors, administrators and assigns to the other party of the Contract and to the partners, successors, executors administrators and assigns of such other party in respect to all covenants of this Contract. Except as above, neither the City nor the Vendor shall assign, sublet or transfer its interest in this Contract without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body that may be a party hereto, nor shall it be construed as giving any right or benefits hereunder to anyone other than the City and the Vendor.

FORCE MAJEURE:

Neither the Vendor nor the City shall be responsible for any delay caused by any contingency beyond their control, including, but not limited to, war or insurrection, fires, natural calamities, riots or demands or requirements of governmental agencies other than the City.

STANDARD OF PERFORMANCE:

Vendor warrants and guarantees to the City that the Work shall be performed in a manner consistent with a high standard of construction practices for projects of a similar nature. Vendor covenants and warrants that it shall be responsible for performing and completing, and for causing any Subcontractors to perform and complete the Work in accordance with all Laws applicable to the Site and/or the Work.

The Vendor warrants to the City that materials and equipment furnished will be of good quality and new, that the Work will be free from defects not inherent in the quality required or permitted, will be fully compatible with existing materials and equipment and that the Work will conform with all requirements. Work not conforming to these requirements, including Substitutions not properly approved and authorized, may be considered defective.

The Vendor shall comply with recognized workmanship quality standards within the industry as applicable to each unit of Work. All references to standards whether for materials, processes, assemblies, workmanship, performance, or similar purpose shall mean, unless otherwise noted, the most recent available published version of such standard. When reference is made to standards, the standards are to be made a part of this Contract, and to have the same effect as if fully reproduced herein. It is a requirement that each category of trades person or installer performing the Work be pre-qualified, to the extent of being familiar with applicable and recognized quality standards for that category of Work, and being capable of workmanship complying with those standards.

SAVINGS CLAUSE:

If any provision of this Contract, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of its requiring any steps, actions or results, the remaining parts or portions of this Contract shall remain in full force and effect.

ENTIRE AGREEMENT:

This Contract sets forth all the covenants, conditions and promises between the parties. There are no covenants, promises, agreements, conditions or understandings between the parties, either oral or written, other than those contained in this Contract.

NOTICE:

Notice shall be delivered as follows: if to the City to the Chief Procurement Officer, City of Naperville, 400 S. Eagle Street, Naperville, IL 60540. If to the Vendor to the "Vendor" address on the face of this document unless otherwise agreed in writing.

TESTING AND INSPECTION OF THE WORK:

All construction shall be subject to tests and inspections at all reasonable times and at all places prior to acceptance. The Vendor shall afford safe access to the Work Site upon reasonable request by the City or any governmental agency to perform tests, inspections or observations. Any such inspection or test shall be for the sole benefit of the City and shall not relieve the Vendor of the responsibility of assuring that the construction strictly complies with this Contract. Inspections and tests shall not be construed as constituting or implying acceptance of the construction.

CORRECTION OF THE WORK:

In the event that the City determines that any portion of the construction is not in accordance with the requirements of this Contract, and the City determines in its sole discretion that removal and replacement of the Defective Construction will adversely impact the Construction Schedule, the City may either 1) direct the Vendor to remove and replace the Defective Construction without cost to the City or adjustment in the Contract Time or 2) accept the Defective Construction and issue a deductive Change Order reducing the Contract Sum by an amount which, in the City's reasonable discretion, is appropriate and equitable. Such adjustment shall be effected whether or not Final Payment has been made and shall not require the acceptance of the Vendor.

RISK OF LOSS:

Regardless of passage of title, the risk of loss to any of the Work and to any goods, materials, equipment and furnishings, provided or to be provided under this Contract shall remain with the Vendor until Substantial Completion. Should any of the Work, and such goods, materials, equipment and furnishings, be destroyed, mutilated, defaced or otherwise damaged prior to the time the risk of loss has shifted to the City, the Vendor shall repair or replace the same. The Bonds and Insurance protection required by this Contract or otherwise provided by the City or the Vendor shall in no way limit the responsibility of the Vendor under this Paragraph.

PERMITS AND FEES:

The Vendor shall apply and pay for any required building permits. The Vendor shall make all reasonable efforts in working with the City toward obtaining the building permit. Unless otherwise provided in this Contract, the Vendor shall secure and pay for all other permits and governmental fees, licenses and inspections necessary for proper execution and completion of the Work which are customarily secured after execution of the Contract and which are legally required when bids are received or negotiations concluded. The Vendor shall comply with and give notices required by federal, state and local laws, including applicable local ordinances and agreements applicable to the performance of the Work.

WORK SITE CONDUCT:

All laborers and workers, while working in and around the Project, shall act in a professional manner. The Vendor shall enforce proper discipline and decorum among all laborers and workers on the Project and shall control, among other things: 1) noise, including music; 2) the use of offensive language; 3) smoking or drinking of alcoholic beverages on the Project Site; 4) physical violence; 5) riding in the passenger elevators; 6) thievery; and 7) the transportation of articles or materials deemed hazardous. If City determines, in its sole discretion, that any laborer needs to be removed due to his or her failure to comply with the terms of this provision, the Vendor will remove such laborer from the Project Site immediately.

PROTECTION OF THE WORK AND USE OF PREMISES:

The Vendor shall promptly remedy damage and loss other than damage or loss insured under property insurance provided or required by this Contract to property at the site caused in whole or in part by the Vendor, their subcontractor(s) or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable.

During the performance of all Work, Vendor shall at all times keep the Site and such streets, highways, and roads, and properties which it may utilize free from waste materials, debris and/or rubbish and shall employ adequate dust control measures. If accumulation of such materials, debris, rubbish or dust constitutes a nuisance or safety hazard or is otherwise objectionable in any way, as reasonably determined by City, Vendor shall promptly remove them. If any claim, demand, suit, losses, or action be brought by a person affected by the transportation of materials, equipment, goods or wastes to and from the Site, Vendor shall defend, indemnify and hold harmless the City and all other entities and Parties required to be indemnified.

CLEANING UP:

The Vendor shall at all times keep the premises free from accumulations of waste material or rubbish caused by the Vendor's Work. At the completion of the Work, the Vendor shall remove all Project signs and all rubbish and temporary work, of every nature, from and about the Project and the Site. The Vendor shall remove all tools, scaffolding and surplus materials and shall leave the Project Site broom clean or its equivalent. If the Vendor fails to clean up as required by this Contract, the City may do so, and the costs associated with such cleanup shall be charged to the Vendor.

The Vendor shall clean on a daily basis, all interior and exterior areas, including those that are visible from outside the job site.

Immediately before turning any portion of the Project over to the City, where there is exterior glass, the Vendor shall have all interior surfaces of such glass cleaned by professional window washers. Care shall be taken not to scratch any glass. Acid or other cleaning material that will injure or mar the surface or adjacent Work will not be allowed. Any damage resulting from glass cleaning shall be corrected by the Vendor, including the furnishing of new glass of same character and quality or the replacement of other Work damaged or disturbed.

FINAL COMPLETION AND PAYMENT:

When the Work is finally complete and the Vendor is ready for a final inspection, Vendor shall notify the City in writing. Thereupon, the City will perform a final inspection of the Project. If the City confirms that the Project is complete in full accordance with this Contract and that the Vendor has performed all of its obligations to the City hereunder, the City will furnish a final approval for payment. All payments will be made with Electronic Funds Transfer.

MATERIAL SAFETY DATA SHEETS:

Proper Material Safety Data Sheets, in compliance with OSHA's Hazard Communication Standard, must be provided by the Vendor to the City at the time of purchase.

PREVAILING WAGE:

It shall be the responsibility of the Vendor to comply, when applicable, with the Illinois Prevailing Wage Act 820 ILCS 130/01 *et seq.* It shall be the responsibility of the Vendor to monitor the prevailing wage rates as established by the Illinois Department of Labor for any increase in rates during the project and adjust wage rates accordingly.

NON-DISCRIMINATION:

The Vendor shall comply with the Illinois Human Rights Act, 775 ILCS 5/1 - 101 *et seq.* (2000), as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, 5 Ill. Admin. Code § 750 Appendix A. The Vendor shall also comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 *et seq.* (2000), as amended.

It shall also be an unlawful employment practice for the Vendor (1) to fail or refuse to hire or to discharge any individual or otherwise to discriminate against any individual with respect to their compensation, or the terms, conditions, or privileges of their employment, because of such individual's race, color, religion, sex, age, handicap or national origin; or (2) to limit, segregate, or classify their employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect

their status as an employee, because of such individual's race, color, religion, sex, age, handicap or national origin. Vendor shall comply with The Civil Rights Act of 1964, 42 U.S.C. sec. 2000 et seq. (2000), as amended.

NON-APPROPRIATIONS CLAUSE:

The terms of any contract resulting from the solicitation and any Purchase Order issued for multiple years under the contract are contingent upon sufficient appropriations being approved by the City Council. Notwithstanding any language to the contrary in the solicitation, purchase order, or any other contract document, the City may terminate its obligations under the contract if sufficient appropriations are not approved by the City Council to pay amounts due for multiple year contracts. The City's decision as to whether sufficient appropriations are available shall be accepted by the Vendor and shall be final and binding.