



MOLINE-COAL VALLEY
SCHOOL DISTRICT

Request for Proposal

**Browning Field and Shipley Track Renovations
Moline-Coal Valley School District No. 40**

Issue Date
November 15, 2024

Closing Date
All Bids must be received by 3:00 p.m. on December 6, 2024.
The sealed envelope that contains the bids shall be clearly marked,
“SEALED BID – Moline-Coal Valley School District “Browning Field and Shipley Track
Renovations”

Closing Location
Moline-Coal Valley School District No. 40
Business Office
1900 52nd Avenue
Moline, Illinois 61265

Contact Person
Vince Gallo
(309) 743-8109
vgallo@molineschool.org

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November 15, 2024

The Board of Education of Moline-Coal Valley School District No. 40, Moline, Illinois will receive sealed bids for Moline-Coal Valley School District Browning Field and Shipley Track Renovations, until 3:00 p.m., December 6, 2024, in the School District Business Office at 1900-52nd Avenue, Moline, Illinois 61265.

Specifications may be obtained at the Business Office. The envelope that contains the bid shall be plainly marked, "SEALED BID – MOLINE-COAL VALLEY SCHOOL DISTRICT
“BROWNING FIELD and SHIPLEY TRACK RENOVATIONS."

The Board of Education reserves the right to accept or reject any or all bids or to waive formalities as its best interest may require.

Regards,

Vince Gallo
Chief Financial Officer

ADVERTISEMENT FOR BIDS

The Board of Education of Moline-Coal Valley School District No. 40, Moline, Illinois will receive sealed bids for MOLINE-COAL VALLEY SCHOOL DISTRICT “BROWNING FIELD and SHIPLEY TRACK RENOVATIONS” until 3:00 p.m., December 6, 2024, in the School District Business Office at 1900 52nd Avenue, Moline, Illinois 61265.

Specifications may be obtained at the Business Office. The envelope that contains the bid shall be plainly marked, " SEALED BID – MOLINE-COAL VALLEY SCHOOL DISTRICT .”BROWNING FIELD and SHIPLEY TRACK RENOVATIONS"

The Board of Education reserves the right to accept or reject any or all bids or to waive formalities as its best interest may require.

Vince Gallo
Chief Financial Officer
Dated: November 15, 2024

INSTRUCTIONS TO BIDDER

1. Bidders may obtain copies of Bidding Documents from the Business Office of the Board of Education, 1900-52nd Avenue, Moline, Illinois 61265.
2. Bids shall be firm for Ninety (90) days from the date of receipt of bids.
3. Questions shall be submitted in writing to the Chief Financial Officer of the District. Replies will be issued to all bidders of record as Addenda; bidders shall acknowledge receipt of Addenda in the Proposal Form. No Addenda will be issued later than three days prior to the date for receipt of bids.
4. Products described and listed by manufacturer establish a standard of quality. No substitutions will be considered unless written documentation of equivalence has been submitted by the bidder and received by the District with the bid. Each such substitution shall include a complete description and any other information necessary for an evaluation. The burden of proof of the merit of the proposed substitute is upon the proposer. Equivalence shall be determined by the District.
5. Proposed substitutions may be bid as VOLUNTARY ALTERNATES, but must be stated as such and bidder shall list the manufacturer and model proposed. The District may consider such proposals, but has no obligation to accept them.
6. Bids shall be submitted on the form provided with these specifications; signed by the authorized agent of bidder; and received in a sealed envelope addressed:

SEALED BID- MOLINE-COAL VALLEY SCHOOL DISTRICT
BROWNING FIELD and SHIPLEY TRACK RENOVATIONS
MOLINE-COAL VALLEY SCHOOL DISTRICT NO. 40
1900 52nd AVENUE
MOLINE, ILLINOIS 61265

7. In submitting a bid, the bidder represents that he has read the Instructions, Conditions and Specifications.
8. Freight and delivery costs to various schools within our district boundaries, shall be included in the total bid price.
9. Delivery to be coordinated through Keith Karstens Director of Facilities, (309) 743-8650.
10. After delivery, the vendor will send a detailed invoice to the District for payment.

CONDITIONS

1. The Bid Form of agreement shall be a signed Moline-Coal Valley School District No. 40 purchase order as per specifications and accepted bid.
2. A manufacturer's standard written warranty shall accompany the product, and shall commence on the date of accepted delivery of vehicles.
3. The successful vendor shall comply with all laws, ordinances, rules, regulations and lawful orders of public authorities bearing on the sale of goods to and performance of work for Illinois Public School Districts.
4. Products bid under this proposal shall meet all federal, state, and local statutes, rules, regulations, codes, ordinances, and requirements that are applicable to Moline-Coal Valley School District No. 40, a Public Illinois School District.
5. All vendors and contractors must comply with the public contract provisions under the Illinois Human Rights Act, including the sexual harassment provisions. This bill amends the Illinois Human Rights Act to require every party to a public contract and every bidder to a public contract to have a written sexual harassment policy, post a notice of the policy, and provide training on sexual harassment prevention as a part of a new employee training program. The policy must, at a minimum, include the illegality of sexual harassment, the definition of sexual harassment under State law, a description of sexual harassment utilizing examples, the contractor's internal complaint process including penalties, the legal recourse, investigative and complaint process available through the Department of Human Rights, directions on how to contact the Department, and protection against retaliation.
6. The vendor shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9. More specifically, the successful contractor will be required to have criminal background investigations done on the employees and any subs who will be working at the site before starting the work. The contractor will pay for the fee required to complete these background checks.
7. The District is exempt from Illinois sales and usage tax.
8. This project is subject to Prevailing Wage and requires certified payroll submit to the State of Illinois and a hard copy submitted with each pay request.

REQUEST FOR PROPOSAL TIMELINE

Activity	Target Date
Advertise Request for Proposal	November 15th, 2024
Bid Opening at 3:00 p.m.	December 6th, 2024
Review and Summarize Bids	December 9th-10th, 2024
Schedule Interviews	December 11th, 2024
Top 2 finalist interviews	December 13th, 2024
Present to Board of Education for Approval	January 13th, 2024

SPECIFICATIONS

Moline-Coal Valley School District No. 40 requires the following

Voluntary alternate bids, with all exceptions to the specifications fully and clearly stated, may be submitted but will be considered only at the option of Moline-Coal Valley School District No. 40.

I. OVERVIEW BASE BID

Requests for Proposal (RFP) will be received by the Board of Education, Moline School District No. 40, Vince Gallo, CFO, 1900 52nd Avenue, Moline, IL 61265 on or before 3:00 pm CST on December 6, 2024 for designs, construction management, installation and related services for the renovations to “Browning Football Field and Shipley Track and Field events areas.

The project construction will be at 1800 20th Ave, Moline, IL and will include the renovation, replacement of the current turf Browning Football Field and upgrade of the field to a synthetic field. Replacement of the exciting Shipley Track and field track events areas.

The construction will be required to be completed in 2025. The anticipated schedule would be March 2025 through August 2025.

If your firm has interest in submitting qualifications for this project please respond by providing the information in accordance with this request.

All firms must comply with applicable Federal and Illinois Law. Proposers must comply with the Illinois Statutory requirements regarding labor, Equal Employment Opportunity, Affirmative Action, and Workplace Harassment Laws.

II. SCOPE OF WORK Design/Build

A. Project

- General Site Work as required for the project
- Provide all required site work SWPP for the work needed on the project.
- Project design and management
- Demolition of the existing track and field events outside of the field
- Removal of the existing track surface
- Demolition of the existing high jump are inside the field End Zone
- Demolition of the existing goal posts
- Excavation of approximately 11” of existing football field surface
- Trucking and proper disposal of all materials except topsoil
- Top soil from field to be stockpiled in parking lot for owner use
- Laser grading of subsurface
- Installation of 6” x 12” reinforced synthetic turf curb along inside track edge
- Repairs to area necessary in the existing track asphalt base (Including

repairs needed for lane 8 south side)

- Installation of new long jump area
- Installation of new field goals
- Installation of (2) inground communication boxes on each sidelines
- installation of (2) ground water connection on each sideline
- Installation of a new 12” mainline drain and collector inside field. (Collector pipe to tie into existing field drainage system for outflow)
- Installation of geotextile fabric subsurface barrier
- Installation of 6” of 1” clean drainage rock
- Installation of 2” layer of 3/8” chips drainage rock
- Laser grading of 3/8” chips layer
- Installation of treated synthetic turf nailer board
- Trucking and disposal of additional waste
- Provide and install shock pad (If required depending on system)
- Installation of synthetic turf system with logos (As requested)
- Provide new synthetic turf maintenance equipment (List equipment)
- Installation of a new pole vault system
- Installation of a new track surface with logos
- Remove existing vegetation on track and field events area
- Lasergrade track and field events area to promote positive drainage
- Installation of new shot put rings, cement, and cages
- Seed bed preparation
- Seeding and hydro mulching of track and field events area and any other areas disturbed during construction
- Maintenance training

Notes

- This project will be constructed in conjunction with the building of a new Restroom Facility that will be located south of the main gate and a new Concession stand in the proximity of the current restrooms building. Coordination with Legat Architects regarding these projects and the fencing around the track and replacement of the sidewalk around the track.

B. Services

The construction renovation services solicited in the RFP is:

- assistance in design team selection
- project planning and development
- estimating the project budget throughout design
- evaluation of alternatives for materials, processes and risk management
- review of design from concept through project change order consideration
- project cost control/containment
- scope development of appropriate bid packages and alternates
- review documents for omissions or duplications in respective bid packages
- develop bidder interest and solicit contractor response
- issue bid documents, receive bids and make recommendations for award of contracts for segments of work

- quality control of all processes throughout the project
- development and maintenance of schedules for all phases of the project
- provide leadership during the construction phase to oversee, coordinate and document activities and administrative coordination, progress and other meetings
- maintenance of a safe and secure jobsite
- administration of all contracts and related documentation
- prepare project management reports relative to costs, schedule and cash flow projections
- commissioning of aspects of the work
- coordinate owner training and turnover meetings
- assemble O & M manuals, warranties and electronic project archives for future owner use
- monitor and provide follow up actions to correct deficiencies discovered during the warranty period
- provide final verification of operation and quality at completion of warranty period
- other related services to meet the needs of the project scope and timelines established herein.

A team of staff and community members will be assembled to meet with the selected firm and design team to provide input and review of the design throughout the planning process. In addition presentations of the design at various stages will be required periodically to and for the benefit of the community by this firm and the designers involved in the project.

The services may be provided solely by in-house staff or by a combination of in-house staff and outside consultants. Please articulate in your response a description of services and overall structure of the proposed team.

The successful firm will be required to enter into a written contract with The Moline Coal Valley School District No. 40.

III. STATEMENT OF QUALIFICATIONS

Please provide 6 copies of the following information in 8 1/2" x 11" format to:

Mr. Vince Gallo, CFO
Moline School District No. 40
1900 52nd Avenue
Moline, IL 61265

Submittals will be received by the District until December 6, 2024 3:00pm.

Provide all information requested below and organize each category of information as an exhibit, each exhibit beginning on its own separate page.

A. Firm Profile

- 1) General (On a separate page, complete with below information and marked as Exhibit 1.)
Legal Name of Firm
Location of the firm's principal office within which the work will be managed
(Include Address, City, State, Zip)
Telephone Number / Fax Number
Person Responsible for Response to RFQ: (name) (e-mail)
Location of the firm's other office(s), if any, within which portions of the work will be performed
(Include Address, City, State, Zip)
Number of years in business under current legal name:
List previous legal names and years in business:
Type of Organization: Individual Partnership Corporation
 LLP LLC
- 2) List the firm's general and special areas of practice. Include the percentage of work for practice areas, and dollar fee volumes, of total work within the last five years. Identify that work which is currently in progress. (On a separate page, complete with requested information and marked as Exhibit 2.)
- 3) Provide a record of past performance; i.e., cost control, quality, schedule, repeat clients and safety record. (On a separate page, complete with requested information and marked as Exhibit 3.)
- 4) Indicate the levels of professional liability and general liability insurance coverage carried by the firm. Please use industry-standard Acord form for this information. (On a separate page—Acord form, complete with requested information and marked as Exhibit 4.)

B. Proposed Team (On a separate page, complete with below information and marked as Exhibit 5.)

- 1) Organization/Firm Roles and Responsibilities (Indicate prime firms, consultants, and proposed staff, with a description of the roles of each. Indicate the number of professional staff for all disciplines to be assigned to the project.)
- 2) Structure (Provide an organization chart identifying individuals, locations and interface relationships)
- 3) Key Personnel (Include resumes of key professionals of prime firms and consultants for all disciplines and special services. Identify recent types of professional development activities)
- 4) If you plan to utilize outside consultants, indicate the name, specialty and address of each. Provide scope of services for each consultant.

ALTERNATES

Option #1: Removal of existing high jump, lowering, and installation of new at field and track elevation.

- Excavation of existing high jump
- Trucking and disposal of waste materials
- Installation of rock and asphalt base

Option #2: Using excavate material on (2) Middle school football and soccer fields

(John Deere Middle located at 2035 11th Street, Moline, Il 61265)
(Wilson Middle School located 1301 48th Street, Moline, Il 61265)

- Loading, trucking and placement of topsoil
- Killing of existing turf, tilling, laser grading, compacting and seeding

Option #3: Service Contract (Yearly maintenance inspection, 3-year contract)

- Provide detail of service contract services

**MOLINE-COAL VALLEY BOARD OF EDUCATION
1619 - 11TH AVENUE, MOLINE, ILLINOIS
WASHERS AND DRYERS**

BID FORM
December 6, 2024

Having examined the bidding documents issued by MOLINE-COAL VALLEY SCHOOL DISTRICT NO. 40, dated December 6, 2024, the undersigned submits the following proposal:

BASE BID , or equivalent.

Dollar (\$): _____

Voluntary Alternate:

Option #1: Removal of existing high jump, lowering, and installation of new at field and track elevation.

Dollar (\$): _____

- and -

Option #2: Using excavate material on (2) Middle school football and soccer fields

(John Deere Middle located at 2035 11th Street, Moline, Il 61265)
(Wilson Middle School located 1301 48th Street, Moline, Il 61265)

Dollar/CY (\$): _____

Dollar/Square Foot (\$): _____

Option #3: Service Contract (Yearly maintenance inspection, 3-year contract)

Dollar (\$): _____ Per Year

ACKNOWLEDGEMENT OF ADDENDA

I hereby acknowledge the following Addenda:

CERTIFICATION

My signature certifies that I am an authorized agent of the aforementioned company and am authorized to quote and enter into contracts as called for in this advertisement for bid. Furthermore, I certify that by submitting my quotation I am bound by all requirements as called for in the specifications.

Signature _____

Date _____

Print Name _____

Title _____

Company Name _____

Phone _____

Fax _____

E-Mail Address _____

ENCLOSED:

- Vendor Info
- Civil Rights
- Vendor Eligibility
- Drug Free Workplace
- Non-Collusion Affidavit
- Tax ID Form
- Debarment
- Lobbying
- Certificate of Liability Insurance

Assurance Schedule A

Vendor Information Form

VENDOR INFORMATION FORM

Name of Company: _____

Tax Payer ID #: _____ FCC/USAC "SPIN" Number: _____

Address: _____ Date Business
_____ Began: _____

Telephone No: _____ Years at Location: _____

List of contact information for all officers, directors, and principals:

Name: _____
Title: _____
Address: _____
Telephone No: _____
Email: _____
Relationship: _____

Description of services provided:

Description of facilities/resources:

Description of staff (no./type/qualifications, etc.):

Brief history of company:

Client reference list of major customers and projects (include address and telephone number):

Verified by: _____

Date Verified: _____

**Assurance Schedule B
Civil Rights Certification of Compliance**

**CERTIFICATE OF COMPLIANCE
WITH ILLINOIS HUMAN RIGHTS ACT**

All successful contractors must comply with the provisions of the Illinois Human Rights Act (ACT) dealing with equal employment opportunities (Section 2-105, 775 ILCS 5/2-105) including equality of employment opportunity and the regulations of the Department of Human Rights of the State of Illinois and also must provide for the adoption and implementation of written Sexual Harassment Policies. The contract with the successful bidder will provide for this requirement. The statutory provisions require that the written Sexual Harassment policy included at a minimum the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under Illinois law; (iii) a description of sexual harassment, utilizing examples; (iv) a vendor's internal complaint process including penalty; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights Commission; (vi) directions on how to contact the Department of Commission; and (vii) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act.

Firm Name _____

Address _____

Signature of Officer

Title

Subscribed and sworn to before me
This ____ day of _____, 20__.

Notary Public

*Assurance Schedule C
Vendor Eligibility Certification*

BIDDING AND CONTRACT REQUIREMENTS
Vendor Eligibility Certification

Public Act 85-1295 (Illinois Revised Status, 1987, Ch 38, art 33E) requires that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for bid-rigging or bid rotation.

The following certifications must be signed and submitted with bidder's bid proposal. *FAILURE TO DO SO WILL RESULT IN DISQUALIFICATION OF THE BIDDER.*

_____. As part of its bid on contract for
(Name of Contractor)

_____. For Moline School
(Name of Bid Package)

District No. 40 hereby certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either Section 33E-3 or 33E-4 of Article 33E of Chapter 38 of the Illinois Revised Statutes.

Firm Name: _____

By: _____

Title: _____

Subscribed and sworn to before me
This ____ day of _____, 20__.

Notary Public

Verified by: _____

Date Verified: _____

*Assurance Schedule D
Drug Free Workplace*

**CERTIFICATIONS OF COMPLIANCE WITH
ILLINOIS DRUG FREE WORKPLACE ACT**

The undersigned, having 25 or more employees, does hereby certify pursuant to section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that 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 and, further certifies, that it is not ineligible for award of this contract by reason of debarment for violation of the Illinois Drug-Free Workplace Act.

Name of bidder (Please Print)

Submitted by (Signature)

Title

**Assurance Schedule E
Non-Collusion Affidavit**

BIDDING AND CONTRACT REQUIREMENTS
Non-Collusion Affidavit

AFFIDAVIT: "I, (we) hereby certify and affirm that my (our) proposal was prepared independently for this bid package and that it contains no fees or amounts other than for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade. I further certify that I (we) am not barred from bidding on the contract as a result of a conviction for either bid-rigging or bid rotating under Article 33E of the Criminal Code of 1961."

The following certification must be signed and submitted with bidder's proposal. **FAILURE TO DO SO WILL RESULT IN DISQUALIFICATION OF THE BIDDER.**

(If an individual)

Signature of Proposer: _____
(Seal) (Signature required)

Business Address: _____

(If a Partnership)

Firm Name: _____
(Seal)

By _____
(Signature required)

Business Address: _____
(of all Partners of the Firm)

(If a Corporation)

Corporate Name: _____

By _____
(Signature required)

Corporate Address: _____

(CORPORATE SEAL)

Names of Officers: (President): _____

(Secretary): _____

(Treasurer): _____

Attest: (Secretary): _____

**Assurance Schedule F
Federal Tax ID and Disclosure**

Under penalties of perjury, I certify that _____ is my correct Federal Taxpayer Identification Number. I am doing business as a (please check one):

_____ Individual

_____ Sole Proprietorship

_____ Partnership

_____ Corporation

_____ Governmental Entity

_____ Not-for-profit Corporation

Signature

Date

Return this certification and a W-9 copy to:

Moline-Coal Valley School District No. 40
Attention: Business Office
1619 11th Avenue
Moline, Illinois 61265

Assurance Schedule G Certification Regarding Debarment

Instructions for Certification

1. By signing and submitting this Certification, the prospective lower tier participant is providing the certifications set out herein.
2. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.
3. Except for transactions authorized under paragraph 3 above, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used herein, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549 and Executive Order 12689. You may contact the person to which this Certification is submitted for assistance in obtaining a copy of those regulations.
5. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier Covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the "GSA Excluded Parties List System" at <http://epls.arnet.gov/>.
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required herein. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Orders 12549 and 12689, Debarment and Suspension, 7 CFR 3017 Subpart C Responsibilities of Participants Regarding Transactions. The regulations were published as Part IV of the January 30, 1989 Federal Register (pages 4722-4733) and Part II of the November 26, 2003 Federal Register (pages 66533-66646). Copies of the regulations may be obtained by contacting the Illinois State Board of Education.

BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW.

CERTIFICATION

The prospective lower tier participant certifies, by submission of this Certification, that:

- (1) Neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- (2) It will provide immediate written notice to whom this Certification is submitted if at any time the prospective lower tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances;
- (3) It shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated;
- (4) It will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions;
- (5) The certifications herein are a material representation of fact upon which reliance was placed when this transaction was entered into; and
- (6) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Certification.

Organization Name: _____

Name Authorized Representative: _____

Title of Authorized Representative: _____

Signature: _____

Signature Date: _____

**Assurance Schedule H
Notification of Lobbying Activity**

**NOTICE TO APPLICANTS – CERTIFICATION/DISCLOSURE REQUIREMENTS
RELATED TO LOBBYING**

Section 319 of Public Law 101-121 (31 U.S.C.), signed into law on October 23, 1989, imposes new prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans. Certain provisions of the law also apply to Federal commitments for loan guarantees and insurance; however, it provides exemptions for Indian tribes and tribal organizations.

Effective December 23, 1989, current and prospective recipients (and their sub-tier contractors and/or subgrantees) will be prohibited from using Federal funds, other than profits from a Federal contract, for lobbying Congress or any Federal agency in connection with the award of a particular contract, grant, cooperative agreement or loan. In addition, for each award action in excess of \$100,000 (or \$150,000 for loans) on or after December 23, 1989, the law requires recipients and their sub-tier contractors and/or subgrantees to: (1) certify that they have neither used nor will use any appropriated funds for payment to lobbyists; (2) disclose the name, address, payment details, and purpose of any agreements with lobbyists whom recipients or their sub-tier contractors or subgrantees will pay with profits or **non-appropriated** funds on or after December 23, 1989; and (3) file quarterly updates about the use of lobbyists if materials changes occur in their use. The law establishes civil penalties for noncompliance.

If you are a current recipient of funding or have an application, proposal, or bid pending as of December 23, 1989, the law will have the following immediate consequences for you:

- You are prohibited from using appropriated funds (other than profits from Federal contracts) on or after December 23, 1989, for lobbying Congress or any Federal agency in connection with a particular contract, grant, cooperative agreement, or loan;
- you are required to execute the attached certification at the time of submission of an application or before any action in excess of \$100,000 is awarded; and
- you will be required to complete the lobbying disclosure form if the disclosure requirements apply to you.

Regulations Implementing Section 319 of Public Law 101-121 have been published as an Interim Final Rule by the Office of Management and Budget as Part III of the February 26, 1990, **Federal Register** (pages 6736-6746).

(Continued on the next page)

**CERTIFICATION REGARDING LOBBYING – CONTRACTS, GRANTS, LOANS
AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal amendment, or modification of any Federal contract, grant, loan or cooperative agreement;

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this

Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization Name

Award Number or Project Name

Name and Title of Authorized Representative

Signature

Date

**CERTIFI**DATE
(MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S)	
	INSURER A :	
INSURED	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS	TYPE	ADDL	SUBR	POLI	POLICY EFF	POLICY		
REF		INSR	WVD		(MM/DD/YYYY)	EXP		
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:							EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY							COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per \$) \$ PROPERTY DAMAGE (Per \$) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEL <input type="checkbox"/> RETENTION \$							EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below							PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA \$ E.L. DISEASE - POLICY \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p>
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