

DEKALB TOWNSHIP BID PACKET

PRE-ASSEMBLED COLUMBARIUM UNIT – OAKWOOD CEMETERY

DeKalb Township (“Township”) invites sealed bids from qualified contractors for the provision of a pre-assembled columbarium unit for installation at Oakwood Cemetery, located at 611 N. First St., DeKalb, IL 60115.

Bid materials will be available from the DeKalb Township website:
www.dekalbtownship.org

SUBMISSION DATES:	December 12, 2025 – January 12, 2026
SUBMISSION LOCATION:	DeKalb Township Office, 2323 S. 4 th St., DeKalb, IL 60115
BID OPENING DATE, TIME, & LOCATION:	January 13th, 2025 @ 10:00am DeKalb Township Office, 2323 S. 4 th St., DeKalb, IL 60115
GENERAL REQUIREMENTS:	Submit One completed Bid Package in SEALED ENVELOPES marked “Columbarium Bid – Oakwood Cemetery”.
REQUIRED SCOPE OPTIONS:	<ul style="list-style-type: none"> • Option 1: Supply Only • Option 2: Supply + Crane <p style="color: red; margin-left: 20px;"><i>(Each Bidder may provide pricing for one or both options)</i></p>
AT TIME OF SUBMITTAL:	<ul style="list-style-type: none"> • Completed Bid Forms Parts I, II, and III • 10% Bid Bond • References Form • Subcontractor Form • Substance Abuse Prevention Certification • Insurance eligibility documentation • Affidavit of Authorization and Anti-Collusion Statement • Statement of compliance with the Illinois Prevailing Wage Act
QUALIFICATION REQUIREMENTS:	<ul style="list-style-type: none"> • Demonstrated experience with Columbarium Installations • Adequate financial and operational resources • Satisfactory past performance
ACCEPTABLE UNITS:	The unit shall meet or exceed the general specifications of the Eickof Canterbury-100 Companion Niche Ossuarium <i>or and Approved Equal</i> . Approved Equal units must match ALL REQUIREMENTS contained in Section 3.

CONTACT PERSON:

Mary Hess, DeKalb Township Supervisor
supervisor@dekalbtownship.org, 815-758-8282

1. INSTRUCTIONS TO BIDDERS

a) Sealed Bid Submission

Bids must be submitted in sealed envelopes marked *“Columbarium Bid – Oakwood Cemetery”*.

b) Required Bid Documents

Each bid must include:

- Completed Bid Forms Parts I, II, and III
- 10% Bid Bond
- References Form
- Subcontractor Form
- Substance Abuse Prevention Certification
- Insurance eligibility documentation
- Affidavit of Authorization and Anti-Collusion Statement
- Statement of compliance with the Illinois Prevailing Wage Act

c) Bid Bond

A 10% bid bond is required with each bid.

d) Rights Reserved

The Township may reject any or all bids, waive technicalities, or accept the lowest responsible bidder.

e) Modification or Withdrawal

Before opening, bids may be withdrawn or modified in writing. After opening, bids may only be withdrawn according to Illinois law.

f) Required Bonds After Award

The successful Contractor must provide:

- Performance Bond (100% of bid)
- Payment Bond (100% of bid)

g) Insurance Requirements

At a minimum:

- Commercial General Liability: \$2,000,000 each occurrence
- Umbrella: \$2,000,000
- Auto Liability: \$1,000,000
- Workers' Compensation: statutory
- Employer's Liability: \$1,000,000
- Additional Insured: DeKalb Township (primary & non-contributory)

h) Prevailing Wage

All work must comply with the Illinois Prevailing Wage Act.

i) Illinois Labor Preference

During periods of excessive unemployment, Illinois labor preference applies.

j) Substance Abuse Prevention Act Compliance

Bidders must certify compliance with Illinois Act 95-0635.

k) Workforce Requirement

Contractors must perform at least 50% of the work with their own employees.

2. SCOPE OF WORK

Bidders may provide pricing for one or both options.

OPTION 1 — SUPPLY ONLY

Contractor shall:

- Provide one pre-assembled columbarium unit matching Section 4
- Deliver the unit to the Township-designated site
- Provide shop drawings and installation instructions
- Coordinate delivery date and access with the Township

Township provides crane and foundation.

OPTION 2 — SUPPLY + CRANE

Contractor shall:

- Provide the unit described in Section 4
- Provide crane services for off-loading and positioning
- Furnish rigging, lifting equipment, and qualified operators
- Coordinate all logistics for proper placement on a Township-constructed foundation

3. TECHNICAL SPECIFICATIONS — CANTERBURY-100 OR APPROVED EQUAL

a) Configuration

The columbarium shall:

- Be pre-assembled at the factory
- Include a central ossuary vault
- Use a reinforced concrete base
- Include a heavy granite capstone (approx. 6' 8" diameter)
- Be circular in design, consistent with manufacturer specifications

b) Capacity

Minimum capacity:

- 100 companion niches (two urns each) → 200 urn spaces
- Approx. 225 soft urn ossuary spaces

c) Materials

Granite Components

- Niche fronts: Mahogany granite, polished
- Memorial band: Superior Black granite, polished
- Trim/base stone: Mahogany granite, with rock-pitch face

Structural Components

- Reinforced concrete base
- Fiber-reinforced cement interior dividers
- Aluminum niche shelves
- Aluminum closure panels
- Concealed locking hardware: stainless steel, anodized aluminum, and brass
- EM anchor system for hardware attachment

d) Dimensions (Approximate)

- Total height: 7' 3 11/16"
- Capstone: 6' 8" diameter, 6" thickness
- Niche fronts: ~11 7/8" × 11 7/8"
- Unit weight: ~10,800 lbs. empty

e) Utility

- Key Wrenches will need to be used to open and close niches.
- A universal temporary granite front in matching color inscribed with "Out for Inscription" will need to be included to be placed in any niche opening while the original niche front is being inscribed.

f) Urn Accommodation

Each niche must accommodate:

- Two standard vase urns (10" × 6")
- OR two 5½" × 5½" × 7" urns
- OR one larger urn (up to 10" × 8½")

g) Approved Equal Requirements

Approved Equal units must:

- Match or exceed all capacities
- Match or exceed all granite materials and finishes
- Match or exceed dimensional tolerances
- Use a comparable concealed locking system
- Use comparable structural interior components
- Provide full engineering drawings proving compliance

Township has sole discretion in determining equivalency.

4. BID REQUIREMENTS & QUALIFICATIONS

a) Bid Package Must Include

- Bid Forms I, II, III
- References Form
- Subcontractor Form
- 10% Bid Bond
- Substance Abuse Compliance Certification
- Statement of compliance with Prevailing Wage
- Insurance eligibility documents

b) Experience Requirements

Bidder must demonstrate successful completion of similar columbarium construction or installation projects.

REQUIRED FORMS

BID FORM – PART I (Contractor Information)

Contractor Name: _____

Address: _____

Phone: _____ Email: _____

Authorized Representative: _____

“I hereby submit this bid and agree to perform all work in accordance with the requirements of the Bid Packet.”

Signature: _____ Date: _____

BID FORM – PART II (Affidavit / Certification)

I, _____, certify:

- I am authorized to submit this bid.
- This bid is genuine and not collusive.
- Bidder is not barred under 720 ILCS 5/33E-3 or 33E-4.
- All statements and documents are true and accurate.

Signature: _____

Notary: _____

Date: _____

BID FORM – PART III (Pricing)

Option 1 – Supply Only:

\$ _____

Option 2 – Supply + Crane:

\$ _____

Proposed Completion Date: _____

SUBCONTRACTOR FORM

List all subcontractors:

1. _____ – _____
2. _____ – _____
3. _____ – _____

REFERENCES FORM

Provide three similar projects:

- 1. Project: _____
Contact: _____
- 2. Project: _____
Contact: _____
- 3. Project: _____
Contact: _____

SUBSTANCE ABUSE PREVENTION CERTIFICATION

Company Name: _____

Signature: _____

Date: _____

“I certify compliance with the Illinois Substance Abuse Prevention Act (95-0635).”

PAYMENT APPLICATION FORM

A modified AIA G702-style format will be used by the Township.

Contractor must include lien waivers with each request.

CONTRACT

A full and complete contract with specific terms will be provided upon acceptance of bids:

Scope of Work

Contractor shall perform all work consistent with:

- This Bid Packet
- Contractor's submitted bid
- Township award
- Applicable laws and regulations

Payment

Payment shall be made according to:

- Approved payment applications
- 10% retainage
- Contract schedule and progress

Warranty

Contractor warrants all workmanship and materials for one year following Township acceptance.

Indemnification

Contractor shall indemnify and hold harmless DeKalb Township to the fullest extent permitted by law.

Governing Law

This Contract shall be governed by the laws of the State of Illinois.

Submitted:

CONTRACTOR

By: _____

Title: _____

Date: _____