

REQUEST FOR PROPOSAL

ON-CALL FACILITY MAINTENANCE SERVICE AGREEMENT

ISSUE DATE: August 15, 2019

TITLE: This document constitutes a request for interested organizations to submit a proposal to provide on-call maintenance services to the Evergreen Park Public Library ("Library") at its facility located at 9400 S Troy Avenue, Evergreen Park, IL 60805.

INITIAL PERIOD OF CONTRACT: October 1, 2019 - September 30, 2020

This contract may be extended for two (2) additional one-year periods, at the Library's sole discretion. If the contract is extended beyond the initial term, the parties shall mutually agree upon any increase in price for such extension period. In no event, however, shall the price increase exceed the applicable Consumer Price Index. The Library shall have the right to terminate this Agreement for convenience at any time and for any reason by providing the Contractor with notice at least thirty (30) days prior to the termination date.

Proposals will be received until September 5, 2019 for furnishing the services described herein.

All inquiries for information regarding Procurement Procedures, Selection Criteria, Proposal Submission Requirements, or other Fiscal/Administrative Concerns shall be directed in writing to:

NAME: Nicki Seidl
Library Director

PHONE: 708-422-8522 x 118
seidl@evergreenparklibrary.org

PROPOSALS MAILED SHALL BE SENT DIRECTLY TO:

Nicki Seidl
Director
Evergreen Park Public Library
9400 S. Troy Avenue
Evergreen Park, IL 60805

PROPOSALS HAND DELIVERED SHALL BE DELIVERED TO:

Same as above.

INTRODUCTION:

The purpose and intent of this Request for Proposal is to solicit proposals from qualified sources to establish a contract through a competitive process for furnishing the services described herein for the Evergreen Park Public Library. The emphasis of the proposal should be to clearly indicate the Contractor's experience and qualifications in providing these services.

GENERAL PROPOSAL:

To be considered, the following are general proposal and requirements of the Contractor. The successful Contractor must:

Be currently providing the type of supplies and services as depicted within this solicitation and as represented by proposal of the Contractor. Be licensed to perform the services required.

Show evidence of fiscal solvency and must maintain appropriate insurance coverage to protect the interest of the Contractor and the Evergreen Park Public Library.

The Contractor shall provide all necessary insurances delineated and provide the Library with copies and certificates of such insurances within three (3) business days after the Library accepts the award proposal.

INSURANCE/INDENIFICATION:

The successful Contractor shall provide insurance coverage as follows:

1. The Contractor shall provide a Certificate of Insurance naming the Library as an additional insured. The certificate shall contain a 30-day notification provision to the Owner prior to cancellation or modification of the policy.

2. Commercial General Liability insurance including Products/ Completed Operations, Owners and Contractors Protective Liability and Broad Form Contractual Liability The limit of liability shall not be less than the following:

General Aggregate	\$2,000,000
Products and Completed Operations Aggregate	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000

3. Business Automotive Liability Insurance including owned, hired and non-owned automobiles with limits of not less than the following:

Each Person for Bodily Injury	\$1,000,000
Each Occurrence for Bodily Injury	\$1,000,000
Each Occurrence for Property Damage	\$1,000,000
or - Combined Single Limit	\$1,000,000

4. Statutory Worker's Compensation Insurance, including occupational disease with Employer's Liability limit not less than \$1,000,000.

The Contractor further agrees to indemnify, defend and hold the Library harmless against any and all claims, liabilities, damages, judgments, costs, expenses and fees, including reasonable attorney fees, that the Library incurs arising out of or occurring in connection with the Contractor's negligent, reckless or intentional misconduct in the performance of the services.

OBJECTIVES

SCOPE OF SERVICES

The Contractor shall provide maintenance services on an as needed basis as requested by the Evergreen Park Public Library for the following types of work:

1. Change fluorescent and incandescent light bulbs and ballasts.
2. Clean light fixtures
3. Change ceiling tiles.
4. Light plumbing such as replacing a faucet or repairing a leak.
5. Light electrical such as changing an outlet or a switch-120 or lower voltage.
6. Light carpentry such as installing wall anchors and installing wall hangings.
7. Painting including light wall patching.
8. General maintenance work as directed by library staff.

Work performed is not limited to the list above. The Contractor is expected to respond to all reasonable, safe requests. Contractor must respond on-site within 48 hours of each call.

PRICE AND PAYMENT TERMS

The Contractor shall invoice the Library on an hourly basis for the actual work performed. The Contractor shall not include travel time as part of its invoice. The Library agrees that each request for work will be for a minimum of two (2) hours, regardless of the actual time spent. Time will be tracked each occurrence via a timesheet to be signed by library staff each occurrence. The Contractor must pay the Prevailing Wage Rates for all work per Illinois Law. Certified payroll records must be submitted with each invoice in order for payment to occur. Billing will be once per month.

STANDARD OF CARE AND WARRANTIES

The Library understands the Contractor is a provider of services and shall not be considered a merchant or a vendor of goods. The Contractor warrants its services will be provided in a good and workmanlike manner. Any services not performed in a good and workmanlike manner will be re-performed by the Contractor provided the Library notifies the Contractor as soon as possible, which shall be no later than one calendar year from the date the Services were performed. If a part is installed as part of the Contractor's services, The Contractor warrants the installed part will be free from defects in workmanship and material for one (1) year from the date on which the Contractor installs the part.

General Requirements:

RFP Response: In order to be considered for selection, Contractors must submit a complete response to this RFP.

Proposal Preparation:

An authorized representative of the Contractor shall sign proposal.

SPECIFIC RESPONSE REQUIREMENTS:

Proposal should be as thorough and detailed as possible so that the Library may properly evaluate the Contractor capabilities to provide the required services. Contractors are required to submit completely the following items:

The return of the completed RFP; signed and filled out as required.

A listing of a minimum of three (3) customers of similar size and scope for whom the Contractor is currently providing services. Include the date(s) when service was performed, the business name, address, and the name and telephone number of the Contract Administrator, as well as an explanation of the performance provided to the customer.

CONTRACT AWARD:

Selection shall be made of one Contractor deemed to be fully qualified and best suited among those submitting Proposals. Negotiations shall be conducted with the Contractor so selected. The contract will be awarded to the Contractor whose proposal is deemed most beneficial and advantageous to the Library.

The Library retains the right to cancel this RFP and may reject any or all proposals it deems unsuitable relative to Contractor Proposal or other considerations. The decision of those responsible for evaluation of the proposals, as expressed by the Director or her designee is final. The Library is

not required to furnish a statement of the reason why a particular Proposal was not deemed to be the most advantageous. The award document will be a contract incorporating by reference all the requirements, terms, and conditions of this solicitation and amended to include the Contractor's proposal as negotiated. The Library reserves the right to split the proposal on the basis of best quotation. The proposal of the lowest responsible Contractor complying in all respects with these conditions and all specifications is normally accepted.

PROPOSAL FORM

PROJECT:

ON-CALL MAINTENANCE SERVICE AGREEMENT

DATE ISSUED: August 15, 2019

SEND TO:

2 Copies of Proposal to:

Evergreen Park Public Library
9400 S. Troy Avenue
Evergreen Park, IL, 60805

Attention: Nicki Seidl
Director

DUE DATE: On or before September 5, 2019 by 5:00 PM

The undersigned, having visited the site of the work and having familiarized themselves with local conditions, all applicable federal, state and local laws and regulations, standards and ordinances affecting the cost of his work and with all requirements of the proposed specifications as prepared and the Contract Documents, as acknowledged herein, hereby proposes and agrees to furnish all things as required by said Contract Documents at the hourly rate indicated below.

PROPOSAL SCHEDULE

SCOPE OF WORK - For the scope of work the Contractor shall provide on-call maintenance services for the Evergreen Park Public Library during the initial contract period (10/1/2019 – 9/30/20) at an hourly rate:

HOURLY RATE \$ _____

Additional Charges for _____ **\$** _____

PROPOSAL GUARANTEE

The undersigned agrees that the Library shall have the right to retain this proposal for a period of ninety (90) days from the date of receiving this and guarantees the amounts set forth herein to be firm for the same ninety (90) day period.

PROPOSAL ACCEPTANCE

If written Notice of Award of Contract delivered to the undersigned, the undersigned agrees that he will execute the Agreement per the Proposal Documents.

It is understood and agreed that the Library reserves the right to award the contract based solely on the Library's best interests, to reject any or all proposals, to waive any informalities and irregularities in the procedures, and to hold all proposals for the guarantee period.

Signed and sealed this _____ day of _____, 20____

Contractor Name : _____

Address : _____

Telephone Number : _____

Printed Name : _____

Signature : _____

Title : _____

Date : _____

(SEAL)

(ATTEST if Corporation)