
REQUEST FOR PROPOSALS
INSTRUCTIONS AND SPECIFICATIONS FOR:

Village of Oak Park Building Maintenance Services
Project Number: 24-122
Issuance Date: 6/5/2024

The Village of Oak Park will receive proposals from qualified Building Maintenance Services companies to provide full-time Building Maintenance Services for all Village-owned facilities. Proposals will be accepted at the Public Works Center, 201 South Blvd., Oak Park, IL 60302 Monday through Friday, 7:30 a.m. to 4:00 p.m. until 10:00 a.m. local time on Monday, June 24th, 2024. Proposals will be reviewed and the results of the review will be presented to the Village Board of Trustees of the Village of Oak Park.

There will be a mandatory pre-bid meeting at the Public Works Center, 201 South Blvd., Oak Park, IL 60302 in the 2nd floor conference room on Monday, June 10th at 8:30 a.m.

Specifications and proposal forms may be obtained at the Public Works Center at the address listed above, on the Village web site <https://www.oak-park.us/> , by calling 708-358-5700 or by e-mail request to vics@oak-park.us.

THIS IS NOT MERELY A JANITORIAL SERVICES CONTRACT. The Village is currently under contract for janitorial services through 2025.

The Board of Trustees reserves the right to accept or reject any and all proposals or to waive technicalities, or to accept any item of any proposal.

The documents constituting component parts of their agreement, comprised of pages, are the following:

Do not detach any portion of this document. Upon formal award to the successful contractor, a written agreement will be executed in substantially the form attached.

Submission of Proposals

The Proposal shall be submitted on the Proposal form included herewith. The proposal shall be submitted in a sealed envelope and shall bear the return address of the contractor, and shall be addressed as follows:

TO: Vic Sabaliauskas, Building Maintenance Superintendent
Public Works Department
201 South Blvd.
Oak Park, IL 60302

“Re: Village of Oak Park Building Maintenance Services, Project No. 24-122”

SECTION I
PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS and REFERENCES

Preparation and Submission of Proposal

All proposals must be delivered to the Public Works Center by the specific time indicated on the cover page. Proposals arriving after the specified time will not be accepted. Mailed proposals that are received by the Village after the specified hour will not be accepted regardless of the post-marked time on the envelope. Proposals must be signed by an officer of the company who is authorized to enter into agreements on behalf of the company. Proposals shall be sealed in an envelope and marked as stated on the cover page.

Proposal Bond

The contractor shall provide a proposal bond in the amount of ten thousand dollars (\$10,000.00). The attached form may be used or the contractor may provide cash or a certified check in the amount specified. The proposal bonds, cash or checks will be returned once the selected contractor has entered into an agreement for this work and provided the contract bond.

Contract Bond

The successful contractor shall, within ten (10) calendar days after award of the Proposal, furnish a contract bond in the amount of ten percent (10%) of the annual contract cost (based on 40 hours per week for each contracted staff person). The bond shall ensure faithful performance of the work, and the payment for materials, labor and of the subcontractors. The bond shall be with a surety or sureties with a rating of "A" or better by A.M. Best and Company and such sureties shall be approved by the Village. Bonds in the form of certified or cashier's check shall be made payable to the Village of Oak Park, Illinois. The contract bond shall be furnished in the same number of copies as the number of copies of the agreement to be executed.

Award of Agreement

The agreement will be awarded in whole or in part to the responsible contractor whose proposal, conforming to the request for proposals, will be most advantageous to the Village; price and other factors considered.

Costs of Preparation

The Village will not be responsible for any expenses incurred in preparing and submitting a proposal or entering into the applicable agreement.

Taxes not Applicable

The Village of Oak Park as an Illinois municipality pays neither Illinois Sales Tax nor Federal Excise Tax (State Tax Exemption Identification Number E9998-1823-06). Contractors should exclude these taxes from their prices.

Withdrawal of Proposals

Any contractor may withdraw its proposal at any time prior to the time specified in the advertisement as the closing time for the receipt of proposals, by signing a request therefore. No contractor may withdraw or cancel its proposal for a period of sixty (60) calendar days after

the advertised closing time for the receipt of proposals. The successful contractor may not withdraw or cancel its proposal after having been notified that the proposal was accepted by the Village Board of Trustees.

Investigation of Contractors

The Village will make such investigations as are necessary to determine the ability of the contractor to fulfill proposal requirements. If requested, the contractor should be prepared to present evidence to the Village of Oak Park of ability and possession of necessary facilities and financial resources to comply with the terms of the attached specifications and proposals. In addition, the contractor shall furnish the Village with any information the Village may request, and shall be prepared to show completed work of a similar nature to that included in its proposal. The Village reserves the right to visit and inspect the premises and operation of any contractor.

Rejection of Contractor

The Village will reject any proposal from any person, firm or corporation that appears to be in default or arrears on any debt, agreement or the payment of any taxes. The Village will reject any proposal from a contractor that failed to satisfactorily complete work for the Village under any previous agreement.

Conditions

Contractors are advised to become familiar with all conditions, instructions and specifications governing the work. Contractors shall be presumed to have investigated the work site, conditions and scope of the work before submitting a proposal.

Compliance with Applicable Laws

The contractor will strictly comply with all ordinances of the Village of Oak Park and Village Code and laws of the State of Illinois.

Governing Law

All agreements entered into by the Village of Oak Park are governed by the laws of the State of Illinois without regard to conflicts of law. Any action brought to enforce an agreement with the Village of Oak Park must be brought in the state and federal courts located in Cook County, Illinois.

Subletting of Agreement

No agreement awarded by the Village of Oak Park shall be assigned or any part sub-agreement without the written consent of the Village of Oak Park or as noted in the contractor's proposal. In no case shall such consent relieve the contractor from its obligations or change the terms of the agreement.

Interpretation of Agreement Documents

Any contractor with a question about this proposal may request an interpretation thereof from the Village. If the Village changes the proposal, either by clarifying it or by changing the specifications, the Village will issue a written addendum, and will mail a copy of the addendum to all prospective contractors. The Village will not assume responsibility for receipt of such addendum. In all cases, it will be the contractor's responsibility to obtain all addenda issued.

Contractors will provide written acknowledgment of receipt of each addendum issued with the proposal submission.

Minority Business and Women Business Enterprise Requirements

The Village of Oak Park, in an effort to reaffirm its policy of non-discrimination, encourages the efforts of contractors and subcontractors to take affirmative action in providing for Equal Employment Opportunity without regard to race, religion, creed, color, sex, national origin, age, handicap unrelated to ability to perform the job or protected veteran's status.

Licenses

The contractor shall be responsible for becoming a licensed contractor in the Village.

Agreement

The selected contractor shall enter into an agreement with the Village to complete the work in a form substantially similar to the agreement attached hereto. The agreement shall be executed by the contractor and returned, together with the agreement bond within ten (10) calendar days after the agreement has been mailed to the contractor. The contractor shall execute three copies of the agreement. One fully executed copy will be returned to the contractor.

Notice to Proceed

Work shall begin within fourteen (14) days from the Notice to Proceed from the Village's Building Maintenance Superintendent. All work shall be completed in accordance with the detailed specifications set forth herein, unless the Building Maintenance Superintendent grants an extension.

Fees and Cost

In the event any action is brought to enforce any agreement entered into by the Village of Oak Park, or to collect any unpaid amount from the Village of Oak Park, each party bears the responsibility of paying its own attorneys' fees and costs.

Living Wage/Minimum Wage

The Contractor shall comply with the Village's living wage requirements as set forth in Section 2-6-20 ("Living Wage") of the Oak Park Village Code, as amended. The Contractor shall further comply with the Cook County Minimum Wage Ordinance, codified as Sections 42-7 through 42-19 of the Cook County Code, as amended, and the minimum wage requirements of the State of Illinois set forth in 820 ILCS 105/4, as amended. The Contractor shall pay its employees the greater of the Village's living wage, the minimum wage set forth in the Cook County Minimum Wage Ordinance or the minimum wage set forth in 820 ILCS 150/4 as applicable during the term of this Contract. The Contractor shall provide any and all certified payroll records pursuant to Section 26 of this Contract above in order to determine whether the Contractor is meeting said requirement.

SECTION II DETAILED SPECIFICATIONS

Scope of Work

These detailed specifications are for the work required to perform Building Maintenance services at all Village facilities listed in this Request for Proposals. The selected contractor shall furnish all labor, supervision, supplies, tools, equipment, vehicles and other means necessary or proper for performing and completing the work.

The agreement and work shall be carried out in conformance with the laws and regulations of the Village of Oak Park and these specifications. All work will be performed according to the standards set forth in the applicable building codes and standards, including mechanical, fire, plumbing, electric, accessibility, or any other applicable codes in force in the Village of Oak Park and State of Illinois.

Licenses and Permits

The contractor shall be responsible for becoming a licensed contractor with the Village.

Alterations, Omissions and Extra Work

The Village of Oak Park reserves the right to increase or decrease the quantity of any item or portion of the work, or to omit portions of the work as may be deemed necessary.

Job Site Conditions

To the fullest extent possible, the contractor will not allow its work to interfere with the ongoing use of the facility. Contractor will take all necessary actions as directed by the Village in that regard.

Material Storage: The contractor shall be responsible for the storage and safety of his own materials. The Village assumes no liability whatever for any material damaged or stolen on the premises. Any damage to, or loss by theft or vandalism of any material, appurtenance, or appliance, after such has been applied, connected or installed on Village property, shall be the sole responsibility of the contractor until the project is completed and accepted by the Village.

Safety Precautions: The contractor is solely responsible for implementing effective safety precautions on and around the work site to protect workers and other persons who might be affected and shall exercise every precaution at all times for the protection of the property. The contractor shall not leave any combustible materials or other fire hazards overnight or allowed them to accumulate. The contractor shall abide by all applicable laws, standards, and regulations that apply to the completion of the work, including EPA and OSHA safety standards and regulations.

Damage to Property: Contractor shall repair, at no additional cost to the Village, all damage to Village property caused by the contractor resulting from the work. Where repair of existing work is called for, such patching and replacement shall be made to blend with existing work so that the patch or replacement will be inconspicuous after finishing.

Daily Clean-up: The contractor shall keep the premises clean and orderly during the course of the work.

Method of Payment

The Village of Oak Park will pay monthly all undisputed invoices billed at the rates set forth in the contractor's proposal within 30 days of approval as provided in the Local Government Prompt Payment Act, 50 ILCS505/4. The maximum interest rate for any payment not made within 30 days of approval is 1%.

Contractor shall submit two separate invoices per month, one detailing the work performed in Part A of the Scope of Work, "Public Works Department Operations", which it will deliver to the Public Works Department located at 201 South Blvd., and one detailing the work in Part B of the Scope of Work, "Parking Department Operations", which it will deliver to the Parking & Mobility Services Division located at Village Hall 123 Madison St. All invoices shall delineate the weekly rate and man-hours worked per job category per week based on a 40-hour work week. The Village will pay the contractor based on the actual hours worked per week. The Village will not pay for contractor's staff members who do not work on weekends (in Part A of the Scope of Work) and holidays, or who take personal time, vacation time or sick time (in Parts A and B of the Scope of Work). However, if contractor's staff decides to work holidays when Village staff would typically be off, the Village would pay for those hours worked as regular time, not overtime or double time. Overtime would be paid for hours worked that are considered emergency call-backs or hours worked past 4:00 p.m. Monday through Friday (for Part A of the Scope of Work).

Change Orders

Change Orders: Changes in the Work may be agreed to after execution of the agreement, and without invalidating the agreement, if the change order is in writing and signed. Any changes to the scope of work which result in an increase in the agreement price will be subject to an Amendment to the Agreement which must be signed by both parties. Any such change order will be prepared by the Village. The contractor may only proceed with the change upon receipt of the written change order signed by the Village.

Emergency Changes: Contractor may perform work not included in the scope of work if necessary to remedy a condition that poses an immediate threat to persons or property. Work of this nature shall be carried out only to the extent of bringing the condition under control. Contractor shall notify the Village immediately of any such required work. A change order will then be negotiated and executed for the work performed, and for work remaining, if any.

Minor Changes (Field Orders): The Village may verbally authorize minor changes in the scope of work in order to prevent a delay in the progression of the work. These field orders may not involve a change in the agreement price or be inconsistent with the scope of work.

Changes Due to Unknown Conditions: The contractor is not responsible for changes in the work that are due to conditions that were not reasonably observable or conditions that have changed. In such cases, the contractor shall notify the Village and a change order will be negotiated.

Any change which results in a total agreement price in excess of \$10,000 must be approved by the Village of Oak Park Board of Trustees.

Correction of Work Prior To Final Payment

The Village has the right to stop work if the contractor fails to carry out the work in a manner acceptable to the Village. If the Village deems the contractor's work unacceptable, at the Village's election, the contractor shall do one of the following:

1. Promptly repair or replace the defective work, without expense to the Village, including costs associated with repairing any damage to property caused by the replacement work; or;
2. If the Village deems it unacceptable to have the contractor correct work which has been incorrectly done, a deduction from the agreement price shall be made based on the costs incurred by the Village to have the work repaired. Such a deduction from the agreement price shall in no way affect the Village's other remedies or relieve the contractor from responsibility for defects and related damage occurring as a result of defective or unacceptable work.

Contractor's Representative

The contractor shall have at all times a competent foreman or superintendent on the job that shall have full authority to act for the contractor, and to receive and execute orders from the Director of Public Works or appointed representative. Any instructions given to such superintendent or person executing work for the contractor shall be binding on the contractor as though given to him personally. Contractor's representative must be proficient in the use and interpretation of the English language.

Workers

The contractor shall employ competent laborers and shall replace, at the request of the Public Works Director, Building Maintenance Superintendent, Development Services Director or Parking & Mobility Services Manager, any incompetent, unfaithful, abusive or disorderly workers in their employ. Only workers expert in their respective branches of work shall be employed where special skill is required. Inappropriate behavior or examples of unproductive work effort will not be tolerated. The Village has the right to require a contractor's employee to be immediately removed from the work crew if the above behavior is exhibited.

Time of Work

For Part A of this contract (Public Works), contractor shall only work on weekdays, (Monday through Friday), from 7:30 a.m. to 4:00 p.m. No work will be allowed on weekends or on legal holidays as recognized by the Village of Oak Park, except as authorized by the Building Maintenance Superintendent or appointed designee

For Part B of this contract (Parking & Mobility Services Division), weekend hours and/or hours before 7:30 and after 4:00 pm may be required. Successful bidder shall confirm hours needed with the Parking Services Manager or appointed designee.

Dispute Resolution

The Village of Oak Park does not agree to the mandatory arbitration of any dispute. All disputes, including collection disputes, shall be brought in the Circuit Court of Cook County, Illinois. This agreement shall be interpreted in accordance with the laws of the State of Illinois. In any dispute resolution process, each party shall bear its own costs, including attorney's fees. Any purported agreement between the parties that states terms contrary to this paragraph M will be deemed per se invalid.

Security

The contractor selected shall ensure that all exterior doors are locked at the end of shifts. Areas with security systems shall have the systems activated immediately after work is completed in that area. Failure to lock doors may result in the contractor selected being assessed a fine for the replacement of any missing materials. The cost shall be withheld from payment(s).

Key Deposit

The contractor selected shall be responsible for any lost keys, card keys, and any inherent damages (i.e. re-keying of whole facility). The cost shall be withheld from payment(s). The decision to re-key the facility is solely at the discretion of the Building Maintenance Superintendent and/or Parking Services Manager or appointed designees.

Mandatory Qualifications for Contractor's Personnel

Crews shall include at least one (1) supervisor during any given shift.

1. Employees of the contractor shall pass security and background checks before commencement of the work and before any keys and/or electronic key cards are issued by the Village to the contractor.
2. No more than 50% of the crew may be trainees at any one time.
3. Supervisors must be fluent in the English language and capable of reading and writing English.
4. Technicians employed by the contractor selected shall be fully trained and skilled in safe and proper techniques. Specific training required must follow the OSHA standards (see *below*).
5. The contractor selected shall provide sufficient documentation, if requested by the Village, to demonstrate adequate training has been provided upon commencement of the agreement. Contractor selected shall submit statement outlining training program and method of verifying employee competency. Failure to do so may be ample cause for rejection of proposal. The use of technicians who are not adequately trained may be sufficient grounds for termination of the agreement.
6. The contractor selected shall provide the Village with a current list of all employees who will perform work at any or all locations included in the scope of work upon commencement of the agreement. If the contractor selected uses employees not on the list, the Village may order that person(s) off the property. Repeated use of employees not on the current list may be grounds for termination of the agreement.

7. The Village reserves the right to require immediate removal of any employee of the contractor deemed unfit for service for any reason. This right is non-negotiable and the contractor selected agrees to this condition by accepting this agreement. The contractor shall have enough qualified personnel to replace a terminated employee within 24 hours. Failure to do so can result in the termination of the agreement.

OSHA Requirements

1. Material Safety Data Sheets – Contractor selected shall furnish the Village of Oak Park copies of Material Safety Data Sheets (MSDS), for all products used, prior to beginning service at Village facilities. In addition, each time a new chemical is introduced, a copy of that product’s MSDS must be provided to the Building Maintenance Superintendent prior to the product being used. The Material Safety Data Sheets must be in compliance with OSHA Regulation 1910.1200, paragraph g.

2. Labeling of Hazardous Materials – Contractor selected shall comply with OSHA regulation 1919.1200, paragraph f, concerning labeling of all chemical containers.

3. Caution Signs – Contractor selected shall use “caution signs” as required by OSHA Regulation 1910.44 and 1910.145 at no cost to the Village. Caution signs shall be on-site upon commencement of agreement.

Contractor shall abide by all applicable OSHA regulations.

Proof of compliance with OSHA regulation 1920.1200, Hazard Communication, shall be provided to the Building Maintenance Superintendent upon commencement of this agreement, if requested.

Failure of the contractor selected or his/her employees to comply with all applicable laws, regulations and rules shall permit the Village to immediately terminate this agreement without liability.

Meetings

The contractor’s account representative shall attend at least three (3) but no more than five (5) progress meetings (schedule TBD) during the first six months of the initial contract period. Any issues identified by the contractor requiring Village action or having potential fiscal impact must be submitted on an issues log at the start of each meeting. The purpose of these meetings is to discuss any performance issues and suggestions for improvements and issues resolutions, and to ensure ongoing compliance with the agreement. Any discrepancies shall be noted and discussed during these meetings.

Village of Oak Park Logo or Likeness Use

The official logo of the Village of Oak Park is not to be used in any form. Use of the Village logo is strictly prohibited by law and such use could subject the proposer to disqualification or termination of contract.

VILLAGE OWNED FACILITIES

The following is a list of Village-owned buildings included in the Scope of Work:

<i>Buildings included in Part A:</i>	<i>Address:</i>
Village of Oak Park Village Hall (VH)	123 Madison
Public Works Center (PWC)	201 South Blvd.
Main Fire Station (Station #1):	100 N. Euclid
North Fire Station (Station #2):	212 Augusta
South Fire Station (Station #3):	900 S. East
Central Pumping Station (CPS):	102 N. Lombard
North Pumping Station (NPS):	1010 N. Ridgeland
South Pumping Station (SPS):	207 Garfield
Metra Station:	1019 North Blvd.
Police Sub-station:	618 Austin
Police Sub-station:	6311 North Ave.
<i>Buildings included in Part B:</i>	<i>Address:</i>
Holley Court Parking Garage:	1125 Ontario
Avenue Parking Garage:	720 North Blvd.
Oak Park / River Forest (OPRF) Parking Garage:	137 Scoville
93 surface parking lot locations throughout Village	

PREVENTATIVE MAINTENANCE PROGRAM

Preventative Maintenance of Village equipment and Village buildings is currently performed by an outside contractor. The current contract expires December 31st, 2024. Contractor staff performs general maintenance tasks outlined in O & M manuals for all major building systems and components, and other miscellaneous tasks and services requested by the Building Maintenance Superintendent, Building Maintenance Contract Coordinator, Public Works Director, Development Services Director, Parking Services Manager, and/or their designees. Samples of maintenance schedules/tasks for Village Hall and the Public Works Service Center are included in this Scope of Work. Maintenance logs are attached to or near each major building system and shall be dated and initialed when maintenance or repairs are completed. Requested tasks and services may also come from the Village Manager's Office at Village Hall, elected officials and other department heads. Task requests that are issued on a daily basis are to be filled out at the completion of work.

Emergency repairs are done immediately or as soon as possible. Village staff has a list of emergency phone numbers to call when needed.

The Public Works Department is currently in the process of researching asset management programs (AMP), and intends to implement an AMP in late summer of 2024. Once an AMP has been established, contractor staff shall be involved in the daily usage and management of the AMP. Duties included in AMP usage and management shall include, but is not limited

to, data entry, inventory tracking, work order management, preventative maintenance logging and scheduling, and logging of issues/discrepancies discovered.

SCOPE OF WORK – PART A:
ALL VILLAGE BUILDINGS LISTED IN PART A

P.M. Schedule for Public Works Center:

Daily:

- Utilize AMP to track/log inspections of all mechanical, electrical and plumbing equipment and inventory, and conditions observed.
- Check e-mails for work order requests and respond to/complete work orders.
- Check the Building Automation System (BAS) for temperature readings, fan motor conditions, and any alarms and address alarms and/or adverse conditions accordingly.
- Perform a visual inspection on each air handling unit (AHU) and check the following:
 - lights in the units
 - fins
 - interior and exterior condenser coils
 - filters
 - gauges
 - belts
 - motors
 - drains
 - condensation pans and access door locking mechanisms
- Repair or replace any AHU components as needed.
- Twice daily (first thing in the morning and at the end of the day), check building grounds/perimeter for debris/trash – remove any debris/trash found.
- Once daily, check for any burnt-out lights that can be replaced readily without major/heavy duty equipment (scaffolding, tall ladders, etc.) and replace as needed.
- Twice daily, check all restrooms for paper supplies and replace empty paper towel and toilet paper dispensers that are found empty.
- Once daily, inspect the building envelope and fenestration (doors, windows, exterior façade, masonry, etc.) and report any deficiencies found to the Building Maintenance Superintendent or Building Maintenance Contract Coordinator.
- At the end of each work day, check all doors to ensure adequate security (doors that are supposed to be locked should be checked to make sure they are closed tightly and locked).

Weekly:

Preferably during early morning hours turn each air handling unit off through the Building Automation System (BAS), inspect belts for cracks etc. and replace if needed. Check motors for excessive heat and clean and lubricate the motors.

Change any burnt-out lights found throughout the week including those lights that require equipment to be changed (scaffolding, ladders, etc.).

Monthly/Quarterly:

Inspect and change (if needed) the air filters in each air handling unit. Enter readings on gauges into the maintenance log/AMP before and after the change. Include the date and person performing the maintenance in the maintenance log/AMP. Inspect and replace defective belts and lubricate motors.

Check the janitorial paper supply (toilet paper, paper towels, cleaning supplies, soap, etc.) and provide a list of needed supplies to the Building Maintenance Superintendent or Building Maintenance Contract Coordinator so an order can be placed with the supplier. The Building Maintenance Superintendent or Building Maintenance Contract Coordinator will place the order unless they are not available to place an order in which case the Building Maintenance contractor staff shall place the order.

P.M. Schedule for Village Hall:

Daily:

- Utilize AMP to track/log inspections of all mechanical, electrical and plumbing equipment and inventory, and conditions observed.
- Check the Building Automation System (BAS) for temperature readings, fan motor conditions, and any alarms and address alarms and/or adverse conditions accordingly.
- Perform a visual inspection on each air handling unit (AHU) and check the following:
 - lights in the units
 - fins
 - interior and exterior condenser coils
 - filters
 - gauges
 - belts
 - motors
 - drains
 - condensation pans and access door locking mechanisms.
- Note the pressure readings on the air compressor for the pneumatic system and make sure it is draining properly.
- Repair or replace any AHU components as needed.
- Twice daily (first thing in the morning and at the end of the day), check building grounds/perimeter for debris/trash – remove any debris/trash found.
- Check Village Hall courtyard lighting and replace any burnt out lamps found.
- Contractor shall be responsible for checking and knowing the schedule of Village Board meetings (typically, the first three Tuesday nights of each month, although subject to change), and shall check the Village Hall Council Chambers HVAC system and lighting before each Board meeting.
- Once daily, check for any burnt-out lights and replace as needed.

- Twice daily, check all restrooms for paper supplies and replace empty paper towel and toilet paper dispensers that are found empty.
- Once daily, inspect the building envelope and fenestration (doors, windows, exterior façade, masonry, etc.) and report any deficiencies found to the Building Maintenance Superintendent or Building Maintenance Contract Coordinator.
- At the end of each work day, check all doors to ensure adequate security (doors that are supposed to be locked should be checked to make sure they are closed tightly and locked).

Heating Season:

Inspect the boiler units, gas valves, pressures, water levels in the expansion tank and the make-up water tank. Check the pump and float for the make-up water tank and make sure it is operating. Repair as needed. Administer boiler system chemicals into appropriate vessels and feed points. Order water treatment chemicals as needed from the Village's supplier.

Cooling Season:

Inspect the chillers and cooling tower, temperatures, valves, pumps and motors. Check the pumps, motors and valves for the cooling tower and check the cooling tower for leaks. Repair as needed. Administer chiller system chemicals into appropriate vessels and feed points. Order water treatment chemicals as needed from the Village's supplier.

**Note: The Village Hall Council Chambers has a geothermal system for heating and cooling. The equipment for this system is housed in an underground vault on the east parkway near the corner of Madison and Taylor. Contractor shall be responsible for opening the hatch to the vault on a regular basis to ensure no water infiltration has occurred. Contractor shall also be responsible for ensuring the hatch to the vault is kept locked at all times, and when contractor's staff or other maintenance workers are in the vault for maintenance and/or repairs, contractor shall install the proper safety equipment (caution tape, cones, barricades, etc.) around the hatch opening.*

Weekly:

Preferably during early morning hours turn each air handling unit off through the Building Automation System (BAS), inspect belts for cracks etc. and replace if needed. Check motors for excessive heat, and clean and lubricate the motors if needed.

Change any burnt-out lights found throughout the week including those lights that require equipment to be changed (scaffolding, ladders, etc.).

Monthly/Quarterly:

Inspect and change (if needed) the air filters in each air handling unit. Enter readings on gauges into the maintenance log before and after the change. Include the date and person performing the maintenance in the documentation / maintenance log. Inspect and replace defective belts and lubricate motors.

Perform snow and ice removal/control at Village Hall and the Public Works Center as directed by the Public Works Director, Building Maintenance Superintendent or Building Maintenance Contract Coordinator or their designees. Contractor shall ensure that backup staff is available if regular staff is not available or fails to show up in call-out situations.

Check the janitorial paper supply (toilet paper, paper towels, cleaning supplies, soap, etc.) and provide a list of needed supplies to the Building Maintenance Superintendent or Building Maintenance Contract Coordinator so an order can be placed with the supplier. The Building Maintenance Superintendent or Building Maintenance Contract Coordinator will place the order unless they are not available to place an order in which case the Building Maintenance contractor staff shall place the order.

P.M. Schedule for the Metra Station:

The General Maintenance Worker shall be responsible for performing basic maintenance tasks, repairs and cleaning and shall have a skill level equivalent to a building custodian.

Duties and Responsibilities:

Daily:

- Perform a visual inspection on the air conditioning condenser unit for the PD sub-station and check the following:
 - fins
 - exterior condenser coils
 - filters
 - gauges
 - motors
 - drains
- Repair or replace any AC components as needed.
- Perform visual inspection of the interior of the PD sub-station. Replace any burnt out lights inside the sub-station.
- Three times daily (first thing in the morning, once in the afternoon, and at the end of the day), check entire outside perimeter, stairwells, ramps, platform, warming station and lobby for debris/trash – remove any debris/trash found.
- Check lighting in all areas. Replace burnt out lamps/bulbs as needed.
- During the winter, remove any snow/ice to maintain adequate accessibility in and around entrance ways, stairs and ramps.
- Remove any graffiti found in all areas.
- Check fire pump room, custodial closet and back restrooms for any compromised conditions. Repair/address as needed.
- Report any illicit activity (vandalism, vagrants, graffiti, drug use/paraphernalia) to VOP Police.

Weekly:

Power wash lobby, ramps, stairs and warming station interior (and adjacent exterior perimeter of warming station).

Check stair and ramp railings and benches. Tighten any loose bolts found.

Other Essential Duties:

- Perform various and numerous scheduled work items: painting, plumbing repair, electrical repair and maintenance, heating and cooling system repair and maintenance, general clean up, deliver janitorial paper supplies, move furniture, boxes, etc. Includes maintaining accurate records to track work performed.
- Provide access to various areas within the Metra station for contractors and Village staff as necessary.
- Assist the other Building Maintenance contracted staff at other Village properties as needed or as requested.
- When other Building Maintenance contractor staff members are sick or on vacation, arrive at Village Hall first and check temperatures, inspect mechanical systems, check perimeter, pick up litter, and set up for meetings as required.
- Check e-mails and Village's work order web-based system for work requests.
- Perform snow removal operations during the winter season.
 - *Snow removal duties include but are not limited to:*
 - Operating snow blowers, hand shovels and salt spreaders
 - Operating other snow removal equipment as applicable.
- Ensure the adherence to safe work practices and procedures.
- Assist the Building Maintenance Superintendent and/or Building Maintenance Contract Coordinator with the following:
 - *Planning and scheduling work*
 - *Ordering supplies and materials from vendors*
 - *Estimating time, materials and equipment needed for jobs assigned*
 - *Estimating costs / budgets for assigned work and / or larger projects*
- Paint, plaster, clean and make repairs.
- Maintain accurate records (*enter data into maintenance log books*).
- Other duties as assigned.

SCOPE OF WORK – PART B:
VILLAGE PARKING GARAGES

Schedule for Holley Court, Avenue Public Parking Garages and OPRF High School Public Parking Garage as assigned:

Daily:

- **Facility and ground cleaning including but not limited to:**
 - localized sweeping
 - trash removal
 - litter control
 - bathroom cleaning
 - office cleaning
 - window cleaning
 - elevator & tracks cleaning
 - curb cleaning and driveway sweeping
 - outside perimeter and alleyway cleaning
 - inspecting and removal of graffiti
 - stairwell sweeping
 - cleaning handrails
 - emptying dehumidifiers from storage areas

- **Inspect the operation of the following facility components and make necessary repairs/replacements:**
 - lighting on each level of the garage, including office areas
 - exterior garage lighting
 - stairwell lighting
 - elevator lighting
 - heating and cooling in office areas
 - doors & hardware at each level and in each stairwell
 - signs cleaned
 - fire extinguisher cabinets

- **Depending on Weather**
 - snow & ice removal and/or salting garage upper deck, entrances, exits and pedestrian ways
 - special assignments to remove snow & ice and/or salting in specific surface parking lots to supplement private contractor activities as assigned
 - perimeter weeding and grounds maintenance
 - Power wash decks, stairwells etc.

Weekly:

Inspect garage columns and surfaces for cracking or changes in concrete and report the same.

Quarterly/Annually as needed:

- painting in garages
- repair and replace parking garage access gates
- inspect and change (if needed) the air filters in each air handling unit. Enter readings on gauges into the maintenance log before and after the change. Include the date and person performing the maintenance in the documentation / maintenance log. Inspect and replace defective belts and lubricate motors.
- repair and replace components in bathrooms and kitchen such as sink, sink hardware, toilet, toilet hardware, air vent, lighting hardware, etc.
- elevator and tracks cleaned

Schedule for Surface Parking Lots:

Quarterly or as needed:

- litter control
- special snow plowing
- weeding
- sign removal or installation
- asphalt patching
- fence repair
- limited stripping and re-stripping
- install flex poles and meter poles
- paint meter heads
- watering plants

Staffing hours:

Example of potential hours below. May vary during various seasons and projects. Staff should be flexible within these time frames.

M – F 5:00 a.m.- 2:00 p.m. (1 hour unpaid lunch)
T – Sat 7:00 a.m.- 4:00 p.m. (1 hour unpaid lunch)
Sun – Th 6:00 a.m.- 3:00 p.m. (1 hour unpaid lunch)

Contractor shall ensure that backup staff is available if regular staff is not available or fails to show up in call-out situations.

Contractor shall provide a timeclock to be used by its employees to clock in and out on a daily basis.

GENERAL INFORMATION

Shop / Work Areas:

The Public Works Center, Village Hall and Holley Court Parking Garage have shop areas where materials, supplies, equipment and tools can be stored. The shop areas at the Public Works Center and Village Hall also have office spaces with desks, telephones and filing cabinets. The Village will provide a computer with e-mail capability in order for the contractor to communicate with Village staff and receive electronic work requests daily.

Equipment and Materials:

The Village shall provide equipment, materials and supplies including, but not limited to, the following:

- custodial paper products:
 - o toilet paper
 - o brown paper towel rolls
 - o kitchen paper towel rolls
- cleaning chemicals for all surfaces
- air filters for HVAC units
- cooling tower and chiller chemicals for Village Hall
- oils for motors and HVAC units and hydraulic fluid
- refrigerants for cooling systems
- all light bulbs used in all Village facilities
- paint, primers and sealants as needed and associated supplies
- fuses as needed
- batteries as needed (all types)
- misc. electrical and plumbing materials and supplies
- general office supplies
- shop equipment:
 - o table saw
 - o shop vac
 - o drain line rodder
 - o ladders
 - o drill press
 - o bench grinder
- general cleaning and maintenance equipment:
 - o brooms
 - o mops
 - o shovels
- salt and Ecosalt for snow and ice control

The contractor shall provide equipment, materials and supplies including, but not limited to, the following:

- Two vehicles for the Parking Department, both of which shall be pick-up trucks. Vehicles will all be available at the Holley Court and Avenue locations in Oak Park at the same time. Both trucks will have snow plow and salter ready to be installed at the end of fall season.
- Two vehicles for the Public Works Department, both of which shall be pick-up trucks. Vehicles shall be available at the Public Works Center and Village Hall.
- Two golf carts always available at the same time at Holley Court garage and Avenue garage. The golf carts will be equipped with clear plastic cover to be used in winter to protect the employees from the windy cold weather.
- Two industrial manual push floor sweepers.
- Business work phones for all the employees so that they can communicate with each other and with Village staff.
- Two universal toolboxes minimally equipped with: screwdriver set, claw hammer, pliers, adjustable wrench, tape measure, hammer, nails, duct tape, level, utility knife, work light or flashlight, electric drill, hacksaw, sanding paper.
- Hand tools and power tools not provided by the Village: cordless drill/driver and hand-held power saw.
- Tool belts for the contractor employees
- Scaffolding (when required)
- Snow removal equipment and materials:
 - o 2 snow plows, including some with rubber blades for parking decks and 2 salt spreaders for the 2 pickup trucks
 - o 3 snow blowers
 - o 3 snow shovels
 - o 2 manual salt spreaders
- 1 parking lot striper
- 1 lawn mower
- 2 weed whackers
- 2 regular vacuum cleaners for vestibule & office runners

At the beginning of each season Village staff will verify that the contractor's tools and equipment are ready and available.

Uniforms:

Employees of the contractor shall wear uniforms or clothes that identify them as a Village contractor. For winter season, the contractor shall provide all contractor employees with insulated snow pants, winter gloves, winter hats and winter boots.

Quality Control:

The contractor's staff shall meet with the Building Maintenance Superintendent or the Building Maintenance Contract Coordinator once per week or as needed to discuss deficiencies. Contractor shall provide a plan and timeframe to correct any deficiencies identified.

Employees of the contractor shall submit a daily log via e-mail to the Building Maintenance Contract Coordinator at the end of each work day summarizing what work has been completed and identifying any problems, malfunctioning equipment or hazards discovered throughout the work day. Each morning, employees of the contractor shall check e-mails for electronic work requests assigned by the Village.

The contractor shall identify one “go to” person for both Parts A and B of this scope of work. This person shall act as the main point of contact for the Village throughout the workday for unexpected issues that arise or to provide a status update for ongoing projects and work assignments. The technician assigned to Village Hall shall have knowledge of and capability to diagnose, assess, trouble-shoot, maintain and repair all major building components and systems (HVAC and MEP – mechanical, electrical and plumbing). This technician would be a building maintenance specialist and will also be made available for Parking facilities projects on an as needed basis for up to 10 hours a month.

Criminal background checks will be performed on all employees of the contractor prior to contract commencement and on any employee of the contractor that replaces a previous employee during the contract period. A current list of employees along with a summary of their work history and qualifications as well as copies of their driver’s licenses shall be kept on-file at the Public Works Center Customer Service and Parking Services offices.

DESCRIPTION OF POSITIONS

Building Maintenance Technician and General Maintenance Worker:

Primary Purpose:

To perform a wide variety of building maintenance activities that ensures the consistent safe and proper functionality and appearance of Village buildings; to repair the plumbing, electrical, structural, heating and cooling systems of the buildings; and to paint, plaster, and clean periodically to maintain the appearance of Village buildings.

The Building Maintenance Technician shall be responsible for performing more highly-skilled tasks and operating more sophisticated equipment than the General Maintenance Worker, and shall have a skill level equivalent to a journeyman electrician / plumber. The Building Maintenance Technician shall also be capable of operating a Building Automation System (BAS) and Asset Management Program (AMP), completing reports and daily logs, communicating via e-mail and planning work schedules.

The General Maintenance Worker shall be responsible for performing basic tasks, repairs and cleaning and moving services and shall have a skill level equivalent to a building custodian.

The Village’s Expectations of All Positions:

- Check Building Automation System (BAS) at PWC first thing each morning.
 - *Ensures that mech. system is operating properly with no alarms.*

- Perform visual check in both mechanical rooms at PWC for normal operation on a daily basis, and log information into the AMP.
 - *Ensures that fans are running, belts are tight, nothing smells like smoke, no leaks of any kind, etc.*
- Perform perimeter check of entire building (PWC) exterior and interior on a daily basis.
 - *Checks for any unusual conditions and security issues.*
- Perform perimeter check of Metra Station exterior and interior on a daily basis and perform general clean up / litter pick up as needed.
 - *Ensures adequate cleanliness of station and that cleaning contractor performed nightly cleaning service.*
- Perform various and numerous scheduled work items: painting, plumbing repair, electrical repair and maintenance, heating and cooling system repair and maintenance, general clean up, deliver paper supplies to Village offices, move furniture, boxes, etc. Includes maintaining accurate records and use of computer program to track work performed.
 - *Avoids the need for contracted work. Delivery of office paper and supplies is needed on a very frequent basis. Having staff on hand to carry out these requests avoids disruption of Village business from lack of office supplies. In addition, BM staff receives work order requests from other Village Departments on a regular basis to perform minor, general work requests that include moving supplies, furniture, boxes, etc.*
- Go to meetings with contractors as necessary.
 - *When the Building Maintenance Superintendent or Building Maintenance Contractor Coordinator is not available to meet with a contractor for any particular project, contractor staff shall be available to cover the meeting.*
- Inspect other Village properties once daily and perform repairs / maintenance as needed.
 - *In addition to the main Village properties maintained by BM staff on a regular basis, which includes Village Hall, the Public Works Center, Metra Station and Fire Stations, staff also inspects various Police sub stations and Village-owned properties throughout the Village. These inspections are critical to ensure security, cleanliness and safety of these locations.*
- When other BM staff members are sick or on vacation, arrive at Village Hall first and check temperatures, inspect mechanical systems, check perimeter, pick up litter, and set up for meetings as required.
 - *Ensures consistent daily coverage of Village Hall to ensure appropriate temperature levels, building safety, and building appearance.*
- Perform temperature checks and visual checks in both mechanical rooms at Village Hall for normal operation first thing each morning before Village Hall opens.
 - *Ensures that fans are running, belts are tight, nothing smells like smoke, no leaks of any kind, etc. Village Hall is a very challenging building to maintain with respect to the HVAC system. Having a staff person on hand each morning to address any issues that arise in a timely manner before Village Hall opens to the public and other employees avoids indoor air quality issues and ensures occupant comfort.*

- Perform perimeter check of entire Village Hall exterior and interior first thing each morning.
 - *Checks for any unusual conditions and security issues, and ensures cleanliness and good building appearance prior to the start of business each day.*
- Check e-mails, Work Order Requests and AMP for work requests.
- Recurring meeting set-up.
 - *The Village Clerk's Office keeps a schedule of meetings that require room set-up (see the last bullet point at the top of page 12).*
- Open Village Hall each morning.
 - *Open large rolling gate, , Lombard St. door, and elevator.*
- Perform snow removal operations during the winter season.
 - *Snow removal duties include but are not limited to:*
 - Driving snow plow trucks (with or without air brakes)
 - Operating snow blowers, hand shovels and salt spreaders
 - Operating other snow removal equipment such as trackless units, bobcats, etc.
- Ensure the adherence to safe work practices and procedures.
- Assist the Building Maintenance Superintendent and/or Building Maintenance Contract Coordinator with the following:
 - *Planning and scheduling work and utilization of AMP*
 - *Ordering supplies and materials from vendors*
 - *Obtaining prices / quotes / bids from vendors and / or contractors*
 - *Estimating time, materials and equipment needed for jobs assigned*
 - *Estimating costs / budgets for assigned work and / or larger projects*
- Clean the inside and outside perimeters of Village Hall, police station, parking structures and other Village-owned buildings.
- Repair the plumbing, electrical, structural, heating and cooling systems of Village buildings.
- Paint, plaster, clean and garden Village-owned buildings and surrounding areas.
- Maintain accurate records:
 - *open and close work order forms*
 - *type to reply to e-mails, Memos, etc.*
 - *enter data into maintenance log books*
 - *use Office programs such as Word and Excel*
- Regulate the temperature of Village buildings; monitor the heating and air conditioning systems.
- Pick up and deliver office paper to Village offices; move furniture, boxes and other office supplies and materials.
- Perform snow removal duties as required.
- Other duties as assigned.

Qualifications:

Knowledge of:

- Methods and techniques of plumbing, electrical, structural, heating and cooling system repair.
- Methods and techniques of painting, plastering, cleaning and gardening.
- Principles and procedures of record keeping.
- Building Automation Systems (BAS).
- Occupational hazards and standard safety practices.

Ability To:

- Perform building maintenance work.
- Maintain and repair plumbing, electrical, structural, heating and cooling systems.
- Paint, plaster, clean and garden.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently in the absence of supervision.
- Operate a variety of hand and power tools and maintenance equipment in a safe and effective manner.
- Independently perform the most difficult building maintenance and repair.
- Maintain effective audio-visual discrimination and perception needed for:
 - *Making observations*
 - *Communicating with others*
 - *Reading and writing*
 - *Operating assigned equipment*
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which could include the following:
 - *Walking or standing for extended periods of time.*
 - *Operating assigned equipment.*
- Maintain mental capacity which allows for effective interaction and communication with others.

Working Conditions:

- Travel from site to site
- Some exposure to dust and noise
- Exposure to hot, cold, wet, humid or windy conditions
- Some heavy lifting
- Standing and climbing
- May work at heights

The contractor shall provide two time clocks, one at the Public Works Center and one at Village Hall, that contractor's employees shall use to punch in and out on a daily basis. Time cards shall be kept near the time clocks and shall be available to be reviewed by the Village.

The Stationary Building Engineer shall be responsible for performing the most highly-skilled tasks specifically related to HVAC maintenance and repair of stationary building equipment (boilers, chillers, cooling tower, AHU motors, etc.), and operating more sophisticated equipment than the Building Maintenance Tech. and General Maintenance Worker, and shall have a resume outlining previous employment as a Stationary Building Engineer that the Village can review. The Stationary Building Engineer shall also be capable of operating a Building Automation System (BAS) and Asset Management Program (AMP), completing reports and daily logs, communicating via e-mail and planning PM work schedules.

Specific duties required of the Stationary Building Engineer include, but are not limited to, the following:

- Operating and handling mechanical equipment, such as boilers, chiller, and stationary engines.
- Monitoring equipment and observing data related to water, fuel and air levels.
- Reading equipment gauges and assessing performance.
- Conducting tests to ensure equipment functions correctly.
- Tracking data in equipment logs and creating charts, graphs, or reports.
- Inspecting and evaluating stationary equipment regularly.
- Maintaining the equipment by replacing or repairing parts.
- Adjusting levels of fuel, water, refrigerants, coolants, lubricants, water treatment chemicals, etc.

Skills critical to the Stationary Building Engineer shall include, but are not limited to:

- **Attention to Detail:** Stationary engineers monitor equipment and track data to ensure the systems operate effectively and safely. They can use detail orientation skills to ensure accuracy when tracking and observing equipment information.
- **Communication Skills:** Depending on the size of the building, stationary engineers may work with a team of professionals to help ensure all equipment functions correctly. They can use strong communication skills to discuss processes, delegate tasks and review procedures to help keep team members safe when working with equipment.
- **Coordination:** Operating and maintaining equipment may require physical coordination and dexterity. Depending on their specialty, stationary engineers may work with electric tools, and they can use a steady hand to perform repairs.
- **Endurance:** Stationary engineers often work on their feet, conducting tests and observing machines regularly. They can use endurance to help them complete all of their physical tasks.
- **Analytical Reasoning:** Stationary engineers can use analytical reasoning and problem-solving skills to troubleshoot repair systems. They can diagnose problems and create productive solutions to increase efficiency.

- **Mechanical Skills:** To operate and maintain equipment, stationary engineers use strong mechanical skills. These skills can also help them troubleshoot and fix equipment.
- **Technical Knowledge:** Stationary engineers are experts in the equipment they work with. They need to understand all the parts and processes of the equipment to ensure it functions correctly.

The Village shall have the right and sole discretion to tailor the combination of contracted staff specifically to the operational needs of the Village and Public Works Department. For example, for Part A of the contract (Public Works Dept.), the Village may elect to go with 3 General Maintenance Workers and 1 Stationary Building Engineer in lieu of 2 Building Maintenance Technicians and 2 General Maintenance Workers, or; 1 Building Maintenance Tech. and 3 General Maintenance Workers, or; 4 General Maintenance Workers and 1 Stationary Building Engineer.

PROPOSAL FORM (Pricing)

The undersigned proposes to furnish all labor and materials required to complete the Work in accordance with the attached specifications and at the prices indicated below.

PART A - Public Works Maintenance			
Title	Quan.	Unit Cost/week	Total Cost
Building Maintenance Technician	2		
General Maintenance Worker	2		

Cost per hour for emergency work (work considered outside regular working hours)			
		Hourly cost	Minimum call-back hours
Building Maintenance Technician			
General Maintenance Worker			

PART B - Parking Facility Maintenance			
Title	Quan.	Unit Cost/week	Total Cost
Building Maintenance Technician	1		
General Maintenance Worker	2		

Cost per hour for emergency work (work considered outside regular working hours)			
		Hourly cost	Minimum call-back hours
Building Maintenance Technician			
General Maintenance Worker			

The Village would also like to know a rate for a full-time Stationary Building Engineer. The person in this position would be highly skilled/trained in mechanical / HVAC maintenance and repair and be certified in boiler and chiller system maintenance and operation. This position may or may not be a union position. Refer to Position Description on pages 24 and 25.

Hourly rate for full-time stationary engineer: \$ _____ / hour

PROPOSAL FORM (Pricing) continued

24-Hour Emergency Call-back Number:

(____) _____

Company Name: _____

Address: _____

State of _____) County of _____)

Signature: _____

_____,
(Print Name of Individual Signing)

being first duly sworn on oath deposes and says that the contractor on the above proposal is organized as indicated below and that all statements herein made on behalf of such Contractor and that their deponent is authorized to make them, and also deposes and says that deponent has examined and carefully prepared their proposal from the agreement specifications and has checked the same in detail before submitting this proposal; that the statements contained herein are true and correct.

Signature of contractor authorizes the Village of Oak Park to verify references of business and credit at its option.

Signature of contractor shall also be acknowledged before a Notary Public or other person authorized by law to execute such acknowledgments.

Dated: _____/____/2024

Organization Name
(Seal - If Corporation)

By: _____
(Print name and title)

Authorized Signature

Address

Telephone

E-mail

PROPOSAL FORM continued

Subscribed and sworn to before me this _____ day of _____, 2024.

_____ in the State of _____. My
Commission
Notary Public

Expires on ____/____/_____

Complete Applicable Paragraph Below

(a) Corporation

The contractor is a corporation, which operates under the legal name of _____ and is organized and existing under the laws of the State of _____. The full names of its Officers are:

President _____

Secretary _____

Treasurer _____

The corporation does have a corporate seal. (In the event that this proposal is executed by a person other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation that permits the person to execute the offer for the corporation.)

(b) Partnership

Names, Signatures, and Addresses of all Partners

The partnership does business under the legal name of _____, which name is

is registered with the office of _____ in the county of

_____.

(c) Sole Proprietor

The contractor is a Sole Proprietor whose full name is

_____. If the contractor is operating under
a trade name, said trade name is _____,
which name is registered with the office of _____
in the county of _____.

Signed: _____
Sole Proprietor

In compliance with the above, the undersigned offers and agrees, if his/her proposal is accepted within ninety (90) calendar days from date of opening, to furnish any or all of the items upon which prices are quoted, at the price set opposite each item, delivered at the designated point within the time specified above.

MUNICIPAL QUALIFICATION REFERENCE SHEET

MUNICIPALITY

ADDRESS

CONTACT

PHONE

E-mail:

WORK
PERFORMED

MUNICIPALITY

ADDRESS

CONTACT

PHONE

E-mail:

WORK
PERFORMED

MUNICIPALITY

ADDRESS

CONTACT

PHONE

E-mail:

WORK
PERFORMED

**SECTION III
CONTRACTOR CERTIFICATION**

_____, as part of its proposal on an agreement for

(Name of Contractor selected)

Building Maintenance Services for the Village of Oak Park, hereby certifies that said contractor selected is not barred from proposing on the aforementioned agreement as a result of a violation to either Section 33E-3 or 33E-4 of Article 33E of Chapter 38 of the Illinois Revised Statutes or Section 2-6-12 of the Oak Park Village Code relating to "Proposing Requirement.

(Authorized Agent of Contractor selected)

Subscribed and sworn to before me this _____ day of _____, 2024.

Notary Public's Signature

- Notary Public Seal -

**SECTION IV
TAX COMPLIANCE AFFIDAVIT**

_____, being first duly sworn, deposes and says:

that he/she is _____ of
(partner, officer, owner, etc.)

(Contractor selected)

The individual or entity making the foregoing proposal or proposal certifies that he/she is not barred from entering into an agreement with the Village of Oak Park because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. The individual or entity making the proposal or proposal understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the municipality to recover all amounts paid to the individual or entity under the agreement in civil action.

By:
Its:

(name of contractor if the contractor is an individual)
(name of partner if the contractor is a partnership)
(name of officer if the contractor is a corporation)

The above statement must be subscribed and sworn to before a notary public.

Subscribed and sworn to before me this _____ day of _____, 2024.

Notary Public's Signature

- Notary Public Seal -

Reporting Requirements

The following forms must be completed in their entirety, notarized and included as part of the proposal document. Failure to respond truthfully to any question on the list or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of your proposal.

SECTION V
ORGANIZATION OF PROPOSING FIRM

Please fill out the applicable section:

A. Corporation:

The contractor is a corporation, legally named _____ and is organized and existing in good standing under the laws of the State of _____. The full names of its officers are:

President _____

Secretary _____

Treasurer _____

Registered Agent Name and Address: _____

The corporation has a corporate seal. (In the event that this proposal is executed by a person other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation that permits the person to execute the offer for the corporation.)

B. Sole Proprietor:

The contractor is a Sole Proprietor. If the contractor does business under an assumed name, the

assumed name is _____, which is registered with the Cook County Clerk. The contractor is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

C. Partnership:

The contractor is a partnership which operates under the name _____

The following are the names, addresses and signatures of all partners:

Signature	Signature

(Attach additional sheets if necessary.) If so, check here _____.

If the partnership does business under an assumed name, the assumed name must be registered with the Cook County Clerk and the partnership is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

D. Affiliates: The name and address of any affiliated entity of the business, including a description of the affiliation: _____

Signature of Owner

Subscribed to and sworn before me on the
_____ day of _____, 2024.

Notary Public

NAME OF SURETY

By: _____
Signature of Attorney-in-Fact

subscribed to and sworn before me on the
_____ day of _____, 2024.

Notary Public

**SECTION VII
CONTRACT BOND**



Contract Bond

_____, as PRINCIPAL, and _____ as SURETY, are held and firmly bound unto the Village of Oak Park (hereafter referred to as "Village") in the penal sum of ten percent (10%) of the annual contract cost, well and truly to be paid to the Village, for the payment of which its heirs, executors, administrators, successors and assigns, are bound jointly to pay to the Village under the conditions of this instrument.

WHEREAS, THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH that, the Principal has entered into a written contract with the Village, acting through its President and Board of Trustees, for the construction of work, which contract is hereby referred to and made a part hereof as if written herein at length, and whereby the Principal has promised and agreed to perform the work in accordance with the terms of the contract, and has promised to pay all sums of money due for any labor, materials, apparatus, fixtures or machinery furnished to such Principal for the purpose of performing such work, including paying not less than the prevailing rate of wages in Cook County, where the work is for the construction of any public work subject to the Prevailing Wage Act, and has further agreed to save and indemnify and keep harmless the Village against all liabilities, judgments, costs and expenses which may in any manner accrue against the Village in consequence of granting such contract or which may in any manner result from the carelessness or neglect of the Principal, his agents, employees or workmen in any respect whatever; and has further agreed that this bond will inure to the benefit of any person, firm, company, or corporation, to whom any money may be due from the Principal, subcontractor or otherwise, for any such labor, materials, apparatus, fixtures or machinery so furnished and that suit may be maintained on such bond by any such person, firm, company, or corporation, for the recovery of any such money.

NOW THEREFORE, if the Principal shall well and truly perform the work in accordance with the terms of the contract, and shall pay all sums of money due or to become due for any labor, materials, apparatus, fixtures or machinery furnished to it for the purpose of constructing such work, and shall commence and complete the work within the time prescribed in the contract, and shall pay and discharge all damages, direct and indirect, that may be suffered or sustained on account of such work during the time of performance thereof and until the work shall have been accepted, and shall save and indemnify and keep harmless the Village against all liabilities, judgments, costs and expenses which may in any manner accrue against the Village in consequence of granting such contract or which may in any manner result from the carelessness or neglect of the Principal, his agents, employees or workmen in any respect whatever; and shall in all respects fully and faithfully comply with all the provisions, conditions, and requirements of the contract, then this obligation will be void; otherwise it will remain in full force and effect.

IN WITNESS WHEREOF, the PRINCIPAL and the SURETY have caused this instrument to be signed by their respective officers this ____ day of _____, 2024.

NAME OF PRINCIPAL

By: _____
Signature

By: _____
Printed Name

Its: _____
Title

Subscribed to and Sworn before me on the
_____ day of _____, 2024.

Notary Public

NAME OF SURETY

By: _____
Signature of Attorney-in-Fact

Subscribed to and Sworn before me on the
_____ day of _____, 2024.

Notary Public

SECTION VIII
COMPLIANCE AFFIDAVIT

I, _____, (print name) being first duly sworn on oath depose and state:

1. I am the (title) _____ of the proposing company and am authorized to make the statements contained in this affidavit on behalf of the company;
2. I have examined and carefully prepared this Proposal based on the request and have verified the facts contained in the Proposal in detail before submitting it;
3. The proposing company is organized as indicated above on the form entitled "Organization of Proposing Company."
4. I authorize the Village of Oak Park to verify the company's business references and credit at its option;
5. Neither the proposing company nor its affiliates¹ are barred from proposing on this project as a result of a violation of 720 ILCS 5/33E-3 or 33E-4 relating to Proposal rigging and Proposal rotating, or section 2-6-12 of the Oak Park Village Code relating to "Proposing Requirements".
6. The proposing company has the M/W/DBE status indicated below on the form entitled "EEO Report."
7. Neither the proposing company nor its affiliates is barred from agreementing with the Village of Oak Park because of any delinquency in the payment of any debt or tax owed to the Village except for those taxes which the proposing company is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. I understand that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the Village of Oak Park to recover all amounts paid to the proposing company under the agreement in civil action.
8. I am familiar with Section 13-3-2 through 13-3-4 of the Oak Park Village Code relating to Fair Employment Practices and understand the contents thereof; and state that the proposing company is an "Equal Opportunity Employer" as defined by Section 2000(E) of Chapter 21, Title 42 of the United States Code Annotated and Federal Executive Orders #11246 and #11375 which are incorporated herein by reference. **Also complete the attached EEO Report or Submit an EEO-1.**
9. I certify that the contractor is in compliance with the Drug Free Workplace Act, 41 U.S.C.A, 702

Signature: _____

Name and address of Business: _____

Telephone _____ E-Mail _____

Subscribed to and sworn before me this _____ day of _____, 2024.

Notary Public

- Notary Public Seal -

¹ Affiliates means: (i) any subsidiary or parent of the contracting business entity, (ii) any member of the same unitary business group; (iii) any person with any ownership interest or distributive share of the contracting business entity in excess of 7.5%; (iv) any entity owned or controlled by an executive employee, his or her spouse or minor children of the contracting business entity.

SECTION IX
M/W/DBE STATUS AND EEO REPORT

Failure to respond truthfully to any questions on this form, failure to complete the form or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this Proposal. For assistance in completing this form, contact the Department of Public Works at 708-358-5700.

1. Contractor Name: _____

2. Check here if your firm is:

- Minority Business Enterprise (MBE) (A firm that is at least 51% owned, managed and controlled by a Minority.)
- Women's Business Enterprise (WBE) (A firm that is at least 51% owned, managed and controlled by a Woman.)
- Owned by a person with a disability (DBE) (A firm that is at least 51% owned by a person with a disability)
- None of the above

[Submit copies of any W/W/DBE certifications]

3. What is the size of the firm's current stable work force?

_____ Number of full-time employees

_____ Number of part-time employees

4. Similar information will be requested of all sub-contractors working on this agreement. Forms will be furnished to the lowest responsible contractor with the notice of agreement award, and these forms must be completed and submitted to the Village before the execution of the agreement by the Village.

Signature: _____

Date: _____

EEO Report

Please fill out this form completely. Failure to respond truthfully to any questions on this form, or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this Proposal. An incomplete form will disqualify your Proposal. For assistance in completing this form, contact the Department of Public Works at 708-358-5700.

An EEO-1 Report may be submitted in lieu of this report

Contractor Name _____
 Total Employees _____

Job Category	Total # of Empl.	Total Males	Total Females	Black	Males				Females				Total Minorities
					Hispanic	American Indian	Alaskan Native	Asian & Pacific Islander	Hispanic	American Indian	Alaskan Native	Asian & Pacific Islander	
Officials & Managers													
Professionals													
Technicians													
Sales Workers													
Office & Clerical													
Semi-Skilled													
Laborers													
Service Workers													
Management Trainees													
Apprentices													

This completed and notarized report must accompany your Proposal. It should be attached to your Affidavit of Compliance. Failure to include it with your Proposal will be disqualify you from consideration.

_____, being first duly sworn, deposes and says that he/she is the _____
 (Name of Person Making Affidavit)
 (Title or Officer)
 of _____ and that the above EEO Report information is true and accurate and is submitted with the intent that it

be relied upon. Subscribed and sworn to before me this _____ day of _____, 2024.

 (Signature)

 (Date

SECTION X
NO PROPOSAL EXPLANATION

If your company does not wish to propose on the attached specifications, the Village of Oak Park would be interested in any explanation or comment you may have as to what prevented your firm from submitting a Proposal.

Thank you.

Proposal Name: Project No. 24-122

Village of Oak Park Building Maintenance Services

Comments:

Signed: _____

Phone: _____



INDEPENDENT CONTRACTOR AGREEMENT

THIS INDEPENDENT CONTRACTOR AGREEMENT (herein after referred to as the “Agreement” or the “Contract”) is entered into on this ____ day of ____, 2024, by and between the Village of Oak Park, an Illinois home rule municipal corporation (hereinafter referred to as the “Village”), and _____, a _____ authorized to conduct business in the State of Illinois (hereinafter the “Contractor”). The Village and the Contractor may, at times, be referred to collectively as the “Parties” or each individually as a “Party”.

RECITALS

WHEREAS, the Contractor submitted a Proposal dated _____, 2024, a copy of which is attached hereto and incorporated herein by reference, to provide Building Maintenance Services at all Village facilities (hereinafter referred to as the “Work”) pursuant to the Village’s Request for Proposals dated _____, 2024, incorporated herein by reference as though fully set forth; and

WHEREAS, the Contractor represented in said Proposal that it has the necessary personnel, experience, and competence to promptly complete the Work required hereunder; and

WHEREAS, it is the intent of the Village and the Contractor that the Contractor shall perform the Work pursuant to the terms and conditions of this Contract.

NOW, THEREFORE, in consideration of the terms herein and the mutual covenants contained in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by the Parties, the Parties hereby agree as follows:

1. RECITALS INCORPORATED

The above recitals are incorporated herein as though fully set forth.

2. SCOPE OF WORK

The Contractor shall perform the Work in accordance with its Proposal for an annual cost not to exceed \$_____ (the “Contract Price”), complete the work in accordance with any applicable manufacturers’ warranties and in accordance with its Proposal, the Village’s Request for Proposals, and this Contract, all of which together shall constitute the “Contract Documents.” The Contractor hereby acknowledges that it has inspected the sites where the work is to be performed and that it is fully familiar with all of the conditions at the sites, and further that its Proposal has adequately taken into consideration all of the conditions at the sites. The Contractor hereby represents and warrants that it has the skill and experience necessary to complete the Work in a good

and workmanlike manner in accordance with the Contract Documents, and that the Work shall be free from defects. The Contractor shall achieve completion of all Work required pursuant to the Contract Documents.

3. DESIGNATED REPRESENTATIVES

The Contractor shall designate in writing a person to act as its designated representative with respect to the Work to be performed under this Contract who shall have the power and authority to make or grant or do all things, certificates, requests, demands, approvals, consents, notices, and other actions required that are ministerial in nature or described in this Agreement for and on behalf of the Contractor and with the effect of binding the Contractor. The Village is entitled to rely on the full power and authority of the person executing this Contract on behalf of the Contractor as having been properly and legally given by the Contractor. The Contractor shall have the right to change its designated representative by providing the Village with written notice of such change which notice shall be sent in accordance with Section 13 of this Agreement.

The Village Manager shall be deemed the Village's authorized representative for purposes of this Agreement, unless applicable law requires action by the Corporate Authorities, and shall have the power and authority to make or grant or do those things, certificates, requests, demands, approvals, consents, notices, and other actions required that are ministerial in nature or described in this Agreement for and on behalf of the Village and with the effect of binding the Village as limited by this Contract. The Contractor is entitled to rely on the full power and authority of the person executing this Agreement on behalf of the Village as having been properly and legally given by the Village. The Village shall have the right to change its authorized representative by providing the Contractor with written notice of such change which notice shall be sent in accordance with Section 13 of this Agreement.

4. TERM OF CONTRACT, CONTRACT RENEWAL, AND RATE ADJUSTMENT

The Contractor shall perform the Work pursuant to this Contract beginning on the effective date as defined herein and shall expire three (3) years thereafter. The Contractor shall invoice the Village for the Work provided pursuant to this Contract at the rates set forth in its Proposal.

The Village shall have the right to renew this Contract for two (2) additional one (1) year terms with all terms and conditions, other than price, remaining the same. The Village will allow the Contractor to increase or decrease the Contract Price for each year this Agreement is in effect.

Upon written request from the Contractor, on or before October 20 of each year of this Agreement, the cost of the Services provided under this Agreement may be adjusted as follows: The Contractor shall submit a request for adjustment to the Village based upon

the average of the published monthly Index (as defined below) for the period October through September for the previous year. The Index shall be the United States Department of Labor, Bureau of Labor Chicago Statistics, Revised Consumer Price Index for all Urban Wage Earners for Chicago-Naperville-Elgin, IL-IN-WI (all items, 1982-84 = 100). Notwithstanding anything contained in this Request for Proposals to the contrary, an annual adjustment shall not be greater than five percent (5.0%) of the previous year's cost for services provided under this Agreement in any year. Any applicable adjustment shall take effect on January 1st.

5. PAYMENT SCHEDULE

The Contractor shall, as a condition precedent to its right to receive any payment, submit to the Village an application for payment and such receipts, vouchers, and other documents as may be necessary to establish the Contractor's payment for all labor and material and the absence of any interest whether in the nature of a lien or otherwise of any party in any property, work, or fund with respect to the Work performed hereunder. Such documents shall include, where relevant, the following forms, copies of which are attached hereto:

- (i) the Contractor's sworn statement;
- (ii) the Contractor's partial or final waiver of lien;
- (iii) any subcontractor's sworn statement(s); and
- (iv) any subcontractor's partial or final waiver of lien.

Payment by the Village shall be conditioned upon an inspection by the Village of the Work completed and submission of any required waivers by the Contractor. Payment by the Village shall in no way constitute a waiver of, or relieve the Contractor from, any defects in the Work. All payments shall be made in accordance with the Illinois Local Government Prompt Payment Act, 50 ILCS 505/1 *et seq.* Final payment for any Work performed by the Contractor pursuant to an invoice by the Contractor shall be made by the Village to the Contractor when the Contractor has fully performed the Work, the Work has been approved by the Village, and any required waivers and paperwork have been submitted by the Contractor. Approval of the Work and issuance of the final payment by the Village shall not constitute a waiver of, or release the Contractor from, any defects in the Work.

The Village shall have the right to withhold from any payment due hereunder such amount as may reasonably appear necessary to compensate the Village for any actual or prospective loss due to Work which is defective or does not conform to the Contract Documents; damage for which the Contractor is liable hereunder; liens or claims of liens; claims of third parties, subcontractors, or material men; or any failure of the Contractor to perform any of its obligations under this Contract. The Village may apply any money withheld or due the Contractor hereunder to reimburse itself for any and all costs, expenses, losses, damages, liabilities, suits, judgments, awards, and attorneys' fees incurred, suffered, or sustained by the Village and chargeable to the Contractor.

6. TERMINATION

The Village may terminate this Contract for cause, which includes but is not necessarily limited to, the Contractor's failure to perform the Work pursuant to this Contract. The Village shall provide the Contractor with five (5) days' written notice of a termination for cause pursuant to the provisions of Section 13 below. The Village may also terminate this Contract when it determines the same to be in its best interests by giving fourteen (14) days' written notice to the Contractor pursuant to the provisions of Section 12 below. In such event, the Village shall pay to the Contractor all amounts due for the Work performed up to the date of termination.

7. DEFAULT/THE VILLAGE'S REMEDIES.

If it should appear at any time prior to payment for the Work provided pursuant to this Contract that the Contractor has failed or refused to prosecute, and is in default, or has delayed in the prosecution of, the Work to be provided pursuant to this Contract with diligence at a rate that assures completion of the Work in full compliance with the requirements of this Contract, or has attempted to assign this Contract or the Contractor's rights under this Contract, either in whole or in part, or has falsely made any representation or warranty, or has otherwise failed, refused, or delayed to perform or satisfy any other requirement of this Contract or has failed to pay its debts as they come due ("Event of Default"), and has failed to cure, or has reasonably commenced to cure any such Event of Default within fifteen (15) business days after the Contractor's receipt of written notice of such Event of Default, then the Village shall have the right, at its election and without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

(A) The Village may require the Contractor, within such reasonable time as may be fixed by the Village, to complete or correct all or any part of the Work that is defective, damaged, flawed, unsuitable, nonconforming, or incomplete and to take any or all other action necessary to bring the Contractor and the Work into compliance with this Contract;

(B) The Village may accept the defective, damaged, flawed, unsuitable, nonconforming, incomplete, or dilatory Work or part thereof and make an equitable reduction;

(C) The Village may terminate this Contract without liability for further payment of amounts due or to become due under this Contract except for amounts due for Work properly performed prior to termination;

(D) The Village may withhold any payment from the Contractor, whether or not previously approved, or may recover from the Contractor any and all costs, including attorneys' fees and administrative expenses, incurred by the Village as the result of any

Event of Default or as a result of actions taken by the Village in response to any Event of Default; or

(E) The Village may recover any damages suffered by the Village as a result of the Contractor's Event of Default.

(F) In addition to the above, if the Contractor fails to complete any required Work pursuant to this Contract, the Village shall be entitled to liquidated damages in the amount of five hundred dollars (\$500.00) per day for each day the Work remains uncompleted. This amount is not a penalty, and the parties agree to said amount given the difficulties associated with determining or calculating damages to the Village in the event the required Work is not completed on time.

8. COMPLIANCE WITH APPLICABLE LAWS

The Contractor shall comply with all applicable laws, regulations, and rules promulgated by any federal, state, county, municipal and/or other governmental unit or regulatory body now in effect during the performance of the Work. By way of example only and not as a limitation, the following are included within the scope of the laws, regulations, and rules with which the Contractor must comply: all forms of workers' compensation laws, all terms of the equal employment opportunity rules and regulations of the Illinois Department of Human Rights, all statutes relating to contracts let by units of government, and all applicable civil rights and anti-discrimination laws and regulations.

9. INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall waive any right of contribution against the Village and shall indemnify and hold harmless the Village and its officers, officials, employees, volunteers, and agents from and against all claims, damages, losses, and expenses, including, but not limited to, legal fees (attorneys' and paralegals' fees, expert fees and court costs) arising out of or resulting from the performance of the Contractor's Work, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of property, other than the Work itself, including the loss of use resulting therefrom, or is attributable to misuse or improper use of trademark or copyright-protected material or otherwise protected intellectual property, to the extent it is caused in whole or in part by any wrongful or negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right to indemnity which the Village would otherwise have. The Contractor shall similarly protect, indemnify and hold and save harmless, the Village, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses, including, but not limited to, legal fees incurred by reason of the Contractor's breach of any of its obligations under, or the Contractor's default of,

any provisions of this Contract. The indemnification obligations under this Section shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor or any subcontractor under Workers' Compensation or Disability Benefit Acts or Employee Benefit Acts.

10. INSURANCE

The Contractor shall at the Contractor's expense secure and maintain in effect throughout the duration of this Contract, insurance of the following kinds and limits set forth in this Section. The Contractor shall furnish "Certificates of Insurance" to the Village before beginning any Work on the Project pursuant to this Contract. All insurance policies shall be written with insurance companies licensed to do business in the State of Illinois and having a rating of at least A according to the latest edition of the Best's Key Rating Guide; and shall include a provision preventing cancellation of the insurance policy unless thirty (30) days prior written notice is given to the Village. This provision shall also be stated on each Certificate of Insurance: "Should any of the above described policies be canceled before the expiration date, the issuing company shall mail thirty (30) days written notice to the certificate holder named to the left."

The limits of liability for the insurance required shall provide coverage for not less than the following amounts, or greater where required by law:

(A) Commercial General Liability:

- i. Coverage to include Broad Form Property Damage, Contractual and Personal Injury.
- ii. Limits:

General Aggregate	\$ 2,000,000.00
Each Occurrence	\$ 1,000,000.00
Personal Injury	\$ 1,000,000.00
- iii. Coverage for all claims arising out of the Contractor's operations or premises and anyone directly or indirectly employed by the Contractor.

(B) Workers' Compensation:

- i. Workers' compensation insurance shall be provided in accordance with the provisions of the laws of the State of Illinois, including occupational disease provisions, for all employees who perform the Work pursuant to this Contract, and if any Work is subcontracted pursuant to the provisions of this Contract, the Contractor shall require each subcontractor similarly to provide workers' compensation insurance. In case employees engaged in hazardous work under this Contract are not protected under the Workers'

Compensation Act, the Contractor shall provide, and shall cause each subcontractor to provide, adequate and suitable insurance for the protection of employees not otherwise provided.

(C) **Comprehensive Automobile Liability:**

i. Comprehensive Automobile Liability coverage shall include all owned, hired, non-owned vehicles, and/or trailers and other equipment required to be licensed, covering personal injury, bodily injury and property damage.

ii. Limits:
Combined Single Limit \$1,000,000.00

(D) **Umbrella:**

i. Limits:
Each Occurrence/Aggregate \$5,000,000.00

(E) The Village and its officers, officials, employees, agents and volunteers shall be named as additional insureds on all insurance policies set forth herein except workers' compensation. The Contractor shall be responsible for the payment of any deductibles for said insurance policies. The coverage shall contain no special limitations on the scope of protection afforded to the Village and its officers, employees, agents, and volunteers.

(F) The Contractor understands and agrees that any insurance protection required by this Contract or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the Village, its officers, officials, employees, agents and volunteers as herein provided. The Contractor waives and shall have its insurers waive, its rights of subrogation against the Village, its officers, officials, employees, agents and volunteers.

11. GUARANTY

The Contractor warrants and guarantees that its Work provided for the Project to be performed under this Contract, and all workmanship, materials, equipment, and supplies performed, furnished, used, or installed under this Contract, performed. The Contractor further warrants and guarantees that the strength of all parts of all manufactured materials, equipment, and supplies shall be adequate and as specified and that the performance requirements of this Contract shall be fulfilled.

The Contractor shall, at no expense to the Village, correct any failure to fulfill the above guaranty that may appear at any time. In any event, the guaranty herein expressed shall not

be sole and exclusive, and is additional to any other guaranty or warranty expressed or implied.

12. AFFIDAVIT OR CERTIFICATE

The Contractor shall furnish any affidavit or certificate in connection with the Work covered by this Contract as required by law.

13. NOTICES

Any notice required to be given by this Contract shall be deemed sufficient if made in writing and sent by certified mail, return receipt requested, by personal service, or by email or facsimile transmission to the persons and addresses indicated below or to such addresses and persons as either Party hereto shall notify the other Party of in writing pursuant to the provisions of this Section:

To the Village:

Village Manager
Village of Oak Park
123 Madison Street
Oak Park, Illinois 60302-4272
Email: villagemanager@oak-park.us

To the Contractor:

Email: _____

Mailing of such notice as and when above provided shall be equivalent to personal notice and shall be deemed to have been given at the time of mailing.

Notice by email transmission shall be effective as of date and time of transmission, provided that the notice transmitted shall be sent on business days during business hours (9:00 a.m. to 5:00 p.m. Chicago time). In the event email notice is transmitted during non-business hours, the effective date and time of notice is the first hour of the first business day after transmission.

14. AUTHORITY TO EXECUTE

The individuals executing this Contract on behalf of the Contractor and the Village represent that they have the legal power, right, and actual authority to bind their respective parties to the terms and conditions of this Contract.

15. EFFECTIVE DATE

The effective date of this Contract shall be the last date of its execution by one of the Parties as reflected below.

16. ENTIRE CONTRACT; APPROVAL OF SUBCONTRACTORS

This Contract, including the documents incorporated by reference herein, sets forth the entire Contract between the parties with respect to the accomplishment of the Work. No right or interest in this Contract shall be assigned, in whole or in part, by either Party without the prior written consent of the other Party. The Village reserves the right to approve the use of subcontractors to complete any portion of the Work and to approve any applicable contract between the Contractor and a proposed subcontractor to perform any of the Work. This Contract shall be binding upon the parties and upon their respective heirs, executors, administrators, personal representatives, successors, and assigns, except as herein provided.

17. INDEPENDENT CONTRACTOR

The Contractor shall have the full control of the ways and means of performing the Work referred to above and that the Contractor and its employees, representatives or subcontractors are not employees of the Village, it being specifically agreed that the Contractor bears the relationship of an independent contractor to the Village. The Contractor shall solely be responsible for the payment of all salaries, benefits and costs of supplying personnel for the Work.

18. CONTRACT BOND

Before commencing the Work, the Contractor shall furnish a Contract Bond. The Contract Bond shall be in an amount equal to ten percent (10%) of the annual amount of the Contract Price as security for the faithful performance of its obligations pursuant to the Contract Documents and as security for the payment of all persons performing labor and furnishing materials in connection with the Contract Documents. Such bond shall be on a standard AIA document, shall be issued by a surety satisfactory to the Village, and shall name the Village as a primary co-obligee. The Contract Bond shall become a part of the Contract Documents. The failure of the Contractor to supply the required Contract Bond within ten (10) days after the Notice of Award or within such extended period as the Village may grant if the Contract Bond does not meet its approval shall constitute a default, and the Village may either award the Contract to the next lowest responsible proposer or re-advertise for proposals. A charge against the Contractor may be made for the difference between the amount of the Contractor's Proposal and the amount for which a contract for the Work is subsequently executed, irrespective of whether the amount thus due exceeds the amount of the bid guarantee.

19. PREVAILING WAGES

The Contractor and any applicable subcontractor shall pay prevailing wages as established by the Illinois Department of Labor and determined by the Village for each craft or type of work needed to execute the contract in accordance with the Illinois Prevailing Wage Act, 820 ILCS 130/0.01 *et seq.* (“Act”). The Contractor shall prominently post the current schedule of prevailing wages at the Project site(s) and shall notify immediately in writing all of its subcontractors of all changes in the schedule of prevailing wages. Any increases in costs to the Contractor due to changes in the prevailing rate of wage during the terms of any Contract shall be at the sole expense of the Contractor and not at the expense of the Village, and shall not result in an increase to the Contract Price. The Contractor shall be solely responsible to maintain accurate records as required by the Act and shall submit certified payroll records to the Village evidencing its compliance with the Act on no less than a monthly basis as required by the Act. The Contractor shall be solely liable for paying the difference between prevailing wages and any wages actually received by laborers, workmen and/or mechanics engaged in the Work for the Project.

The Contractor shall indemnify, hold harmless, and defend the Village, its officers, officials, employees, agents and volunteers (“Indemnified Parties”) against all regulatory actions, complaints, damages, claims, suits, liabilities, liens, judgments, costs and expenses, including reasonable attorneys’ fees, which may in any way arise from or accrue against the Indemnified Parties as a consequence of noncompliance with the Act or which may in any way result therefrom, including a complaint by the Illinois Department of Labor under Section 4(a-3) of the Act, 820 ILCS 130/4(a-3) that any or all of the Indemnified Parties violated the Act by failing to give proper notice to the Grantee or any other party performing work on the Public Improvements that not less than the prevailing rate of wages shall be paid to all laborers, workers and mechanics performing Work on the Project, including interest, penalties or fines under Section 4(a-3). The indemnification obligations of this section on the part of the Contractor shall survive the termination or expiration of this Agreement. In any such claim, complaint or action against the Indemnified Parties, the Contractor shall, at its own expense, appear, defend and pay all charges of reasonable attorneys’ fees and all reasonable costs and other reasonable expenses arising therefrom or incurred in connection therewith, and, if any judgment or award shall be rendered against the Indemnified Parties in any such action, the Contractor shall at its own expense, satisfy and discharge such judgment or award.

20. GOVERNING LAW AND VENUE

This Contract shall be governed by the laws of the State of Illinois both as to interpretation and performance. Venue for any action pursuant to this Contract shall be in the Circuit Court of Cook County, Illinois.

21. AMENDMENTS AND MODIFICATIONS

This Contract may be modified or amended from time-to-time provided, however, that no such amendment or modification shall be effective unless reduced to writing and duly authorized and signed by the authorized representative of the Village and the authorized representative of the Contractor.

22. 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.

23. CONFLICT

In case of a conflict between any provision(s) of the Village's Request for Proposals or the Contractor's Proposal and this Contract, this Contract and the Village's Request for Proposals shall control to the extent of such conflict.

24. HEADINGS AND TITLES

The headings and titles provided in this Contract are for convenience only and shall not be deemed a part of this Contract.

25. COOPERATION OF THE PARTIES

The Village and the Contractor shall cooperate in the provision of the Work to be provided by the Contractor pursuant to this Contract and in compliance with applicable laws, including, but not limited to, the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* ("FOIA"), and the provision of any documents and information pursuant to a FOIA request. The Contractor shall provide any and all responsive documents to the Village pursuant to a FOIA request at no cost to the Village.

26. COUNTERPARTS; FACSIMILE OR PDF/EMAIL SIGNATURES

This Contract may be executed in counterparts, each of which shall be considered an original and together shall be one and the same Contract. A facsimile or pdf/email copy of this Contract and any signatures thereon will be considered for all purposes as an original.

27. CERTIFIED PAYROLL

The Contractor shall be solely responsible to maintain accurate records reflecting its payroll for its employees who perform any of the Work for the Village pursuant to this Contract and shall submit certified payroll records to the Village's Director of Public Works at any time during the term of this Contract. The Contractor shall provide said certified payroll records within seven (7) days upon the request of the Director of Public Works.

28. EQUAL OPPORTUNITY EMPLOYER

The Contractor is an equal opportunity employer and the requirements of 44 Ill. Adm. Code 750 APPENDIX A and Chapter 13 (“Human Rights”) of the Oak Park Village Code are incorporated herein by reference.

The Contractor shall not discriminate against any employee or applicant for employment because of race, sex, gender identity, gender expression, color, religion, ancestry, national origin, veteran status, sexual orientation, age, marital status, familial status, source of income, disability, housing status, military discharge status, or order of protection status or physical or mental disabilities that do not impair ability to work, and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization. The Contractor shall comply with all requirements of Chapter 13 (“Human Rights”) of the Oak Park Village Code.

In the event of the Contractor’s noncompliance with any provision of Chapter 13 (“Human Rights”) of the Oak Park Village Code, the Illinois Human Rights Act or any other applicable law, the Contractor may be declared non-responsible and therefore ineligible for future Agreements or subcontracts with the Village, and the Agreement may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

In all solicitations or advertisements for employees placed by it on its behalf, the Contractor shall state that all applicants will be afforded equal opportunity without discrimination because of race, sex, gender identity, gender expression, color, religion, ancestry, national origin, veteran status, sexual orientation, age, marital status, familial status, source of income, disability, housing status, military discharge status, or order of protection status or physical or mental disabilities that do not impair ability to work.

29. STANDARD OF CARE

The Contractor shall endeavor to perform the Work with the same skill and judgment which can be reasonably expected from similarly situated firms or entities.

The Contractor shall endeavor to perform the Services with the same skill and judgment which can be reasonably expected from similarly situated firms or entities. The Contractor shall comply with all federal, state, and local statutes, regulations, rules, ordinances, judicial decisions, and administrative rulings applicable to its performance under this Agreement as applicable, including, but not limited to, Cook County's minimum wage and paid leave ordinances, respectively Cook County Ordinance Number 24-0583 and Cook County Ordinance Number 16-4229, and the Village's Living Wage Ordinance, Village of Oak Park Ordinance Number 16-093, codified as Section 2-6-20 of the Village Code, all as amended.

The Contractor shall ensure that the Work is provided, performed, and completed in accordance with all applicable statutes, ordinances, rules, and regulations, including, but not limited to, the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, or unfavorable discharge from military service or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.* The Contractor shall also comply with all conditions of any federal, state, or local grant received by the Village or the Contractor with respect to this Agreement.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK –
SIGNATURE PAGE FOLLOWS]**

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representatives on the dates set forth below.

VILLAGE OF OAK PARK

CONTRACTOR

By: Kevin J. Jackson
Its: Village Manager

By:
Its:

Date: _____, 2024

Date: _____, 2024

ATTEST

ATTEST

By: Christina M. Waters
Its: Village Clerk

By:
Its:

Date: _____, 2024

Date: _____, 2024