

2017 – RFP – 013

VILLAGE OF TINLEY PARK COOK COUNTY, ILLINOIS LEGAL NOTICE TO PROPOSERS

The Village of Tinley Park, Illinois, will receive sealed proposals for improvements to the Village Telephone System and cabling upgrade. Proposals are due on the following date, January 5, 2018

“Telephone System Implementation”

The scope of work (SOW) will detail the purpose, specification, requirements and process for implementation of the Telephone System Replacement along with the responsibilities of the Village and the vendor(s). The RFP shall be divided in (2) parts, Part (1) shall be the Telephone System Equipment, Installation and Configuration. Part (2) shall be the cabling, cable certification, cable management, plug and jack installation. Vendor may bid either or both systems; if submitting a proposal for both systems the Vendor must list the Telephone System and Cable Installation completely separate as (2) independent RFP submissions. The pricing table must show the breakdown as explained above. The amount quoted shall include all components of each system fully installed, tested and certified as operational.

Project is anticipated for completion by, end of May, 2018

No bid shall be withdrawn after the opening of the bids without the consent of the Mayor and Board of Trustees for a period of one hundred twenty days after the scheduled time of opening bids.

All proposals shall be sealed in an envelope, addressed to the Village of Tinley Park, attention John Urbanski. The name and address of the bidder and the name of the project shall also appear on the outside of the envelope.

Contractors may obtain 1 copy of the Bidding Documents in soft copy from Municipal Services Consulting, Inc. 2682 Garfield Rd. N. Suite 22, Traverse City, MI 49686 or by emailing your request to mmachuta@aol.com with a follow up phone call to confirm receipt of request to Max Machuta 231-409-4111. The bid documents will be issued through On November 22, 2017

A Certified Check, Bank Draft on a solvent bank or Bid Bond, payable without condition to the Village of Tinley Park in an amount not less than ten percent (10%) of the bid shall be submitted with each proposal, as a guarantee that, if the proposal is accepted, a contract will be entered into and the performance of the contract is properly secured.

The right is reserved to reject any or all bids, to waive technicalities, to postpone the bid opening, or to advertise for new proposals, if in the judgment of the Mayor and Board of Trustees their best interests will be promoted thereby. In addition, the Village reserves the right to negotiate with qualified Vendors regarding the structure of design elements, and may require the Vendor selected to participate in negotiations concerning the contract price or the nature and extent of the products and services to be provided. The contract, if

awarded, will be negotiated with the Vendor who in the judgment and sole discretion of the Village can best meet the Village's needs as identified in this RFP.

The Contract calls for the construction of a "public work" within the meaning of the Illinois Prevailing Wage Act 820 ILCS 130/.01 et seq. ("the Act"). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the current "prevailing rate of wages" (hourly cash wages plus amount for fringe benefits) in the county where the work is performed. The Department publishes the prevailing wage rates on its website at <http://www.state.il.us/agency/idol/rates/rates.HTM>. The Department revises the prevailing wage rates and the contractor/subcontractor has an obligation to check the Department's web site for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage requirements and notice and record keeping duties.

The contractor shall also comply with all applicable Federal, State, and local regulations.

The Village of Tinley Park Local Vendor Purchasing Policy provides local vendors with preferential treatment when competing for contracts with the Village. A local vendor is defined as a business that has an actual business location within the Village of Tinley Park and is licensed by the Village. As such, when considering contracts, the Village of Tinley Park reserves the right to forego the lowest and responsible bid in favor of a local vendor under the following circumstances:

<u>Contract Value</u>	<u>Range (up to a maximum of)</u>
\$0-\$250,000	5%
\$250,000-\$500,000	4%
\$500,000-\$750,000	3%
\$750,000-\$1,000,000	2%
\$1,000,000-\$2,000,000	1%

Responsible bidders are determined pursuant to the criteria set forth in the Village undespensible Bidder Ordinance No. 2009-O-002.

That in order to be considered a "responsible bidder" on Village Public Works Project, a bidder must comply with the following criteria, and submit acceptable evidence of such compliance, in addition to any other requirements as determined from time to time by the Village for the specific type of work to be performed:

- a) Compliance with all applicable laws and Village Codes and Ordinances prerequisite to
 - a. doing business in Illinois and in the Village;
- b) Compliance with:
 - a. Submittal of Federal Employer Tax Identification Number or Social Security Number (for individual), and
 - b. Provision of Section 2000e of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Federal Executive Order No. 11375 (known as the Equal Employment Opportunity Provisions);
- c) Furnishing certificates of insurance indicating at least the following coverages at

- minimum limits established by the Village; general liability, workers' compensation, completed operations, automobile, hazardous occupation, product liability and professional liability;
- d) Compliance with all provisions of the Illinois Prevailing Wage Act, including wages, medical and hospitalization insurance and retirement for those trades covered by the Act;
 - e) Participation in apprenticeship and training programs approved by and registered with the United States Department of Labor's Bureau of Apprenticeship and Training;
 - f) Compliance with the applicable provisions of the Illinois Human Rights Act and the rules of the Illinois Human Rights Commission, including the adoption of a written sexual harassment policy;
 - g) Furnishing of required performance and payment bonds;
 - h) Furnishing certification of no delinquency in the payment of any tax administered by the Illinois Department of Revenue;
 - i) Furnishing certification that the bidder is not barred from bidding or contracting as a result of a violation of either Section 33E or 33E-4 of Chapter 720, Article 5 of the Illinois Compiled Statutes; and
 - j) Furnishing evidence that the bidder has not only the financial responsibility but also the ability to respond to the needs of the Village by the discharge of the contractor's obligations in accordance with what is expected or demanded under the terms of the contract.

Bidder qualifications and experience will also be included in the basis for determining the lowest responsible bidder.

The Vendor selected, if any, will be required to enter into a contract with the Village substantially in the form attached hereto as Appendix B, which will incorporate the Scope of Work as determined pursuant to this RFP.

A performance bond in a sum equal to one hundred percent (100%) of the amount of the bid, with sureties to be approved by the Mayor and Board of Trustees for the faithful performance of the contract must be furnished by the successful bidder. All bids or proposals shall contain an offer to furnish bond upon acceptance of such bid or proposal.

The Bidder shall resolve all questions regarding the intent of the specifications or drawings with the Consultant prior to submitting his bid. Technical questions should be directed in writing via email and directed to Max Machuta at mmachuta@aol.com; any responses to questions shall be provided in writing to all potential bidders that the Village is aware of.

Responses to this RFP may be subject to disclosure under the Freedom of Information Act. If there is any information the responder believes is proprietary or confidential and should not be disclosed, please so indicate with specificity. The Village will consider all such responses, but cannot and does not guarantee confidentiality with respect to any information submitted.