



# VILLAGE OF NORRIDGE

4000 North Olcott Avenue • Norridge, Illinois 60706-1199  
708/ 453-0800 FAX 708/ 453-9335  
www.villageofnorridge.com

July 18, 2014

**PRESIDENT**

James Chmura

**CLERK**

Debra J. Budnik

**TRUSTEES**

Ursula A. Kucharski

Dominic S. Falagarlo

Jacqueline Gregorio

Dominic Sulimowski

Donald Gelsomino

Daniel Tannhauser

**RFP #2014-8**  
**Request for Proposal for**  
**Exterior Painting of**  
**Estelle Sieb Community Center**  
**7774 W. Irving Park Road**  
**Norridge, IL 60706**

The Village of Norridge, located in Illinois, seeks proposals for the exterior painting of the Estelle Sieb Community Center, at the address referenced above.

GENERAL DESCRIPTION

The proposal shall include:

1. BUILDING EXTERIOR/STUCCO:
  - Power washing entire building;
  - Repairing any chipped stucco, any cracks, or any loose stucco;
  - Repairing any dirty, moldy, or damaged stucco;
  - Priming of all repaired areas;
  - Priming of any other necessary areas; and
  - Painting of the entire building, stucco surface, two coats of paint, with 2 colors.
2. BUILDING NAME LETTERS:
  - Removal of building name letters, sanding, priming and painting the letters; and
  - Installation of painted building name letters back onto the building upon completion of painting of the building.
3. DOORS:
  - Sanding of 4 steel doors
    - 3 located on the North side of the building (garage double door and one single exit door);
    - 1 located on the East side of the building (single exit door);
  - Priming of the 4 steel doors, as per above locations;
  - Painting of the 4 steel doors, as per above locations; and
  - Steel frames around all 4 doors, as per above locations, must also be sanded, primed and painted.



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All labor, materials, clean up, transportation costs, delivery costs and any other costs shall be included and built into the cost of the project. The costs shall be listed in **Exhibit B** of this RFP.

## WARRANTY:

Proposal shall include guarantee on the paint services for up to one year from the completion of the project.

## COMPANY PROFILE:

Contractor shall include, as part of the RFP package, a pamphlet, brochure, print-out or letter which shows the years of service in the business and details professional experience.

## REFERENCES:

Contractor should include a list of at least five references. The list should include contact names and phone numbers of each reference. If the Contractor has done work for the Village of Norridge in the past, the type of project and date(s) of project should also be listed.

## PAINT PROTECTION AND CLEAN UP:

- All walks, grass, plants, shrubbery, or other surfaces and items not required to be painted shall be carefully protected.
- Drop clothes shall be used liberally wherever necessary for this protection.
- All paint flakes and wood pieces are to be removed from common areas including walkways, flower beds, sidewalks, etc.
- Painting brushes, buckets and other tools used for painting are to be cleaned in a designated area.

## SITE VISITS:

Site visits are available by appointment only. Please contact Joanna Skupien at 708-583-5752 or [jskupien@villageofnorridge.com](mailto:jskupien@villageofnorridge.com) to schedule an appointment.

## SAFETY:

- All ladders are to be taken down, stored and secured in a safe place at the end of each working day.
- Ladders and any other equipment used by the Contractor cannot be stored in any Village facility and may not be left outside on Village property; all equipment must be taken with the Contractor at the end of each work day.



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- Wet paint signs shall be hung visibly where necessary and areas that need to be roped off shall be done so promptly.
- All workers are to take the appropriate precautions to prevent any injury to themselves, municipal employees, residents or any other visitors.

## OTHER NOTES:

- All services are to be performed in a professional manner.
- The selected Contractor will be allowed to be onsite between the days of Monday through Friday from 8:00 AM to 4:00 PM to work on the project. Depending on the dates the project shall be completed on, some Saturdays may also be acceptable work days.
- The Village of Norridge expects this project to be completed by September 30, 2014.
- The Contractor is expected to act in a professional manner.
- It shall be the responsibility of the Contractor to thoroughly read and understand the information, instructions, and scope of services contained in this RFP. Contractors are expected to fully inform themselves as to the conditions and requirements of the services to be provided. Failure to do so is at the Contractor's own risk. No plea of error or ignorance by the Contractor of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Contractor to make the necessary examinations and investigations will be accepted as a basis for varying the requirements of the Village. The Village will assume that submission of a RFP means that the Contractor has familiarized itself with the conditions and requirements and intends to comply with them unless specifically noted otherwise.

INSURANCE: A Contractor, or Vendor, shall not commence work nor shall the Village permit any Contractor or Vendor, under any contract with the Village to commence work, until the Contractor or Vendor has first obtained all insurance required under this paragraph, and such insurance has been approved by the Village; nor shall a Contractor allow any sub-contractor to commence work on a sub-contract until all similar insurance required of the sub-contractor has been approved by the Village. A Contractor or Vendor agrees to provide and maintain certificates of insurance evidencing the minimum insurance coverage and limits set forth below during the term of the contract, unless Village ordinance or bidding requirements specify a greater amount or additional type of insurance, then such greater amount or type of insurance will be required. Such policies shall be in force and from companies acceptable and satisfactory to the Village to afford protection against all claims for damages to public or



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private property, and injuries to persons, arising out of and during the contract term. A copy of the certificate of insurance shall name the Village of Norridge, its officers, agents, employees, representatives and assigns as additional insured. The policy of insurance shall contain no provisions that invalidate the naming of the Village as additional insured. The insurance coverage and limits set forth below shall be deemed to be minimum coverage and shall not be construed in any way as a limitation on Contractor's duty to carry adequate insurance or on Contractor's liability for losses or damages under this Contract. The minimum insurance coverage and limits that shall be maintained by the Contractor and his sub-contractors at all times while providing, performing, or completing the work are as follows:

- a. **Worker's Compensation.** The Contractor is required to carry, with a company authorized under the laws of the State of Illinois, a policy for protection against liability under the Worker's Compensation and the Occupational Disease Statutes of the State of Illinois with limits of not less than \$500,000.00 per claim.
- b. **General Liability.** The Contractor shall carry a comprehensive general umbrella liability policy for all operations with limits of not less than \$1,000,000.00 each accident for bodily injury liability and not less than \$1,000,000.00 each accident for property damage liability.
- c. **Professional Liability Insurance.** The Contractor shall carry minimum of \$1,000,000.00.
- d. **Automobile Insurance.** The Contractor shall carry minimum of \$1,000,000.00.

All such insurance must include an endorsement whereby the insurer agrees to notify the Village at least thirty (30) days prior to non-renewal, reduction, or cancellation. The Contractor shall cease operations if the insurance is canceled or reduced below the required amount of coverage. All costs for insurance as specified herein will not be paid for separately, but shall be considered as incidental to the Contract.

**NONDISCLOSURE:** The Vendor/Contractor acknowledges and agrees that certain information provided by the Village, relating to the products and services to be supplied by the Vendor/Contractor, is confidential and shall not be disclosed, directly, indirectly or by implication, or be used by the Vendor/Contractor, whether during the term of an agreement with the Village or at any time thereafter, except solely as required in the course of the Vendor's/Contractor's performance of services under its agreement with the Village. The Vendor/Contractor shall comply with the applicable privacy laws and regulations affecting the Village, and will not disclose any of the Village's



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records, materials, or other data to any third party, other than its attorneys or other individuals within the Vendor's/Contractor's related business entities who have a need to know, and who agree in advance not to make further disclosure or unless required to do so by applicable law. The Vendor/Contractor shall not distribute statistical analyses and reports utilizing data derived from information or data obtained from the Village without the prior written approval of the Village.

**PREVAILING WAGE ACT:** All Contractors hired by the Village for construction projects shall abide by the prevailing rate of wages for laborers, workmen and mechanics.

**BID RIGGINS AND ROTATING:** State law requires that all Bidders/Contractors/Vendors must execute the form attached hereto as **Exhibit A** stating that they undersigned on behalf of the entity entering into a contract with the Village of Norridge certifies that:

- a. This contract is not made in the interest of, or on behalf of, an undisclosed person, partnership, company, association, organization or corporation;
- b. The Vendor/Contractor has not in any matter directly or indirectly sought by communication, consultation or agreement with anyone to fix the bid price of any bidder, or to fix any overhead profit or cost element of the contract price or to secure any advantage against the Village of Norridge or anyone interested in the proper contract;
- c. This contract is genuine and not collusive or sham;
- d. The undersigned, on behalf of the Vendor/Contractor, certifies that it has never been convicted for a violation of State laws prohibiting bid rigging or rotating.

This completed form must be submitted with the proposal.

## **TAX COMPLIANCE**

1. The Vendor/Contractor, on behalf of the entity entering into this contract, certifies that neither the undersigned, nor the entity, is barred from contracting with the Village of Norridge because of any delinquency in the payment of any tax administered by the State of Illinois, Department of Revenue, unless the undersigned or the entity is contesting, in



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accordance with the procedures established by the appropriate revenue act, liability of the tax or the amount of tax.

2. The Vendor/Contractor, or the entity entering into this contract, understands that making a false statement regarding delinquency of taxes is a Class A Misdemeanor and, in addition, voids the contract and allows the Village to recover all amounts paid to the entity under the contract in civil action.
3. The Village is exempt from paying sales tax and will not be charged for any sales taxes in connection with this Agreement.

## EQUAL EMPLOYMENT OPPORTUNITY

Illinois law requires that any Vendor/Contractor to the Village of Norridge and other public bodies in the State of Illinois agree to be bound by Illinois human rights laws and their nondiscrimination requirements. The law requires a nondiscrimination clause be included in the Village's contracts and contract specifications. The required language shall be in the form of the following typed statement on the applicable document:

*This [contract or contract specification] incorporates by reference the equal employment opportunity clause which the Illinois Department of Human Rights requires in all contracts and contract specifications. This clause is set forth in 44 Ill. Admin. Code Sec. 750 (Appendix A) and is contained in the Village's purchasing and contracting policy. By acceptance of this contract, the [vendor or contractor] agrees to comply with the clause and all other rules and regulations of the Illinois Department of Human Rights covering employment opportunity. The [Vendor/Contractor] also acknowledges that it has a written sexual harassment policy which complies with Section 2-105 of the Illinois Human Rights Act, 775 ILCS 5/2-105.*

## SEXUAL HARASSMENT POLICY

The undersigned, on behalf of the entity making this proposal or bid, certifies that it has and enforces a written sexual harassment policy pursuant to Public Act 87-1257, effective July 1, 1993, 775 ILCS 5/2-105 (A) (the "Act").

This Act has been amended to provide that every party to a public contract must have written sexual harassment policies that include, at a minimum, the following information:

1. The illegality of sexual harassment;



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2. The definition of sexual harassment under State law;
3. A description of sexual harassment, utilizing examples;
4. The Vendor's/Contractor's internal compliant process, including penalties;
5. The legal recourse, investigative and compliant process available through the Department of Human Rights and the Human Rights Commission;
6. Directions on how to contact the Department and Commission; and
7. Protection against retaliation as provided by 6-101 of the Act.

## ILLINOIS DRUG FREE WORK PLACE ACT

Vendors/Contractors who are parties to a Village contract will comply with applicable legal requirements for a drug free workplace in the following manner by publishing a statement:

1. Notifying the employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the work place;
2. Specifying the action that will be taken against employees for violating this provision;
3. Notifying the employees that, as a condition of their employment to do work under the contract with the Village of Norridge, the employee will:
  - a. Abide by the terms of the statement; and
  - b. Notify the undersigned of any criminal drug statute conviction for a violation occurring in the work place not later than five (5) days after such a conviction.
4. The Vendor/Contractor has a drug free awareness program to inform employees about:
  - a. The dangers of drug abuse in the work place;
  - b. The policy of maintaining a drug-free work place;
  - c. Any available drug counseling, rehabilitation or employee assistance programs; and
  - d. The penalties that may be imposed upon an employee for drug violations.
5. The Vendor/Contractor shall provide a copy of the required statement to each employee engaged in the performance of the contract with the Village



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of Norridge, and shall post the statement in a prominent place in the work place.

6. The Vendor/Contractor will notify the Village of Norridge within ten (10) days of receiving notice of an employee's conviction.
7. The Vendor/Contractor will make a good faith effort to maintain a drug-free work place through the implementation of these policies.
8. The undersigned further affirms that within thirty (30) days after receiving notice of a conviction of a violation of the criminal drug statute occurring in the work place it shall:
  - a. Take appropriate action against such employee up to and including termination; and
  - b. Require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

PLACE TO SUBMIT RFP – submit the proposal in a sealed envelope, with RFP# 2014-8 clearly marked on the envelope to:

Village of Norridge  
c/o Joanna Skupien, Financial Director  
4000 N. Olcott Ave.  
Norridge, IL 60706

Proposals will NOT be accepted via facsimile or e-mail.

DEADLINE FOR SUBMITTING RFP  
**August 8, 2014 9:30 AM**

Proposals received after the above cited date and time will not be considered.

BID DEPOSIT – No requirements

Inquiries should be directed to the Financial Director, Joanna Skupien via phone or e-mail: 708-583-5752 or [jskupien@villageofnorridge.com](mailto:jskupien@villageofnorridge.com).

Dates Posted on Website: 07/18/2014-08/08/2014





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## EXHIBIT A

Certification That Vendor/Contractor Is Not Barred from Contracting with a Unit of Local Government as a Result of Violation of Either Section 5/33E-3 (Bid-Rigging) or 5/33E-4 (Bid Rotating) of the Illinois Criminal Code.

WHEREAS, a conviction for the offense of bid-rigging or bid rotating bars a person or entity from contracting with a unit of local government (720 ILCS 5/33 E-3, and E-4 2013); and

WHEREAS, 720 ILCS 5/33 E-11 (2007) of the Illinois Criminal Code, requires bidders and contractors to verify on a form provided by the unit of local government, that they are not barred from public contracting due to bid-rigging or bid rotating convictions.

NOW, THEREFORE, IT IS HEREBY CERTIFIED TO THE VILLAGE OF NORRIDGE that the undersigned,

\_\_\_\_\_  
[Insert legal name Vendor/Contractor]

is not barred from bidding on or entering into public contracts due to having been convicted of bid-rigging or bid rotating under paragraphs 5/33E-3 or 5/33E-4 of the Illinois Criminal Code.

DATE: \_\_\_\_\_, 2014

President: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

ATTEST:

\_\_\_\_\_ [Seal]

Attest:

Title:



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## EXHIBIT B

RE: RFP 2014-8  
Exterior Painting of Estelle Sieb Community Center

DATE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CONTACT PHONE NUMBER: \_\_\_\_\_

TOTAL COST OF MATERIALS & LABOR \$ \_\_\_\_\_  
(The total cost must include the cost of paint. It is solely up to the contractor to determine the amount of paint that is needed and to build that cost into the total cost of the project. The Village of Norridge shall not be liable for any additional paint that may be necessary to complete the project due to estimate error made by the Contractor)

DATE CONTRACTOR CAN BEGIN WORK: \_\_\_\_\_

TIME NEEDED TO COMPLETE PROJECT: \_\_\_\_\_  
(please list in terms of how many full business days)

\_\_\_\_\_ I am aware that the project must be completed by September 30, 2014 and can meet this deadline (please initial).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name