

Request for Proposals



Carpet and Flooring Services

RFP#: 1415-05

City of Urbana, Illinois
Public Works Department
706 S. Glover Avenue
Urbana, Illinois
(217) 384-2342

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Notice to Proposers- Carpet and Flooring Services

I. GENERAL INFORMATION

The City of Urbana is seeking proposals from qualified Contractors to provide carpet and flooring design and installation services at various municipal facilities on an as needed basis. Proposals will be accepted at the Public Works Department, 706 South Glover Avenue, Urbana, Illinois, Monday through Friday, 8:00 a.m. to 5:00 p.m. Proposals will be accepted up to and no later than 3:00 p.m., Tuesday, December 9th, 2014.

A. Project Goal

The successful firm will provide carpet and flooring design and installation services for City of Urbana Municipal Facilities. Actual work will be coordinated on a job by job basis and the Contractor may be asked for a quote at the beginning of a job using the pricing included in this response. The proposer shall demonstrate substantial experience in undertaking and completing the type of work required.

The contract shall have an initial term of two (2) years. The City of Urbana will have the option to renew the contract annually for an additional three (3) years. The proposed cost will remain fixed for the first two (2) years of the contract. The amount may be adjusted after two (2) years for the remaining three (3) years. (See Exhibit A- Proposal Form).

Questions about this RFP should be directed to:

Vince Gustafson, Public Facilities Supervisor
(217) 384-2342
vhgustafson@urbanaininois.us

II. SCOPE OF WORK

The following scope of services is included as a guide for the proposer. It is designed to identify the minimum service level expected from the successful Contractor.

A. Performance

- a. The Contractor shall provide all materials, labor, tools and related services required for the performance of the contract. The City of Urbana will provide broadloom carpet and carpet squares as available on the State of Illinois joint purchasing contract. The Contractor will provide all other floor coverings at the direction of the City of Urbana.
- b. The Contractor will assist Facilities staff with the selection of flooring products. Upon request the Contractor will provide flooring samples for selection purposes prior to an approved job. Upon request the Contractor shall provide layout plans, work plans, and written schedules to be approved by the Facilities Supervisor, or his designee, prior to work commencing.

B. Site visits

- a. The Contractor shall carefully field measure and check all areas designated to receive floor coverings and vinyl base. Requests for extra compensation will not be approved for measurement or take-off errors by the Contractor.
- b. The Contractor's project manager will meet with Facilities staff as often as required for the purpose of reviewing progress and providing necessary guidance.

C. General Installation Requirements

- a. Comply with the manufacturer's instructions and recommendations for all flooring products and installation materials.
- b. Proposers may include pricing for furniture moving should they offer the service. It will not be a requirement for contract award.
- c. Install flooring under open-bottom obstructions and under removable flanges and furnishings, into alcoves and closets of each space.
- d. Run flooring under open-bottom items such as heating convectors and install tight against wall, columns and cabinets so the entire floor area is covered with flooring material. Install edging guard at all openings and doors wherever flooring terminates, unless indicated otherwise. Prior to installation, the Contractor shall notify Facilities staff about all other obstructions which may occur.
- e. Cutting shall be done in accordance with the manufacturer's recommendations, using the tools designed for the flooring being installed. Remove all debris and carpet remnants less than one yard from job site and dispose of properly. Carpet remnants in excess of one yard shall be returned to Facilities staff.
- f. Edges shall be butted together with the proper pressure to produce the tightest joint possible without distortion.
- g. All carpet shall be installed with pile-lay in the same direction except when directed by Facilities staff to use a quarter-turned method.
- h. Use leveling compound where necessary.
- i. Metal-nosing strips shall be used as required. Substitutions must be approved by the Facilities Supervisor. Installation of metal-nosing strips on concrete or stone surfaces shall be by drilling, inserting plastic plugs and using non-corrosive drive screws. All screws shall have shallow head profile.
- j. Carpet and Vinyl composition tile (VCT) shall be adhered direct to existing floor surfaces in accordance with manufacturer's printed instructions.
- k. Vinyl base shall be adhered direct to designated surfaces after flooring is installed in accordance with manufacturer's printed instructions.
- l. Surface Preparations: Carpet and VCT
 - i. Contractor shall prepare existing floors to receive carpet or VCT. Prior to filling, the floor must be swept clean of all loose debris. After filling, allow filler to dry. Damp mop floor and allow drying. Vacuum after mopping to ensure all debris is removed for a proper substrate to install flooring. All cracks, holes, unevenness and rough areas will be leveled and smoothed with material that complies with carpet or VCT manufacturer's recommendations to ensure warranty terms.
- m. Surface Preparations: Vinyl Base

- i. Designated surfaces to receive vinyl base shall be structurally sound, smooth, dry and clean, free of dirt, dust, oil, wax or other foreign matter which would interfere with a good bond.
 - ii. Painted surfaces to receive vinyl base shall be thoroughly dry and cured.
 - iii. The Contractor shall roughen shiny surfaces such as glossy paint that may cause adverse bonding.
 - iv. Back of vinyl base shall be free of mold release agents or other contaminants that could interfere with proper adhesion.
- n. Installation: Carpet and VCT
 - i. Layout and plan the area to be carpeted or tiled by preparing a seaming plan to be approved by the Facilities Supervisor or designee prior to work commencing. Seaming plan shall reflect minimum amount of seams possible under guidelines of these specifications.
 - ii. Check the plan against the available roll lengths and dye-lot numbers to ensure all rolls are of the same dye-lot. Using more than one dye-lot in the same room or open area is not permitted.
 - iii. Plan seam locations so that no perpendicular seams occur at door openings.
 - iv. Seams shall run with flow of traffic as best as possible
- o. Installation: Carpet tiles
 - i. Install carpet according to manufacturer's printed instructions
 - ii. Apply adhesives as per manufacturer's printed instructions
 - iii. In open perimeter designs, use a fixed reducer strip to secure the area.
- p. Installation: Vinyl Base
 - i. All vinyl base shall be "cove-cut" on inside corners.
 - ii. Plan seam locations so that no seams end on outside corners.
 - iii. Check each carton of base for dye-lot numbers to assure there is no mixing of dye lots during installation.
- q. Adhesive Application:
 - i. Adhesives shall be compatible with product being installed. Contractor shall follow manufacturer's recommendations to apply as directed for proper adhesion and to ensure compliance with warranty terms and conditions.
- r. Cleanup: Immediately after completing installation:
 - i. Remove visible adhesive, seam sealer, and other surface blemishes using cleaner recommended by manufacturer.
 - ii. Remove protruding yarns from carpet surface.
 - iii. Remove all debris and carpet remnants less than one yard from job site and dispose of properly. Carpet remnants in excess of one yard shall be returned to the Facilities Supervisor
- s. The Contractor shall use care in protecting building, equipment, and furnishings when performing the work. The Contractor shall repair or be responsible for the cost to repair damage incurred in the process of performing the required services.

III. GENERAL REQUIREMENTS

- A. The Contractor shall employ only competent and satisfactory personnel and shall provide a sufficient number of employees to perform the required services efficiently.
- B. The Contractor shall be financially solvent. The City reserves the right to request information to determine solvency.
- C. The Contractor shall be responsible for complying with local, state, and federal codes, legislation procedures, and regulations affecting work in their professional area.
- D. Guarantee/Warranty Work: The Contractor shall guarantee all workmanship against defects in installation for a period of one (1) year from date of final acceptance by the Facilities Supervisor or designee. Upon written notice from the Facilities Supervisor, the Contractor shall, at own expense, promptly correct/replace any and all improper work that may become apparent within one (1) year.

IV. BID SUBMISSIONS

Proposals will be evaluated on the basis of all information provided. To evaluate capability for completing the work as outlined in this RFP, each proposal should provide detailed responses to each of the following requirements as listed here:

A. Company Overview

- a. Provide a detailed overview of your company and your understanding of this project.
- b. Proposals shall include a thorough description of your company's ability to provide a multitude of flooring options and the warranties that accompany them.
- c. Proposals shall include a thorough description of your company's ability to provide the service levels as outlined in Section II- Scope of work.
- d. Proposals shall include a thorough description of your company's ability to provide design assistance services.
- e. Proposals shall include Exhibit A- Pricing Proposal
- f. Proposals shall include Exhibit B- List of Subcontractors
- g. Proposals shall include Exhibit D- Proposal Form

B. Experience and Qualifications

- a. Detail the experience of your firm, including references and similar projects that have been overseen and that are within a 150 mile radius of Urbana, Illinois.
- b. Proposals shall include Exhibit C- List of References
- c. Outline qualifications of all proposed project team members.

C. Equal Employment Opportunity and Drug Free Workplace Act

- a. The City of Urbana will require that each respondent provide certain statistical data concerning employee composition on race, color, job description, and compensation. This information will be reviewed by the City Human Relations Commission to determine compliance with the City's Equal

Employment Opportunity ordinance. The respondents shall also comply with the Drug Free Workplace Act. The required forms are included as part of the RFP and must be completed and returned with the proposal.

Four (4) copies of the submission must be delivered to the address below by 3:00 p.m. on Tuesday, December 9th, 2014:

Vince Gustafson, Public Facilities Supervisor
City of Urbana Department of Public Works
706 S. Glover Avenue
Urbana, IL 61802

V. SELECTION PROCESS

The contract, if awarded, will be awarded to the Contractor whose proposal is considered the best value to the City of Urbana. Best value will be determined based on price, responsiveness, capability, and responsibility. The City of Urbana, Illinois reserves the right to reject any and all proposals at its sole discretion. The following factors will be taken into account:

- A. The Contractor's understanding of the needs and objectives of the City.
- B. The qualifications of the Contractor and our perception of the ability of the Contractor to meet the terms of the RFP.
- C. References and other pertinent checks.
- D. Financial terms of the proposal.

Interviews may be conducted in-person with one or more responsible entities that have submitted proposals in order to clarify certain elements if such information cannot be satisfactorily obtained by phone or via e-mail.

Questions regarding this RFP should be directed to:

Vince Gustafson, Public Facilities Supervisor
Public Works Department
(217) 384-2342
vhgustafson@urbanaininois.us

Standard Contract Provisions

[CONTRACTUAL]

- 1) All items contained in the "Standard Contract Provisions" are applicable to this request for proposals.
- 2) The City of Urbana (hereafter referred to as "Owner") may require from the Proposer prior to the award of the contract a detailed statement regarding the business and technical organization and plant of the Proposer that is available for the work that is contemplated. Information pertaining to financial resources, experience of personnel, and previously completed construction projects may also be required.

The competency and responsibility of bidders will be considered in making awards.

- 3) No plea of ignorance of site conditions will be accepted as an excuse for any failure of omission on the part of the Contractor to fulfill in every detail all the requirements of the work.
- 4) Each proposal shall be typed or written in ink using the bid form herein, and so filled out as to make the proposals complete and free from ambiguity as to their meaning. All erasures or corrections in proposals shall be initialed by the person signing the proposal.

Any Proposer may withdraw their proposal by letter or with proper identification by personally securing their proposal at any time prior to the time stated for the receipt of proposals. No telephone requests for withdrawal of proposal will be honored.

Each proposal must be signed in the firm or corporate name and must bear an original longhand signature of a principal duly authorized to make contracts for the bidding party. The Proposer's name must be fully stated where proposals are signed by an agent of the Proposer; evidence of their authority to act as the Proposer's agent shall accompany the proposal. The name of each person signing the proposal shall be typed or printed below their signature.

Proposals must be submitted in sealed envelopes to the address below not later than the time set forth in "Notice to Bidders" and addressed as follows:

Proposal for: Carpet and Flooring Services

To: City of Urbana
C/o William R. Gray, Director of Public Works
706 South Glover Avenue
RFP Number: 1415-05
Urbana, Illinois 61802

Show the name and address of the proposing firm in the upper left-hand corner of the envelope. Also show the proposal number (1415-05) and the date and time of closing in the lower left-hand corner.

- 5) The Owner reserves the right to reject any or all proposals, or any part thereof, or to waive any informalities in any proposal, deemed to be for the best interests of the Owner.
- 6) In the "Award of Contract," the Proposer's reputation and the amount of the proposal will be considered. The Owner reserves the right to accept the proposal deemed most favorable for this project after all proposals have been examined and evaluated.

Prior to commencing work on this project, and within fifteen (15) days after notification of award, the Contractor is required to post a "Certificate of Insurance" with the Owner. (See No. 7 below.)

Before the contract is awarded, the successful Proposer shall furnish to the Owner for approval a complete list of all subcontractors they intend to use on the work. (See Exhibit B)

- 7) The successful Proposer will be required to furnish a "Certificate of Insurance" to the Director of Public Works of the City of Urbana, indicating that the Proposer has obtained for the benefit and protection of themselves and the City of Urbana, Illinois, an adequate liability insurance policy, along with a certification by an insurance company to the effect that the Proposer has obtained public liability and worker's compensation insurance in a sufficient amount to protect themselves and the City from any liability of damage resulting from injury to their employees or to others or to the property of others. The "Certificate of Insurance" shall also certify that the insurance will not be cancelled or allowed to lapse during the time of work without first giving notice in writing to the City of Urbana, Illinois.

The Contractor shall maintain during the entire period of their performance under this Contract the following minimum insurance:

Worker's Compensation

- Basic policy including occupational disease--statutory limits.
- Employer's liability: at least \$100,000/per person per accident and at least \$500,000 each accident.
- Contractors having offices or places of hire outside the State of Illinois shall attach or otherwise show an "all states" endorsement.

Comprehensive General Liability

A. Minimum Limits:

Bodily Injury	\$1,000,000/each occurrence \$1,000,000/aggregate
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Property Damage	\$1,000,000/each occurrence \$1,000,000/aggregate
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B. Included Coverage:

- Premises and Operations
- Independent Contractors
- Products and Completed Operations (including coverage for defects in materials, products or equipment installed under the contract which appear within one year after the date of substantial completion).
- Property Damage -- include Broad Form. Write on occurrence basis.
- Contractual Liability
- Bodily Injury -- include Personal Injury
- Property Damage -- remove "XC" exclusion
- Property Damage -- remove "U" exclusion

Comprehensive Automobile Liability

A. Minimum Limits:

Bodily Injury	\$1,000,000/each person
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Property Damage	\$1,000,000/each occurrence
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B. Included Coverage (may be in comprehensive form):

- Owned vehicles
- Non-owned vehicles
- Hired vehicles
- Property Damage -- write on occurrence basis

Excess Liability

A. Umbrella form

B. Minimum limits:

Combined bodily injury and property damage:

\$1,000,000/each occurrence

\$1,000,000/aggregate

Surety Ratings

Insurance required shall be written with a company having at least an "A-10" rating as listed in Best Insurance Guide, latest edition.

Maintenance of the insurance by the Contractor shall in no way relieve the Contractor from any responsibility or requirement to the Contractor of any responsibility whatsoever. The Contractor may carry, at their own expense, such additional insurance as is deemed necessary providing such insurance does not prejudice or in any way interfere with the Owner's rights of recovery under the Owner's Builder's Risk Insurance.

- 8) The Proposer's attention is directed to the fact that all applicable Federal and State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the Contract throughout, and these will be deemed to be included in the Contract the same as though herein written out in full.

Where state and/or local codes exist, these shall be followed by all contractors for this project. Where conflicts exist between applicable codes and these specifications, the codes shall govern. The specifications shall be considered as a minimum acceptable level of quality of materials and workmanship.

- 9) All proposals shall include all taxes that are applicable to the City of Urbana. The City and State of Illinois sales tax and Federal excise taxes are not applicable to sales made to the City of Urbana and must be excluded. The City Clerk upon request will execute the exemption certificates in connection with all orders when Federal excise tax would otherwise be due. Additionally, the Contractor shall obtain all permits and licenses necessary for the completion and execution of the project. Building permits will be supplied to the Contractor at no charge.
- 10) Proposer and Proposers' subcontractors shall agree to comply with the City of Urbana's Affirmative Action Ordinance and when required shall submit written evidence of the firm's employment practices, policies, goals and statistical data concerning employee composition on race, color, job description and compensation. "Award of Contract" is contingent upon on-site inspection or other means of verification in accordance with City of Urbana procedures.
- 11) Unless otherwise specified, materials and equipment purchased will be inspected as to meeting the quality requirements of the request for proposals. When deemed necessary, samples of supplies or materials will be taken at random from stock received for submission to a commercial laboratory, or other appropriate inspection agency, for an analysis and test as to whether the material conforms in all respects to the specifications. In cases where the commercial laboratory report indicates that the material does not meet the specifications, the expense of analysis is to be borne by the Contractor and the order or balance thereof may be cancelled by the City of Urbana.
- 12) Contractor shall hold the City of Urbana, its officer, agents and employees harmless from liability or damages of any nature or kind concerning the undertaking and execution of this Contract.
- Successful Proposer is specifically denied the right of using in any form or medium the name of the City of Urbana for public advertising unless express permission is granted by the Director of Public Works.
- 13) No member, officer, or employee of the City of Urbana, Illinois, or its designees or agents, and no member of the governing body of the City of Urbana, Illinois, who exercises any functions or responsibilities with respect to the City of Urbana during their tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with this Contract.
- 14) The Owner will permit the Contractor to use at no cost existing utilities such as light, heat, power and water necessary to the carrying out and completion of the work.
- 15) The Contractor shall exercise proper precaution at all times for the protection of persons and property and shall be responsible for all damages to persons or property either on or off the site, which occur as a result of the Contractor's completion of the work. The safety provisions of applicable laws and building construction codes shall be observed and the Contractor shall take or cause to be taken such

additional safety and health measures as the Director of Public Works of the City of Urbana, Illinois, may determine to be reasonably necessary.

- 16) All changes to the Contract must be mutually agreed upon in writing and signed by the parties to the Contract. If any such agreed upon change causes an increase or decrease in the Contractor's cost of, or the time required for the performance of any part of the work under this Contract, adjustment shall be made and the Contract modified accordingly. Any agreements not signed as heretofore indicated shall be considered null and void. The Contractor shall furnish an itemized price breakdown in connection with any proposal made for Contract modification. The price breakdown shall be in sufficient detail to permit an analysis of all material and labor costs. If the proposal includes a time extension, a justification therefore also shall be furnished.
- 17) The provisions of this Contract apply to any subcontractor. The Contractor agrees that they are fully responsible to the Owner for the acts and omission of their subcontractors and of persons either directly or indirectly employed by them as they are for the acts and omissions of themselves or persons directly employed by them. Nothing contained in the Contract documents shall create any contractual relation between any subcontractor and the Owner. The Contractor shall not contract any part of the work under this Contract or permit their contracted work to be further subcontracted without the prior written approval of the Director of Public Works of the City of Urbana, Illinois. The Contractor shall submit with their bid a complete list of proposed subcontractors and possible alternates. (See Exhibit B)
- 18) In case the Contractor fails to furnish materials or to execute work in accordance with the provisions of this Contract, or fails to proceed with or to complete the work within the time specified in this Contract, or otherwise violates the provisions of the Contract, then in any case upon ten (10) days written notice to the Contractor by the Owner, the City of Urbana shall have the right to declare the Contractor in default in the performance of their obligations under the Contract. Said notice shall contain the reason for the Owner's intent to declare the Contractor in default. Unless, within ten (10) days after the Contractor's receipt of said notice, the violation shall cease or satisfactory arrangements shall be made for its correction, the Contractor by written notice may be declared in default and their right to proceed under the Contract may be terminated.

In the event the Contractor is thus declared to be in default, the Owner will proceed to have the work completed and shall apply to the cost of having the work completed any money due the Contractor under the Contract. The Contractor shall be responsible for any damages resulting to the Owner by reason of said default. Notice shall be considered as given by the Owner for purpose of this agreement if mailed by regular mail to the Contractor at address listed by Contractor on proposal form.
- 19) The work provided hereunder by the Contractor shall be executed as directed by the Pricing Form and Contract Specifications and shall be performed in a skillful and professional manner. All materials used in the construction, rehabilitation, renovation, remodeling and improvement shall be new unless

otherwise expressly set forth in the Contract Specifications, and shall be sealed in their original containers until opened at the job site.

- 20) The Contractor shall give their personal superintendence to the work or have a competent foreman or superintendent on the work at all times during progress, with authority to act for the Contractor.
- 21) The Contractor shall keep the premises clean and orderly during the course of the work and shall remove all debris at the completion of the work. Materials and equipment that have been removed and replaced as part of the work shall belong to the Contractor.
- 22) The successful proposer shall furnish the Owner with an estimated time schedule setting up order of procedure and time allowed for each branch of the work. Contractor and subcontractors shall make every effort to complete the work regularly and diligently and to adhere to these schedules and to cause no delays to each other. Should a subcontractor fail to maintain progress according to approved schedule or cause delay to another subcontractor, they shall furnish at their own expense, such additional labor and/or services as may be necessary to bring the operation up to schedule.
- 23) Payment for any approved project will be made in one lump sum subject to satisfactory final inspection and acceptance by the Public Works Department of the City of Urbana, Illinois.
- 24) The Contractor shall pay or cause to be paid not less than the prevailing rate of wages for the local area as found by the State of Illinois Department of Labor. The Contractor may be required by the City of Urbana to provide documentation to prove compliance with prevailing wage rates.
- 25) The Contractor shall comply with City of Urbana requirements for Equal Employment Opportunity (EEO) and complete the forms and Certificate of Compliance attached. The Contractor and their subcontractors shall not discriminate against any qualified employee or qualified applicant available for employment to be employed in the performance of this Contract with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, or ancestry. Any violation of this covenant may result in the institution of penalties by law.

The Contractor and subcontractors shall comply with all applicable Federal, State and local statutory or administrative prevailing wage requirements or equal employment opportunity requirements. Further, the Contractor and subcontractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin or age. The Contractor shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, sex, national origin or age. Such action shall include, but not be limited to, the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places,

available to employees and applications for employment, notices setting forth the policies of nondiscrimination.

- 26) The Contractor shall comply with the Drug Free Workplace Act and complete attached certification form.
- 37) The Contractor shall agree to comply with all provisions of the City's Certificate of Compliance. The form included is to be completed by the Proposer and returned with said proposal.

EXHIBIT A – PRICE PROPOSAL

THIS FORM MUST BE COMPLETED BY THE CONTRACTOR AND INCLUDED IN THE PROPOSAL.

ITEM

UNIT PRICE

Commercial Grade Carpet Installation Cost (labor only)	\$ _____/sq. yd.
4" Commercial Rubber Topset Base Installation Cost (labor only)	\$ _____/lin. ft.
Commercial VCT Installation Cost (labor only)	\$ _____/sq. ft.
Floor Preparation, Carpet	\$ _____/sq. yd.
Floor Preparation, VCT	\$ _____/sq. ft.
Move & Replace Furniture as needed	\$ _____/sq. yd. OR \$ _____/hour – Reg. time \$ _____/hour – Overtime
Material Markup % (percentage from wholesale rate)	_____ %
Design Services	\$ _____/hour

1. The normal City business hours are 8:00 a.m. to 5:00 p.m. "After Hours" would be outside of that schedule. Please explain any exceptions to this you may have.

2. Define or attach your holiday schedule:

3. Please list any exceptions or assumptions in your pricing in the space below, or separate attachment:

EXHIBIT B – LIST OF SUBCONTRACTORS

Mark one of the boxes below:

☐ Proposer does not propose to subcontract the work.

☐ Proposer intends to subcontract certain portions of the work to the individuals/firms listed below:

NAME:	TYPE OF WORK:
ADDRESS	
	LICENSE #:
PHONE:	

NAME:	TYPE OF WORK:
ADDRESS	
	LICENSE #:
PHONE:	

NAME:	TYPE OF WORK:
ADDRESS	
	LICENSE #:
PHONE:	

NAME:	TYPE OF WORK:
ADDRESS	
	LICENSE #:
PHONE:	

NAME:	TYPE OF WORK:
ADDRESS	
	LICENSE #:
PHONE:	

NAME:	TYPE OF WORK:
ADDRESS	
	LICENSE #:
PHONE:	

Name of Individual/Firm Submitting Proposal:

Signature of Proposer:

THIS FORM MUST BE COMPLETED BY THE CONTRACTOR AND INCLUDED IN THE PROPOSAL.

EXHIBIT C – LIST OF REFERENCES

The following are the names, addresses, and telephone numbers of three (3) references for which Proposer has performed similar work within the past three years (Public Agencies are preferred):

1. _____
Name and Address of Owner

Name and Telephone Number of Person Familiar with Project

Contract Amount

Type of Work

Date Completed

2. _____
Name and Address of Owner

Name and Telephone Number of Person Familiar with Project

Contract Amount

Type of Work

Date Completed

3. _____
Name and Address of Owner

Name and Telephone Number of Person Familiar with Project

Contract Amount

Type of Work

Date Completed

THIS FORM MUST BE COMPLETED BY THE CONTRACTOR AND INCLUDED IN THE PROPOSAL.

EXHIBIT D – PROPOSAL FORM

1. In submitting this *Proposal*, the undersigned declares that the only person(s) or parties interested in the *Proposal* as principals are those named herein; and that the *Proposal* is made without collusion with any other person, firm, or corporation.

INDIVIDUAL

BUSINESS ADDRESS:

AUTHORIZED SIGNATURE:

(SEAL)

Please Print "Authorized Signature" Below:

Business Phone: _____

Fax Number: _____

E-mail Address: _____

PARTNERSHIP

FIRM ADDRESS:

AUTHORIZED SIGNATURES:

(SEAL)

(SEAL)

Business Phone: _____

Fax Number: _____

E-mail Address: _____

INSERT NAMES AND ADDRESSES OF ALL FIRM MEMBERS (*Please Print Clearly*):

CORPORATION

BUSINESS ADDRESS:

AUTHORIZED SIGNATURE:

Please Print "Authorized Signature" Below:

Business Phone: _____

Fax Number: _____

E-mail Address: _____

NAMES OF OFFICERS:

PRESIDENT

SECRETARY

TREASURER

ATTEST:

SECRETARY

(SEAL)

THIS FORM MUST BE COMPLETED BY THE CONTRACTOR AND INCLUDED IN THE PROPOSAL.

CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2466 (phone); 384-2426 (fax) terent@city.urbana.il.us	Office Use Only (05/13)	
	Requested by:	Date:
	Approved by:	Date:
	Certification Date:	
	Certificate Expiration Date:	

EQUAL EMPLOYMENT OPPORTUNITY (E.E.O.) WORKFORCE STATISTICS FORM	
Please complete the sections below as instructed. Failure to properly complete this form may result in a delay or denial of eligibility to bid or do business with the City of Urbana.	
Section I. Identification	
1. Company Name and Address:	
Name:	
d/b/a:	
Address:	
City/State/Zip:	
Telephone Number(s) include area code:	
Check one of the following	
Corporation	<input type="checkbox"/> Partnership <input type="checkbox"/> Individual Proprietorship <input type="checkbox"/> Limited Liability Corp.
FEI Number:	Social Security Number:
2. Name and Address of the Company's Principal Office <i>(answer only if not the same as above)</i>	
Name:	
Address:	
City/State/Zip	
3. Major activity of your company (product or service):	
4. Project on which your company is bidding:	
5. City of Urbana contact staff assigned to contract:	

SECTION II. Policies and Practices

Description of EEO Policies and Practices		YES	NO
A.	Is it the Company's policy to recruit, hire, train, upgrade, promote and discipline persons without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual preference, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income ?		
B.	Has someone been assigned to develop procedures, which will assure that the EEO policy is implemented and enforced by managerial, administrative, and supervisory personnel? If so, please indicate the name and title of the official charged with this responsibility. Name: _____ Title: _____ Telephone: _____ Email: _____		
C.	Does the company have a written Equal Employment Opportunity plan or statement? Note: If no, a copy of an E.E.O statement is enclosed. You must attach an EEO Statement in order to be considered eligible to do business with the City of Urbana. Questions? (217) 384-2466 or terent@city.urbana.il.us.		
D.	Has the company developed a written policy statement prohibiting Sexual Harassment? You must attach a copy of your company's Sexual Harassment Policy in order to be considered eligible to do business with the City of Urbana.		
E.	Have all recruitment sources been notified that the company will consider all qualified applicants without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?		
F.	If advertising is used, does it specify that all qualified applicants will be considered for employment without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?		
G.	Has the contractor notified all of its sub-contractors of their obligations to comply with the Equal Opportunity requirements either in writing, by inclusion in subcontracts or purchase orders?		
H.	Is the company a state certified minority/women owned business? If yes, please attach a copy of state certification.		
I.	Does the company have collective bargaining agreements with labor organizations?		
J.	Have the labor organizations been notified of the company's responsibility to comply with the Equal Employment Opportunity requirements in all contracts with the City of Urbana?		
K.	Does your company perform construction, rehabilitation, alteration, conversion, demolition or repair of buildings, highways or other improvements to real property? (If yes, please complete Table B.)		
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? (If yes, you need to complete Table C.)		

SECTION III. Employment Information

Please complete the company work force analysis on the bottom of this page. Use the number of employees as of the most recent payroll period. **You must complete this form in its entirety, as instructed and submit your organization's (1) EEO Statement and (2) Sexual Harassment Policy in order to be eligible to do business with the City of Urbana. For detailed descriptions of the Job Classifications see attached descriptions.** If minorities and females are currently underrepresented in your workforce, please attach a copy of an explanation of your plan to recruit and hire qualified minorities and females.

TABLE A – TOTAL CONTRACTOR/VENDOR WORKFORCE

Job Categories	Overall Totals		White (Not of Hispanic Origin)		Black or African-American (Not of Hispanic Origin)		Hispanic or Latino		Asian or Pacific Islander		American Indian or Alaskan Native	
	M	F	M	F	M	F	M	F	M	F	M	F
Officials & Mgrs												
Professionals												
Technicians												
Sales Workers												
Office & Clerical												
Craft Workers (Skilled)												
Operatives (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
TOTAL												
M = MALE, Column B is sum of Rows D, F, H, J and L.												
F = FEMALE, Column C is sum of Rows E, G, I, K and M.												
Date of above Data: _____												

TABLE B* – EMPLOYEES TO BE ASSIGNED TO CITY OF URBANA CONTRACT

Job Categories	TOTAL EMPLOYEES		BLACK EMPLOYEES		HISPANIC EMPLOYEES		OTHER MINORITY EMPLOYEES	
	M	F	M	F	M	F	M	F
Officials & Mgrs								
Professionals								
Technicians								
Sales Workers								
Office & Clerical								
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
TOTAL								

*Totals included under Table B should be a projection of numbers of persons to be employed in the performance of the City contract.

For Contractors:

Data provided in Table B will be verified by worksite inspections.

TABLE C WORKFORCE TURNOVER SINCE PREVIOUS EEO REPORT**

Job Categories	TOTAL EMPLOYEES SEPARATED		MINORITY EMPLOYEES SEPARATED		TOTAL EMPLOYEES HIRED		MINORITY EMPLOYEES HIRED	
	M	F	M	F	M	F	M	F
Officials & Mgrs								
Professionals								
Technicians								
Sales Workers								
Office & Clerical								
Craft Workers (Skilled)								
Operatives (Semi-Skilled)								
Laborers (Unskilled)								
Service Workers								
TOTAL								

SECTION IV. Certification

By signing below, the company certifies that it has answered all of the foregoing questions truthfully to the best of its knowledge and belief and agrees that it/he/she will comply and abide by the City of Urbana's Code of Ordinances (Section 2-119).

Signature

Typed Name and Title

Date

SECTION V. Verification

Prior to submitting this form, please check the answers to the following questions to verify your completion of this form:

1. Did you fill in all of the appropriate boxes in the table in Section III, including the "TOTAL" row?

YES _____

NO _____

2. Have you enclosed your company's EEO statement?

YES _____

NO _____

3. Have you enclosed your company's Sexual Harassment policy?

YES _____

NO _____

DEFINITIONS OF TERMS LISTED ON THE WORKFORCE STATISTICS FORM

(See previous Page)

DESCRIPTION OF RACE/ETHNIC CATEGORIES

Race /ethnic designations as used by the Department do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than *one* race/ethnic group. The race/ethnic categories for this report are:

White (Not of Hispanic origin). All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

Black of African-American (Not of Hispanic origin). All persons having origins in any of the Black racial groups of Africa.

Hispanic or Latino. All persons of Mexican, Puerto Rican, Cuban, Central of South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander. All persons having origins any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa.

American Indian or Alaskan Native. All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

DESCRIPTION OF JOB CATEGORIES

Each employee should be counted in only one job category. Select the category containing the jobs most similar to that performed by the employee. The jobs listed in each category are intended to provide an example, not a complete list, of all job titles falling into that category.

Officials and managers. Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of firm's operations. Includes: officials, executives, middle management, plant managers, department managers, and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, railroad conductors and yard masters, ship captains, mates and other officers farm operators and managers, and kindred workers.

Professionals. Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, layers, librarians, mathematicians, natural scientist, registered professional nurses, personnel and labor relations specialist, physical scientist, physicians, social scientist, teachers, surveyors and kindred workers.

Technicians. Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through 2 years of post high school education, such as is offered in many technical institutes and union colleges, or through equivalent on-the-job training. Include: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

Sales. Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents, and brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers.

Office and clerical. Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.

Craft workers (skilled). Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary hand painters, coaters, bakers, decorating occupations, and kindred workers.

Operatives (semiskilled). Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto service and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meatcutters, inspectors, testers and graders, handpackers and packagers, and kindred workers.

Laborers (unskilled). Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, groundskeepers and gardeners, farmworkers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operation and kindred workers.

Service workers. Workers in both protective and nonprotective service occupations. Includes: Attendants (hospital and other institutions, professional and personal service, including nurses aides, and orderlies), barbers, charworkers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, doorkeepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.

CITY OF URBANA, ILLINOIS
PURCHASING CERTIFICATION FORM (Rev. 4/06)

The City of Urbana requires all vendors doing business at the above levels with the City to comply with certain local, state and federal requirements. By signing below, the vendor certifies, that they are familiar with and are in compliance with all of the legislative acts summarized below. False certification on this form, or the failure to fully comply with all of the requirements of these acts, may result in the termination of any contract, debarment from future contacts from either the City of Urbana, State of Illinois or any other governmental agency, and may subject the vendor to other legal actions.

DRUG FREE WORKPLACE ACT: An act to create a drug free workplace and prevent the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by anyone while involved in the performance of a contract for the City of Urbana. (30 ILCS 580/1 et. seq.)

CERTIFICATION OF COMPLIANCE: An act to insure that all contracts for goods, services or construction are obtained only through an independent noncollusive submission of offers, the vendor must certify that it is not barred from contracting with any unit of the State of Illinois or any Illinois local governmental agency as a result of any bid-rigging or bid-rotating. (720 ILCS 5/33E 1 et. seq.)

DELINQUENT TAXPAYERS: An act to certify that any vendors doing business with the City of Urbana are not delinquent in the payment of any tax administered by the Illinois Department of Revenue. (65 ILCS 5/11-42.1-1)

SIGNATURES (COMPLETE APPROPRIATE SECTION)

INDIVIDUAL ☐ **PARTNERSHIP** ☐ **CORPORATION** ☐ (check one)

Name of the Business _____

Signed By: _____

Printed Name: _____

Business Address: _____

Business Phone Number: _____

Date _____