

REQUEST FOR PROPOSALS

Job Site location: Triphahn Center North Side
 1685 W. Higgins Rd
 Hoffman Estates, IL 60169

The Hoffman Estates Park District is requesting pricing from qualified vendors to provide, deliver and install new office work space at the Triphahn Center. All labor performed on the site by the successful vendor shall be paid in conformance with the Illinois Prevailing Wage. *A certified payroll will be required prior to invoicing for work. In addition, the successful vendor will be required to provide insurance documents naming Hoffman Estates Park District as certificate holder on the policy.* Insurance minimum requirements are included with this proposal request.

The Hoffman Estates Park District reserves the right to award the contract(s) based on individual items, groupings or in its entirety.

Final payment will be made based on unit pricing of items installed and accepted by the district. For the basis of this proposal, estimated quantities of work have been provided so as to reflect the overall scope intent of the project. In some cases the Park District reserves the right to eliminate certain items and replace those eliminated items with other items bid as part of this proposal.

- **PROPOSAL DUE Tuesday, January 17, 2017/ Awarded January 24, 2017**
- PLEASE Email/Fax Proposals to: Peg Kusmierski at PKusmierski@heparks.org or 847-885-7523
- Installation of this work is scheduled for April 21 through April 25, 2017

For questions, please contact Peg Kusmierski at PKusmierski@heparks.org or 847-310-3617.

Office Space North Side Triphahn Center

Item 1

Fabric paneling system to provide for 4 office spaces on the north side of the Triphahn Center; HON woodgrain or equivalent office furniture; to include 4 swing panel doors 80H (for office privacy), tackable panels 65H with glass stackers 15H.

For the cost of \$ _____

Item 2

Martha's Office #125

- Desk
- Left Return
- 2 Overhead Storage
- 2 File Peds (1-2 drawer, 1-3 drawer)
- Tack board or tackable panel
- 1 LED light under Overhead Storage

For the cost of \$ _____

Item 3

Rica's Office #134

- 1 Desks
- 1 Left Returns
- 2 Overhead Storage
- 2 File Peds (1-2 drawer, 1-3 drawer)
- 1 Tack boards or tackable panel
- 1 LED lights under overhead storage

For the cost of \$_____

Item 4

Jody's Office #133

- 1 Desks
- 1 Left Returns
- 2 Overhead Storage
- 2 File Peds (1-2 drawer, 1-3 drawer)
- 1 Tack boards or tackable panel
- 1 LED lights under overhead storage

For the cost of \$_____

Item 5

Wendy & Lisa's Office #126

- 2 Desks
- 1 Left Return
- 1 Right Return
- 4 Overhead Storage
- 4 File Peds (2-2 drawer, 2-3 drawer)
- 2 Tack boards or tackable panels
- 2 LED lights under Overhead storage

For the cost of \$_____

Item 6

Part Time Area

- 2 Mobile Peds

For the cost of \$_____

Item 7

Delivery and Installation of cubicle system

To include items 1 through 6

For the cost of \$_____

TOTAL COST FOR ITEMS 1-7 \$_____

Alternates	Each	Total
• 84" Conference Table (1)		\$_____
• 60" Buffet Credenza (1)		\$_____
• Conference Chairs _____ x 6		\$_____
• Desk Chairs (Offices 5, PT area 2 -not shown on Drawing, Front Desk 2) Please provide sample picture _____ x 9		\$_____
• Guest Chairs for Offices (Martha, Wendy/Lisa's Office Guest Chairs not Shown on drawing) Please provide sample picture _____ x 5		\$_____
• Additional LED Lights _____ x 5		\$_____
• Cost per cabinet A/Metal 36x19 ¼ x 72		\$_____
• Cost per cabinet B/Wood 18" X 24" X 66" w/2 file drawers. Storage cabinet includes 3 shelves		\$_____
• Cost per cabinet C/Wood 36"x24"x 66" 3 Shelves top compartment, 2 drawer Lateral file on bottom		\$_____
• Cost per cabinet D/Wood Laminate storage Cabinet w/Doors 36"x20"(or 24")x29½ w/one adjustable shelf		\$_____
• Cost per cabinet E/Metal 72 x19 ¼ x 67 2 Lateral file w/storage cabinet		\$_____
• Additional charge for one key system for each Office area overheads and peds		\$_____

Contractors Company Name _____

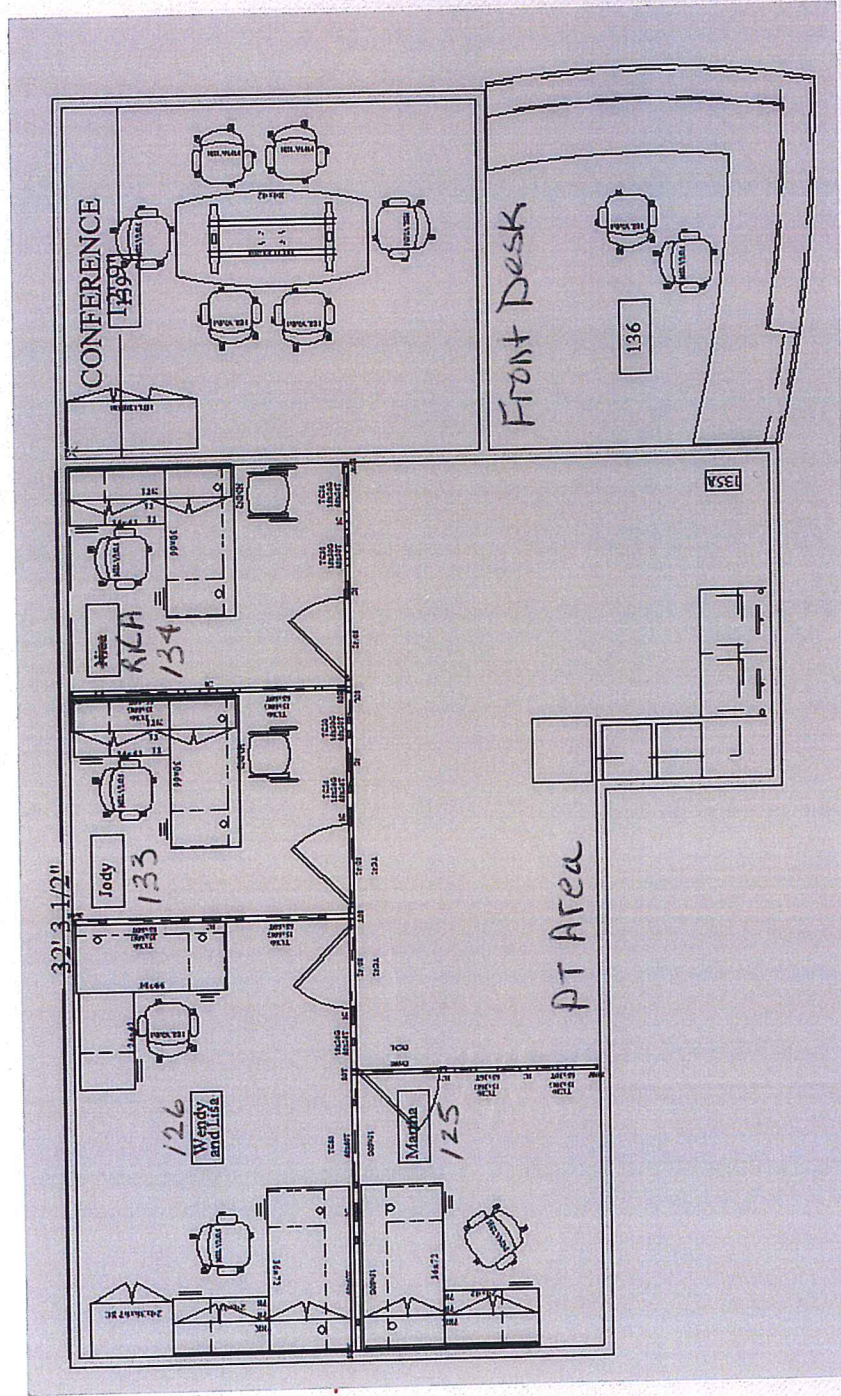
Address _____

Contact Person _____

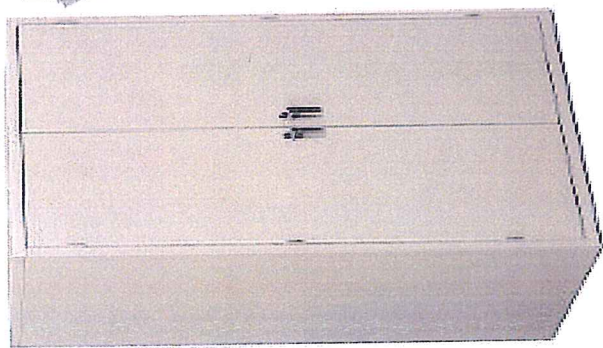
Telephone _____

Email _____

Overview

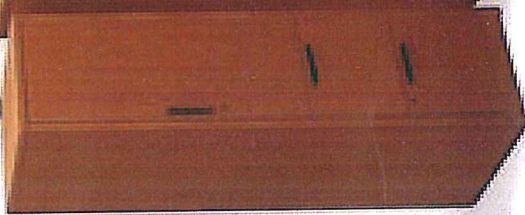


A



Storage Options

B



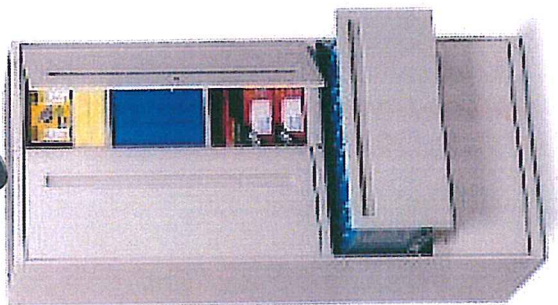
C



D



E



23. Insurance

- **Worker's Compensation**
 - State: Statutory
 - Applicable Federal (e.g., Longshoremen's): Statutory
 - Employer's Liability
 - \$1,000,000.00 Per Occurrence
 - \$500,000.00 Disease, Policy Limit
 - \$500,000.00 Disease, Each Employee
- If written under **Commercial General Liability Policy** Form
 - \$2,000,000.00 General Aggregate
 - \$1,000,000.00 Products Completed Operations Aggregate
 - \$1,000,000.00 Personal and Advertising Injury
 - \$1,000,000.00 Each Occurrence
 - \$ 50,000.00 Fire Damage (any one fire)
 - \$ 50,000.00 Medical Expense (any one person)
- **Business Automobile Liability** (including owned, non-owned and hired vehicles):
 - Bodily Injury
 - \$1,000,000.00 Per Person
 - \$1,000,000.00 Per Accident
 - Property Damage
 - \$1,000,000.00 Per Occurrence
- **Umbrella Excess Liability**
 - \$2,000,000.00 over Primary Insurance
 - \$2,000,000.00 Retention for Self-Insured Hazards Each Occurrence

A. General: The Contractor shall not commence work under the Contract until he has obtained all insurance required, and it has been approved by the Owner, nor shall Contractor allow any Subcontractor to commence work on any portion of the work until all insurance required of the Subcontractor and Sub-subcontractor has been similarly approved by the Owner.

All such insurance shall be purchased only from companies licensed and duly authorized by the Department of Insurance of the State of Illinois to do business in Illinois and to write the types of insurance policies as herein specified. Insurance companies must have a minimum policy holder's rating of A+ and a financial rating of AAAAA as stated in the latest edition of Best's Insurance Guide.

The insurance coverages must be maintained by the Contractor and the Subcontractor until all work is completed by the Contractor and accepted by the Owner. If the policy is written on claims made basis,

then the Contractor shall purchase such additional insurance as may be necessary to provide specified coverage to the District for a period of not less than five (5) years from the completion of the work.

- B. Automobile Liability: Contractor shall obtain at his expense and keep in force at all times during the performance of the work, Comprehensive Automobile Liability Insurance providing for bodily injury, personal injury and property damage, limits of an amount not less than \$500,000 per occurrence and \$1,000,000 per annual aggregate.
- C. General Liability Insurance: Contractor shall obtain at his expense and keep in force at all times during the performance of the work, Comprehensive General Liability Insurance providing for bodily injury, personal injury and property damage, limits of not less than \$1,000,000 per occurrence and \$1,000,000 annual aggregate.
- D. Worker's Compensation and Employer's Liability Insurance: Contractor shall obtain at his expense and keep in force at all times during the performance of work, worker's compensation and related insurance coverage at amounts required by statute and employer's liability with limits of not less than \$1,000,000 per occurrence.
- E. Certificates of Insurance: Within five (5) calendar days after receipt of the "Written Notice to Proceed", the Contractor shall file with the Owner, a Certificate of Insurance and Policy Endorsement showing complete coverage of all insurance required by this Section signed by the insurance companies or their authorized agents, certifying to the name and address of the party insured, the description of the work covered by such insurance, the insurance policy numbers, the limits of liability of the policies and the dates of their expirations, with a further certification from said insurance companies that their policies will not be modified, amended, changed, cancelled or terminated without thirty (30) business days prior written notice to the Owner. If any form of umbrella or excess coverage policy is utilized by the Contractor, the Owner reserves the right to require a copy of the entire policy.
- F. All policies of insurance purchased or maintained in fulfillment of this paragraph 24 shall name the Owner and Architect/Engineer as additional insureds thereunder.
- G. Failure of Owner to demand any certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Owner to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance. The Contractor agrees that the obligation to

provide the insurance required by these documents is solely its responsibility and that this is a requirement which cannot be waived by any conduct, action, inaction or omission by the Owner.

- H. Nothing contained in the insurance requirements of the Contract Documents is to be construed as limiting the liability of the Contractor, the liability of any Subcontractor or any tier or either of their respective insurance carriers. The Owner, does not in any way, represent that the coverages or limits of insurance specified is sufficient or adequate to protect the Owner, Contractor, Architect/Engineer, or any Subcontractor's interests or liabilities but are merely at minimums. The obligation of the Contractor, the Architect/Engineer, and any Subcontractor of any tier to purchase insurance, shall not, in any way, limit their obligations to the Owner in the event the Owner should suffer an injury or loss in excess of the amount recoverable through insurance, or any loss or portion of the loss which is not covered by either the Contractors or any Subcontractor insurance.
- I. On the Certificate of Insurance, delete in the cancellation provision the following words, "Endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives."
- J. All the insurance required of the Contractor shall state that the coverage afforded to the additional insureds shall be primary insurance of the additional insureds with respect to claims arising out of operations performed by or on their behalf. If the additional insureds have other insurance or self-insured coverage which is applicable to the loss, it shall be on an excess or contingent basis.
- K. All insurance required of the Contractor shall provide that any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Owner or Architect/Engineer or any of their officers, directors, commissioners, officials, employees, consultants, volunteers; or agents. I. All insurance required of the Contractor shall provide that the insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- L. In the event the Contractor fails to furnish and maintain the insurance required by this contract, the Owner may purchase such insurance on behalf of the Contractor, and the Contractor shall pay the cost thereof to the Owner upon demand or shall have such cost deducted from any payments due the Contractor. The Contractor agrees to furnish to the Owner the information needed to obtain such insurance.

M. In order to protect the Owner and Architect/Engineer the Contractor shall require that all its Subcontractors purchase insurance protecting the Owner and Architect/Engineer to the same extent they are protected by the insurance required herein from the Contractor.

N. Owner's Liability Insurance

1. The Contractor shall purchase and maintain insurance covering the Owner's liability for claims which may arise from operations under the Contract and that will protect the Owner and the Architect/Engineer and their agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury or to destruction of tangible property (other than the work itself) including the loss of use resulting therefrom and (2) is caused in whole or in part by any negligent act of omission of the Contractor, and Subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party to whom insurance is afforded pursuant to this paragraph. The minimum limits of liability purchased for such coverage shall be equal to the aggregate of the limits required for the Contractor's Liability Insurance under 24 above.
2. In any and all claims against the Owner or the Architect/Engineer or any of their agents or employees by any employee 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, the insurance obligation under this paragraph 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 Workmen's Compensation Acts, disability benefit acts or other employee benefit acts.
3. The insurance obligations of the Contractor under this paragraph shall not extend to the liability of the Architect/Engineer, his agents or employees arising out of (1) the preparation or approval of maps, drawings, opinions, reports, surveys, change orders, designs or specifications or (2) the giving of or failure to give directions or instruction by the Architect/Engineer, his agents or employees provided that such giving or failure to give is the primary cause of the injury damage.
4. The Contractor shall provide the Owner with the Original policy and shall furnish the Architect/Engineer a memorandum copy of said policy. The named insured in the Protective Liability Policy shall be: Hoffman Estates Park District