

CITY OF COUNTRY CLUB HILLS

NOTICE TO BIDDER


The City of Country Club Hills is accepting bid proposals for Comfort Station and Hand Washing Station Rental service for the following 2022-24 season, third year is optional, (May 01, 2022, through April 30, 2024) for per unit pricing.

Bid packets with specifications are available at City Hall. Bids will be accepted until 1:00 p.m. on Tuesday, April 19th, 2022 at City Hall, 4200 West 183rd Street at which time they will be publicly opened and read. Bid proposals are to be sealed in an envelope, plainly marked as follows:

BID PROPOSAL - "COMFORT STATION AND HAND WASHING STATION RENTAL SERVICE"

The City Council reserves the right to waive irregularities and accept the bid which appears to be in the best interest of the City. References required. Subcontracting is not permissible. Bid will not be accepted without the attached MBE/WBE participation section completed.

By Order of the City Clerk



Patricia D. Hutson
City Clerk
City of Country Club Hills

Comfort Station and Hand Washing Station Rental Bid

The City of Country Club Hills is accepting bids for comfort stations and hand washing stations for Parks/Recreation, Farmers Market and the Amphitheater.

Dates, quantities and locations may vary through the season. We are seeking a price per unit, one clean out per week unless otherwise directed. The contractor shall furnish all cleaning supplies and sanitary supplies.

Contractor Liability for Personal Injury and/or Property Damage

- a. The Contractor assumes responsibility for all damage or injury to persons or property occasioned through the use, maintenance, and operation of the Contractor's vehicles or other equipment by, or the action of, the Contractor or the Contractor's employees and agents.
- b. The Contractor, at the Contractor's expense, shall maintain adequate public liability and property damage insurance during the continuance of this agreement, insuring the Contractor against all claims for injury or damage.
- c. The Contractor shall maintain Workers' Compensation and other legally required insurance with respect to the Contractor's own employees and agents.
- d. The City shall in no event be liable or responsible for damage or injury to any person or property occasioned through the use, maintenance, or operation of any vehicle or other equipment by, or the action of, the Contractor or the Contractor's employees and agents in performing under this agreement, and the City shall be indemnified and saved harmless against claims for damage or injury in such cases.

Loss, Damage, or Destruction

- a. For equipment furnished under this agreement the City of Country Club Hills will NOT assume liability for any loss, damage or destruction of such equipment under normal usage for loss, damage or destruction due to (1) ordinary wear or tear, (2) mechanical failure, or (3) the fault or negligence of the Contractor or the Contractor's agents.
- b. For equipment furnished under this agreement the City of Country Club Hills shall not be liable for any loss, damage or destruction of such equipment, except for loss, damage or destruction resulting from the negligence, or wrongful act(s) of City of Country Club Hills employee(s) while acting within the scope of their employment. The operator is responsible for operating the equipment within its operating limits and responsible for safety of the equipment.

TECHNICAL SPECIFICATIONS AND SERVICING

Portable Toilets

| Technical Specifications | Standard | Handicap |
|---|----------|----------|
| Storage tanks must be a minimum of 35 gallons with no leaks | X | X |
| Doors must be securely fastened to the frame | X | X |
| Door must have an "IN USE" sign when latched from the inside | X | X |
| Floors shall be solid and secured to the side walls | X | X |
| Air stacks for ventilation shall be one piece construction. Units shall provide separate and sufficient ventilation to both the unit and the waste reservoir. | X | X |
| Urinals shall not be cracked or leak and shall drain into the holding | X | |
| Toilet seats shall be made of a plastic substance for easy cleaning | X | X |
| Toilet seats shall be two pieces, one of plastic to sit upon and a plastic lid to cover seat with toilet seat tight to container | X | X |
| Toilet paper holder shall be present in all toilets with a minimum | X | X |
| One 12 oz. instant hand sanitizer pump dispenser identified to kill 99.9% of most common germs that may cause illness, without soap | X | X |
| Owner's name shall be labeled on two visible sides of the toilet and must include a numbering system for accountability and financial | X | X |
| The handicap units shall conform to ADA regulations for handicap | | X |

Service Calls and Pumping - Portable Toilets

Service intervals will be determined by designated City employees and are required at a minimum of 1 (ONE) weekly. Contractor is responsible for maintaining units in clean, sanitary, and good working condition free of objectionable odors, soap films, scratches, corrosion or incrustations; all edges, crevices, traps, holes and rims will be clean. The Contractor is responsible for all supplies and materials related to the cleaning and servicing of the unit. All cleaning procedures and waste disposal are required to meet applicable current Federal, State and Local laws or regulations, OSHA standards and other contractual requirements. All service calls in excess of the included weekly service call will be paid in accordance with the Additional Service Fee and labeled as "Additional Service Calls".

Weekly and Additional Service shall include:

- Removal and disposal of all waste in accordance with State and Local law, as well as removal of trash in and around the unit.
- Cleaning of the unit inside and out. Unit floors must be swept, mopped and free from spots, streaks, marks, dust, dirt and debris. Toilet bowls, urinals and all other interior surfaces (walls, floors, doors, etc.) are to be cleaned with disinfectant.
- Repairing any damage;
- Refilling of toilet chemicals & hand sanitizer dispenser;
- Stocking of toilet paper and any other consumables when applicable.

Equipment Marking

All bladder bags used shall have the size and use labeled on them in a conspicuous place in letters and numbers no less than 4 inches in height, (for example: 500 Gallons Gray Water).

Service Calls and Pumping- Hand Wash Stations

Service intervals will be determined by designated City employees and are required at a minimum of 1 (ONE) time. Weekly. Contractor is responsible for maintaining units in clean, sanitary, and good working condition free of objectionable odors, soap films, scratches, corrosion or incrustations; all edges, crevices, traps, holes and rims will be clean. The Contractor is responsible for all supplies and materials related to operating, cleaning and servicing of the unit. All cleaning procedures & waste disposal are required to meet applicable current Federal, State and Local laws or regulations, OSHA standards and other contractual requirements. All service calls in excess of the weekly service call will be paid in accordance with the Additional Service Fee as "Additional Service Calls".

Daily and Additional Service shall include:

- Removal and disposal of all waste in accordance with State and Local law, as well as removal of trash in and around the-unit.
- Unit floors (if applicable) must be swept, mopped and free from spots, streaks, marks, dust, dirt and debris. Sink basins, countertops and all other interior surfaces (walls, floors, doors, etc.) are to be cleaned with disinfectant and free from spots, streaks, marks, dust, dirt and debris.
- Repairing any damage
- Refilling of any chemicals, liquid soap dispensers and stocking of paper towels

| Service Description | Portable Sink Unit |
|---------------------------------|---------------------------|
| Non-Potable Water Supply | Contractor Responsibility |
| Gray Water Removal | Contractor Responsibility |

Contractor is responsible for gray water disposal and supplying potable water in accordance with State and Local law for portable hand wash stations.

This procurement requires the use of biobased products to the extent that such products are reasonably available, meet agency or relevant industry performance standards, and are reasonably priced. Where available, these products should first be acquired from among qualified products.

RENTAL FEES

| ITEM DESCRIPTION | Work or Weekly | |
|---|----------------|-----------------------|
| | Rate | Unit |
| Portable Toilet Rental <i>(Includes delivery, weekly rental rate and weekly service call). Per unit.</i> | | Ea. |
| Handicap Portable Toilet Rental <i>(Includes delivery, weekly rental rate and one weekly service call). Per unit.</i> | | Ea. |
| Hand Wash Station - 2 Sink Rental <i>(Includes delivery, weekly rental rate and one weekly service call). Per unit.</i> | | Ea. |
| Hand Wash Station-8+ Sink Rental <i>(Includes delivery, weekly rental rate and one weekly service call). Per unit.</i> | | Ea. |
| Damage Insurance | | Ea. |
| Additional Service Calls <i>(Per unit, if ordered).</i> | | Ea. |
| Pickup Fee <i>(Per unit, if ordered).</i> | | Ea. |
| Reset/Relocation Fee <i>(Per unit, if ordered).</i> | | Ea. |
| CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE: | DATE: | PRINT NAME AND TITLE: |

Country Club Hills Contract Requirements Policy for Minority/Female Business Participation

MBE/FBE BUSINESS ENTERPRISE REQUIREMENTS

Purpose: The City of Country Club Hills is committed to the success of minority and women-owned businesses. Therefore, the Contractor should structure its procedures for the performance of the work required under the contract to attempt to achieve the minority and women business enterprise (M/WBE) goal stated in the Invitation for Bids or Request for Proposals. MBE performance must be in accordance with this Exhibit. Contractor agrees to exercise all good faith efforts to carry out the requirements set forth in this Exhibit.

Policy & Goals: The (MBE) Minority Business Enterprise and (FBE) Female Business Enterprise goals for this general contract are: 25 percent of the total dollar amount of the contract awarded by the City of Country Club Hills shall be to a Minority Business Enterprise and 5 percent of the total dollar amount of this contract awarded by the City of Country Club Hills shall be to a Female Business Enterprise. By submitting a response to this solicitation, the bidder agrees that this dollar amount of the contract will be performed by certified minority business enterprises.

The contractor/vendor should hire subcontractors, to meet the MBE/FBE requirements, if necessary. The Contract Compliance Committee may, at its discretion, accept a waiver from the Bidders and/or have the right to change the requirements based on the size of the contract and any other factors deemed pertinent by the City/Contract Compliance Committee. For purposes of meeting MBE/FBE requirements, the City of Country Club Hills will accept the MBE/FBE certifications from the following organizations/entities:

- SBA 8(a)
- City of Chicago
- Cook County
- Illinois Department of Transportation
- Chicago Transit Authority
- Metra
- Pace
- Central Management Services
- The Chicago Minority Supplier Development Council (CMSDC)
- Women's Business Development Center
- National Minority Supplier Development Council

Instructions: A bidder must include with its bid:

- 1) A completed Certified MBE Affidavit (Attachment A) whereby the bidder acknowledges the certified MBE participation goal or requests a waiver, commits to make a good faith effort to achieve the goal, and affirms that MBE subcontractors were treated fairly in the solicitation process.
- 2) A completed MBE Participation Schedule (Attachment B) whereby the bidder responds to the expected degree of Minority Business Enterprise participation as stated in the solicitation, by identifying the specific commitment of certified MBEs at the time of submission. The bidder shall specify the price and/or the percentage of contract value associated with each MBE subcontractor identified on the MBE Participation Schedule.

If a bidder fails to submit Attachment A and Attachment B with the bid as required, the City Clerk shall deem the bid non-responsive or shall determine that the offer is not reasonably susceptible of being selected for award.

Within 10 working days from notification that it is the apparent awardee or from the date of the actual award, whichever is earlier, the apparent awardee must provide the following documentation to the Contract Compliance Committee:

- 1) Outreach Efforts Compliance Statement (Attachment C);
- 2) Subcontractor Project Participation Statement (Attachment D);
- 3) If the apparent awardee believes a waiver (in whole or in part) of the overall MBE goal or of any sub goal is necessary, it must submit a fully documented waiver request; and
- 4) Any other documentation required by the Contract Compliance Committee to ascertain bidder responsibility in connection with the certified MBE participation goal.

If the apparent awardee fails to return each completed document within the required time, the Contract Compliance Committee may determine that the apparent awardee is not responsible and therefore not eligible for contract award. If the contract has already been awarded, the award is voidable.

CONTRACT ADMINISTRATION REQUIREMENTS

Contractor shall:

- 1) Submit monthly to the City a report listing any unpaid invoices, over 30 days old, received from any certified MBE subcontractor, the amount of each invoice and the reason payment has not been made.
- 2) Include in its agreements with its certified MBE subcontractors a requirement that those subcontractors submit monthly to the City a report that identifies the prime contract and lists all payments received from Contractor in the preceding 30 days, as well as any outstanding invoices, and the amount of those invoices.
- 3) Maintain such records as are necessary to confirm compliance with its MBE participation obligations. These records must indicate the identity of certified minority and non-minority subcontractors employed on the contract, the type of work performed by each, and the actual dollar value of work performed. Subcontract agreements documenting the work performed by all MBE participants must be retained by the Contractor and furnished to the Contract Compliance Committee on request.
- 4) At the option of the Contract Compliance Committee, upon completion of the contract and before final payment and/or release of retainage, submit a final report in affidavit form and under penalty of perjury, of all payments made to, or withheld from MBE subcontractors.

ATTACHMENTS

- (1) Certified MBE Utilization and Fair Solicitation Affidavit (must be submitted with the technical proposal)
- (2) MBE Participation Schedule (must be submitted with the price proposal)
- (3) Outreach Efforts Compliance Statement (must be submitted within 10 working days of notification of apparent award or actual award, whichever is earlier)
- (4) Subcontractor Project Participation Statement (must be submitted within 10 working days of notification of apparent award or actual award, whichever is earlier)

Proposal Submitted By: _____
(Contractor/Company Name)

I, _____ **(Contractor/Company Name)**, hereby
acknowledge that I have read, understand and agree to be bound by the above stated Country Club Hills
Contract Requirements Policy for Minority/Female Business Participation

(Signature)

(Printed Name)

(Title)

(Date)

**ATTACHMENT A
CITY OF COUNTRY CLUB HILLS
CERTIFIED M/WBE UTILIZATION AND FAIR SOLICITATION AFFIDAVIT**

This affidavit must be included with the bid/proposal. If the bidder fails to accurately complete and submit this affidavit, as required, the bid shall be deemed non-responsive or the proposal ineligible of being selected for award.

In connection with the bid submitted in response to Request for Proposal (RFP) No. _____, I affirm the following:

1. M/WBE Participation (PLEASE CHECK ONLY ONE)

I have met the overall certified Minority Business Enterprise (M/WBE) Participation goal of

Percent (%) and the following sub-goals, if applicable:

Percent (%) for African American-owned MBE firms

Percent (%) for Hispanic American-owned MBE firms

Percent (%) for Asian American-owned MBE firms

Percent (%) for Women-owned WBE firms

I agree that these percentages of the total dollar amount of the Contract, for the M/WBE goal and sub-goals (if any), will be performed by certified M/WBE firms as set forth in the M/WBE Participation Schedule.

OR

I conclude that I am unable to achieve the M/WBE participation goal and/or sub-goals. I hereby request a waiver, in whole or in part, of the overall goal and/or sub-goals. Within 10 business days of receiving notice that our firm is the apparent awardee or as requested by the City of Country Club Hills, I will submit a written waiver request and all requested documentation. For a partial waiver request, I agree that certified M/WBE firms will be used to accomplish the percentages of the total dollar amount of the Contract, for the M/WBE goal and sub-goals (if any), as set forth in the M/WBE Participation Schedule.

2. Additional M/WBE Documentation

I understand that if I am notified that I am the apparent awardee or as requested by the City of Country Club Hills, I must submit the following documentation within 10 business days of receiving such notice:

- (a) Outreach Efforts Compliance Statement;
- (b) Subcontractor Project Participation Statement;
- (c) M/WBE Waiver Request documentation (if waiver was requested); and

(d) Any other documentation required by the City of Country Club Hills to ascertain bidder's responsibility of being selected for award in connection with the certified M/WBE participation goal and sub-goals, if any.

I acknowledge that if I fail to return each completed document (in 2 (a) through (d) within the required time, the City of Country Club Hills may determine that I am not responsible and therefore not eligible for contract award or that the proposal is not susceptible of being selected for award.

3. Information Provided to M/WBE firms

In the solicitation of subcontract quotations or offers, M/WBE firms were provided not less than the same information and amount of time to respond as were non-M/WBE firms.

4. Products and Services Provided by M/WBE firms

I hereby affirm that the M/WBEs are only providing those products and services for which they are M/WBE certified.

I solemnly affirm under the penalties of perjury that the information in this affidavit is true to the best of my knowledge, information and belief.

Company Name

Signature of Representative

Address

Printed Name and Title

Company Name

Signature of Representative

**ATTACHMENT B
CITY OF COUNTRY CLUB HILLS
PROPOSED SCHEDULE OF MBE/WBE
PARTICIPATION**

Name of Contractor:

| RFP Title: | | | RFP No.: | | |
|---------------------------------|----------------------|---------------|---|---------------------|--|
| Date: | | | Alternate Bid Amount: | | |
| MBE CODE (SEE BELOW) | MBE Firm Name | Phone# | Scope of Work to be Subcontracted (indicate if the Contract will include Labor and Material) | Dollar Value | Certifying Agency (Attach proof of certification) |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| MBE Code | Code Description | Total Dollar Value (\$) | Percentage of Alternate Bid (%) |
|-----------------|---|--------------------------------|--|
| AA | African American Participation | _____ | _____ |
| HANA | Hispanic, Asian, Native American Participation | _____ | _____ |
| WBE | Women Owned Participation | _____ | _____ |
| TOTAL | Minority Participation | _____ | _____ |

The undersigned will enter into a formal Agreement with the MBE firms (Subcontractors/Proposers) identified herein for work listed in this schedule, conditioned upon execution of a contract with the City of Country Club Hills.

Signature: _____

Title: _____

**ATTACHMENT B
CONTRACT COMPLIANCE REQUIREMENTS & DAMAGES**

Without limitation, the following constitute material breaches of the contract and shall entitle the City to declare a default, terminate the contract and exercise those remedies provided for in the contract and at law or in equity:

- 1) Failure to satisfy the MBE goal and/or the WBE goal required by the contract;
- 2) Failure to demonstrate Good Faith Efforts or
- 3) The disqualification of the MBE or WBE when such status was a factor in the contract award and was misrepresented by the submitter.

If the City's Contract Compliance Committee determines that an awardee is in default or that an awardee or a MBE or WBE has made fraudulent misrepresentations to the City regarding the utilization of MBEs or WBEs, or has colluded with another making such fraudulent misrepresentations,

1. Payments due to the contractor may be withheld until corrective action is taken;
2. An administrative penalty of not less than \$50.00 and not more than \$500.00 shall be imposed, pursuant to City Code _____. The contractor shall have the right to request an administrative hearing regarding the final determination of non-compliance and the imposition of any penalty within fifteen (15) days of the final determination by the Contract Compliance Committee.
3. Remedies or sanctions may include disqualification from contracting or subcontracting on additional City contracts for up to five years;
4. The consequences provided herein shall be in addition to any other criminal or civil liability to which such entities may be subject. The City Attorney shall inform the appropriate law enforcement officers of instances of fraudulent misrepresentation and collusion.

Under penalties of perjury, I declare that I have read for foregoing conditions and instructions, and the facts, as revealed to the City of Country Club Hills herein, are true to the best of my knowledge and belief.

Signature: _____

Title: _____

Date: _____

**ATTACHMENT C
CITY OF COUNTRY CLUB HILLS
M/WBE OUTREACH EFFORTS COMPLIANCE STATEMENT**

In conjunction with the bid or offer submitted in response to Request for Proposal (RFP) No. _____, I state the following:

1. Contractor identified opportunities to subcontract in these specific work categories:
 - a.
 - b.
 - c.
 - d.
 - e.
 - f.
2. Attached to this form are copies of written solicitations (with instructions) used to solicit certified M/WBEs for these subcontract opportunities.
3. Contractor made the following attempts to personally contact the solicited M/WBEs.
4. Contractor assisted M/WBEs to fulfill or to seek waiver of bonding requirements.
(DESCRIBE EFFORTS)

This project does not involve bonding requirements.

By: _____

Contractor Name

Address

Name and Title

Date

Date

**ATTACHMENT D
CITY OF COUNTRY CLUB HILLS
M/WBE SUBCONTRACTOR PROJECT PARTICIPATION STATEMENT**

SUBMIT ONE FORM FOR EACH CERTIFIED MBE LISTED IN THE MBE PARTICIPATION SCHEDULE

Provided that _____ is awarded the contract in conjunction
Main Contractor Name

With Request for Proposal (RFP) No. _____, it and _____, a
Subcontractor Name

Minority/Woman owned business enterprise, certified by _____,
Certifying Agency Name

Intend to enter into a contract by which Subcontractor shall:

(Describe Work) _____

No bonds are required of Subcontractor

The following amount and type of bonds are required of Subcontractor:

1. _____
2. _____
3. _____

Main Contractor Signature

By: _____
Name, Title

Subcontractor Signature

By: _____
Name, Title

Date

Date