

REQUEST FOR PROPOSALS FOR THE PROVISION OF MASONRY REPAIRS TO SKOKIE PUBLIC LIBRARY

Sealed proposals, clearly labeled “Proposal – Masonry Repairs”, will be received weekdays between 9:00 am and 5:00 pm in the Administrative Office, Skokie Public Library, 5215 Oakton Street, Skokie, IL 60077, until **Monday, April 29, 2019 at 5:00 pm**. Proposals received after 5:00 pm on that day will not be accepted. All submissions must contain three references for work of similar scope.

Request for proposal documents may be obtained on the library’s website www.skokielineibrary.info beginning on **Thursday, April 4, 2019 at 12:00 pm**. A pre-proposal meeting and walk-through will be held on **Monday, April 8, 2019 at 11:00 am** and on **Thursday, April 11, 2019 at 1:00 pm** in the Book Discussion Room at the Skokie Public Library. This is not a mandatory meeting to be included in the process of RFP submission.

Submit questions to: Tim Murphy, Building Services
Manager
Skokie Public Library
tmurphy@skokielineibrary.info or 847-324-3155

Submit sealed proposal to: Administrative Office
Attention: Richard Kong, Director
Skokie Public Library
5215 Oakton Street
Skokie, IL 60077

Proposals will be evaluated by the Director and Building Services Manager. The selected proposal will be presented to the Board of Library Trustees at their **Wednesday, May 8, 2019** board meeting. All proposals should be open for acceptance for a period of 60 days from the deadline for receipt of quotes, and may not be revoked or withdrawn during that period. The library reserves the right to accept or reject any and all proposals, to waive technicalities, and to accept or reject any item of any proposal.

EVALUATION OF PROPOSALS

1. Proposals will only be accepted from principals of the firm that will actually be doing the work. The duties and obligations of this contract cannot be assigned.
2. All questions must be answered completely. Additional pages may be added if more room is needed to answer a question.
3. To be considered qualified, a contractor must provide a list of clients as specified.
4. In selecting the contractor, experience, services offered, and quality of service will be considered as well as costs.
5. The library reserves the right to accept or reject any and all proposals, to waive technicalities, and to accept or reject any item of any proposal.

Masonry Repairs

Company Name:

Representative Name:

1. General

- 1.1. The Contractor shall employ personnel who are experienced and competent in all tasks to be provided under this agreement. The Contractor is responsible to make sure that their personnel are properly trained to perform all tasks expected of them and satisfy all safety requirements according to OSHA requirements.
- 1.2. The Contractor's employees shall be carefully interviewed, screened, and covered by Bond. Every employee who works in the library will be bonded for at least \$5,000.
- 1.3. The library will provide all electrical service and water needed for the project.
- 1.4. In all hiring related to this agreement, the Contractor is expected to advertise and afford equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, order of protection status, military status, sexual orientation, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service. The Contractor shall comply with the provisions of the Equal Employment Opportunity Clause, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights.

2. Term of Contract

- 2.1. The Contractor shall render all regular services as specified in this agreement to the complete satisfaction of Skokie Public Library.
- 2.2. Skokie Public Library or the Contractor may cancel this agreement at any time subject to thirty days prior written notice

3. Insurance

- 3.1. The Contractor shall provide public liability and property damage insurance covering all of the Contractor's operations in the library. General liability insurance coverage shall be for not less than \$1,000,000 each occurrence, with additional umbrella liability of not less than \$1,000,00
- 3.2. The Contractor shall provide Worker's Compensation Insurance, including occupational disease provisions, as required by Illinois statute for all of the contractor's employees performing work related to this agreement.
- 3.3. To the fullest extent permitted by law, the Contractor shall indemnify, keep and save harmless the Owner and its agents, officers, and employees, against all injuries, deaths, losses, damages claims, suits, liabilities, judgments, costs and expenses which may arise directly or indirectly from any negligence or from the reckless or willful misconduct of the Contractor, its employees, or its subcontractors. The Contractor shall at its own expense, appear, defend, and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connected there with, and, if any judgment shall be rendered against the Owner in any such action, the Contractor shall, at its own expense, satisfy and discharge the same.
- 3.4. With the proposal, the Contractor shall provide proof of insurance and bonding. On or before the effective date of this agreement, the Contractor shall provide a certificate of insurance evidencing that Skokie Public Library has been named as additional insured and that the Contractor's insurance policies will not be changed or canceled during their term until after at least thirty days prior notice has been given by registered mail to Skokie Public Library.

4. South courtyard wall – each side measures 90' long x 32' wide x 12' tall
 - 4.1. Remove any unsound or deteriorated existing mortar to a depth of at least $\frac{3}{4}$ ". Care should be given not to damage any existing brick. Wash out all dust and loose materials.
 - 4.2. Remove backer rod and deteriorated caulk from control joints and replace as needed.
 - 4.3. All areas are to be tuckpointed and joints tooled to a slightly concave finish using type "N" cement.
 - 4.4. Cut one vertical expansion joint on both sides of wall where current cracking exists.
 - 4.5. Remove and replace metal cap along the entire wall with proper drip edge.
 - 4.6. Apply a masonry detergent and power wash both sides of the courtyard wall.

5. Northeast upper corner of one story building

- 5.1. Remove any unsound or deteriorated mortar to a depth of $\frac{3}{4}$ ".
 - 5.2. All affected areas are to be tuckpointed and joints tooled to a slightly concave finish with matching type "N" cement.

6. Prevailing Wage

Some or all of the work herein may be subject to the provision of the Prevailing Wage Act, 820 ILCS 130/.01 et. seq., providing for the payment of prevailing rate wages to all employees and subcontractors. The Contractor shall agree to indemnify the Library for any and all violations of the prevailing wage laws and any rules and regulations now and hereafter issued pursuant to said laws.

7. Contractor is responsible for securing and for the cost of any and all necessary permits.

8. Agreement Terms

8.1. Contractor will provide the Skokie Public Library with the work outlined in the RFP in the amount of \$

8.2. Acceptance of Contract

Skokie Public Library

Contractor

(Representative)

(Representative & Company Name)

(Title)

(Title)

(Date)

(Date)