

LEGAL NOTICE - MUST RUN IN  
SOUTHTOWNSTAR  
TUESDAY, MARCH 3, 2015

LEGAL NOTICE

VILLAGE OF ORLAND PARK, ILLINOIS  
REQUEST FOR PROPOSALS #15-010

**WATER MAIN VALVE EXERCISING**

The Village of Orland Park is requesting proposals for water main valve exercising within the Village for a total of approximately four thousand two hundred (4,200) valves over a three (3) year period.

The proposal submittal deadline is not later than **11:00 A.M., local time, on Tuesday, March 24, 2015**. Submittals will be opened and evaluated in private and submittal information will be kept confidential until an award is made.

The specifications are on file and available for inspection and copies will be available at the Office of the Village Clerk and online on the Village's website [www.orlandpark.org](http://www.orlandpark.org).

No submittal shall be withdrawn after the opening of the proposals without the consent of the Village for a period of ninety (90) days after the scheduled submittal deadline.

The President and Board of Trustees reserve the right to reject any and all proposals or parts thereof and to waive any informalities, technicalities and irregularities in proposing and to disregard all non-conforming, conditional or counter proposals.

The successful Consultant shall be required to comply with the provisions of all State of Illinois and federal laws as well as the State of Illinois Human Rights Act and the regulations of the Illinois Human Rights Commission.

By order of the President and Board of Trustees of the Village of Orland Park, Cook and Will Counties, Illinois.

PRESIDENT AND BOARD OF TRUSTEES  
VILLAGE OF ORLAND PARK, ILLINOIS

BY: JOHN C. MEHALEK  
VILLAGE CLERK



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# VILLAGE OF ORLAND PARK, ILLINOIS

REQUEST FOR PROPOSALS  
RFP #15-010

## WATER MAIN VALVE EXERCISING

**ISSUED**

**MARCH 3, 2015**

**SUBMISSION DEADLINE**

**MARCH 24, 2015  
11:00 A.M.**

OFFICE OF THE VILLAGE CLERK  
JOHN C. MEHALEK, VILLAGE CLERK  
14700 SOUTH RAVINIA AVENUE  
ORLAND PARK, ILLINOIS 60462

## TABLE OF CONTENTS

### I. INSTRUCTIONS TO PROPOSERS

- Overview ..... 2
- Project Details ..... 3
- Proposal Submission Requirements ..... 12
- General Terms and Conditions ..... 14
- Evaluation of Proposals ..... 18
- Proposal Submittal Checklist ..... 19

### II. REQUIRED FORMS

- Proposer Summary Sheet ..... 21
- Affidavit of Compliance ..... 22
- References ..... 25
- Insurance Requirements ..... 26

### III. EXHIBIT

- Sample Agreement (*under separate cover*)

# **I – INSTRUCTIONS TO PROPOSERS**

**VILLAGE OF ORLAND PARK, ILLINOIS  
REQUEST FOR PROPOSALS  
RFP #15-010**

**OVERVIEW**

The Village of Orland Park (the “Village”) is soliciting proposals for water main valve exercising within the Village for a total of approximately four thousand two hundred (4,200) valves over a three (3) year period. See the Project Details for specifics on the Project.

**CONTACT PERSON**

Doug Medland  
Village of Orland Park  
Utility Operations Manager  
E-mail: [publicworks@orlandpark.org](mailto:publicworks@orlandpark.org)  
Fax: 708-403-8798

**QUESTIONS AND ADDENDA**

Proposers may, in writing, ask questions or request clarification about this Request for Proposals (the “RFP”). **Only written inquiries directed to the contact person listed above and received by noon on March 12, 2015 will be given consideration.**

No oral comments will be made to any Proposer as to the meaning of the Project or RFP documents.

Before the Proposal opening, the Village will make available to the public answers to questions or any modifications or additions to this Project or RFP in the form of a written addendum. Proposers may find addenda and **sign up for Bid Posting e-mail alerts** on the Village’s website at [www.orlandpark.org/bids.aspx](http://www.orlandpark.org/bids.aspx). Proposers will not be relieved of obligations due to failure to examine or receive documents, visit the website or become familiar with conditions or facts of which the Proposer should have been aware and the Village will reject all claims related thereto. Information other than in the form of a written Addendum issued by the Village from any officer, agent, or employee of the Village or any other person shall not affect the risks or obligations assumed by the Proposer or relieve him from fulfilling any of the conditions and obligations set forth in this RFP. In the event of conflict with the original RFP documents, addenda shall govern to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.

**Proposers are required to acknowledge receipt of any formal Addendum by signing the Addendum and including it with the Proposal submission.** A Proposer’s failure to include a signed formal Addendum in its Proposal submission may deem its Proposal non-responsive.

**VILLAGE OF ORLAND PARK, ILLINOIS  
REQUEST FOR PROPOSALS  
RFP #15-010**

**PROJECT DETAILS**

**SCOPE OF WORK**

The Village of Orland Park (the “Village”) is soliciting proposals for water main valve exercising within the Village for a total of approximately four thousand two hundred (4,200) valves over a three (3) year period in accordance with specifications listed below.

**OVERVIEW OF SERVICES**

Proposer shall provide a company overview covering all the services provided by the Proposer. This should include the primary line of business, how long the company has been in business, how long the company has been providing water main valve exercising services with regard to this proposal. A brief history of the company shall be provided, including any major awards by specific organizations, affiliations with professional organizations, etc.

**EMPLOYEE QUALIFICATIONS and SAFETY REQUIREMENTS**

The Village of Orland Park is desirous of a technical services firm that can provide the Village of Orland Park with the services listed below in an efficient and professional manner. As a part of this the contractor must provide experienced, courteous, professional and qualified personnel. The following are the requirements/qualifications needed by the personnel performing the work on this project.

*Project Manager:* The Project Manager for this project shall have a minimum of six (6) years of continuous field and supervisory experience in the areas defined within the project specifications. This person shall be onsite at project startup, make periodic onsite inspections of the worksite, monitor the project progression and be available to (in communication with) the Village of Orland Park, the Utility Operations Manager and the Project Leader to answer questions and assist with the successful completion of this project. This person shall be trained (certified where applicable) in traffic control – technician & flagging (MUTCD Standards), confined space entry, CPR and First Aid. The Project Manager will have a minimum of an OSHA 10 Hour Card in General Industry (OSHA Standard 1910). An OSHA 30 Hour Card is preferred.

*Project Leader (Lead Technician):* The Project Leader for this project shall have a minimum of three (3) years of continuous field experience in the areas defined within the project specifications. The Project Leader is required to be onsite at all times during this project. This person shall be trained (certified where applicable) in traffic control – technician & flagging (MUTCD Standards), confined space entry, CPR and First Aid. The Project Leader will have an OSHA 10 Hour Card in General Industry (OSHA Standard 1910).

Brief resumes along with project experience and project references for the Project Manager and the Project Leader are required. Also, copies of all training certifications and information must be provided.

**VILLAGE OF ORLAND PARK, ILLINOIS  
REQUEST FOR PROPOSALS  
RFP #15-010**

**Safety** is a major part of this project; the Village of Orland Park requires a safe work environment for its employees, technical service providers and the general public. The technical service provider is required to provide a safe work environment at all times during this project. The technical service provider will provide personnel trained in **Confined Space Entry and Self Rescue, First Responder First Aid, CPR and Traffic Control**. While in the field on this project, the technical service provider and its employees will follow all of the necessary safety procedures to protect themselves, the Village of Orland Park staff and general public. Two-Man Teams will be used at all times for Safety and Quality Assurance.

**Therefore, the technical service provider will adhere to the following:**

- Any valves located in a "confined space" such as pit and vault installations that require entry will be treated in accordance with the safety rules regarding Confined Space Entry, designated by the Village, The Department of Labor and OSHA. Project personnel will be trained (certified where applicable) in Confined Space Entry & Self-Rescue.
- The Project Team will follow all traffic safety rules as designated by the *Village of Orland Park, the Department of Labor, OSHA and the Illinois Department of Transportation*. Project personnel will be trained (certified where applicable) by an organization such as the **AMERICAN TRAFFIC SAFETY SERVICES ASSOCIATION (ATSSA)**, in Traffic Control and Safety (MUTCD Standards).
- The Project Team will follow all safety rules regarding **First Responder First Aid & CPR** as designated by the *Village of Orland Park, the Department of Labor and OSHA*. Project personnel will be trained (certified where applicable) in First Aid & CPR.
- The Project Manager and the Project Leader will be trained in accordance with OSHA Standard 1910 (General Industry) and be in possession of an **OSHA 10 Hour or 30 Hour Card**.

**RELATED PROJECT EXPERIENCE**

Proposer shall submit at least five projects where the Proposer has completed similar work in the last three years. Specifically, this would include experience with water main valve exercising. The Proposer will provide a brief description of the work completed, amount of time required to complete the project, and findings of the project. This will also include contact names, phone numbers, addresses, etc. This list will be separate from the general business references to be provided.

**VILLAGE OF ORLAND PARK, ILLINOIS  
REQUEST FOR PROPOSALS  
RFP #15-010**

**EQUIPMENT TO BE USED**

The *Village of Orland Park Utility Division* will require the following equipment to be used for the valve exercising work and the items listed will be on site at all times during the project. The Proposer will indicate all equipment that will be used during the Project.

- The magnetic locator shall be a “Schonsted”, “Chicago Tape” or approved equal.
- The line locator shall be a “Radio Detection RD400” or approved equal.
- The valve-operating machine shall be a “Wachs”, “Pacific-Tech” or approved equal.
- This machine shall be capable of operating all valves in the Village water system. It shall have torque-limiting capabilities that allow incremental settings from five (5) to twenty five hundred (2500) foot-pounds of torque. Most importantly, this machine shall be solely and completely dependent upon the operator for continuous control of direction and torque, otherwise known as “non-locking” or “torque limiter” capability.
- Electronically enhanced listening device to insure Valves are not leaking after the test.
- Truck mounted Arrow Board/Signage, and warning lights on trucks.
- Traffic control equipment, including properly sized traffic cones with reflective stripes when needed or required.

All equipment listed above and any other equipment intended for use on this project will be approved by the Village of Orland Park Utility Division or the Utility Operations Manager.

**PROJECT APPROACH**

The Proposer shall complete a “**Project Approach**” **summary**, demonstrating a complete understanding of valve exercising methodologies. This summary shall be a typed narrative describing the proposer’s planned methodology, operation techniques and approach to the project. Proposer shall account for potential problems to be expected and the possible techniques to be employed for solving those problems.

**PROPOSED SCHEDULE**

The Proposer will submit, as part of the proposal, a **work schedule** detailing the work plan. This will include a time and date estimate for each task session of the project. A calendar or timeline would be helpful for detailing the work proposed. This schedule shall include time and dates from kick-off meeting to submission of the final report. **It is expected that once started, work will proceed on a regular basis until complete for the year.** Work may be suspended for intervals as agreed to by the Utility Operations Manager. Commencement of work will be at the discretion of the Utility Operations Manager personnel availability and other conditions.



**VILLAGE OF ORLAND PARK, ILLINOIS  
REQUEST FOR PROPOSALS  
RFP #15-010**

**SCOPE OF SERVICE**

The Valve Exercising program includes the technical services firm furnishing all labor, material, transportation, tools, and equipment necessary to perform the program. The technical services firm shall be required to provide such skilled and trained personnel and equipment necessary to complete the work herein specified. There will be a minimum of two persons per team working on the project at all times.

- Project Personnel will meet with the Village of Orland Park Utility Division to review the project guidelines and answer any questions on procedures.
- All valve exercising will be conducted between 7:30 a.m. and 4:00 p.m., Monday through Friday. Hours beyond those listed must be specifically agreed to by the Utility Operations Manager.
- Traffic control within high traffic areas – appropriate measures must be exercised to ensure traffic safety. When impacting a lane of traffic, these measures would include appropriately diverting traffic and/or night work.
- Locations of all main line water valves shall be obtained and documented in such a manner that their positions are known and can be readily found by Village personnel upon demand.
- Each valve located shall be exercised to such an extent as to insure its ability to operate through its full range of “turns” or complete revolutions upon demand.
- The attribute information for each located valve shall be collected by means of Polcon Pro-Valve® or equal, web based database for water valves that provides a graphic interface and hard copy reproduction capabilities.
- The Village of Orland Park will provide the technical service firm with two (2) copies of the water system map, any “as built” drawings that may be needed to complete the project and a digitized atlas file showing the valve and its identifier.
- The Village will also make available, on a reasonable but periodic basis, certain personnel with a working knowledge of the water system that may be helpful in attempting to locate particularly hard-to-find water valves. The selection of the specific personnel and times they would be available would be made entirely at the discretion and direction of the Utility Operations Manager. The immediacy and longevity of their availability shall not be considered justifiable reason for the technical service firm to fail to complete the work in accordance with the completion schedule specified.
- The water maps will be examined to determine the anticipated location of each water valve.

**VILLAGE OF ORLAND PARK, ILLINOIS**  
**REQUEST FOR PROPOSALS**  
**RFP #15-010**

- The existence of all water valves shown on the water maps will be verified by visual inspection. A search for water valves shown, but not identified by visual inspection, will be conducted using a magnetic locator. The existing water mains may need to be traced by means of line locating equipment to establish the configuration of existing water mains and probable location of water valves should search by magnetic locator fail. The employment of a combination of recorded information, manual and technical testing techniques as may be needed to establish the location of remaining water valves.
- Once located, the valve boxes or valve vault covers shall be painted with an environmentally formulated precautionary blue paint for future identification.
- All located water valves shall be operated or exercised as a part of the program unless specifically directed not to do so by the Utility Operations Manager.
- The technical services firm shall notify the Utilities Operations Manager of their intent to exercise a certain group of water valves. Permission shall be obtained to perform the work, at least twenty-four (24) hours or one (1) working day in advance of the intended start of that work.
- The technical services firm will first attempt to operate each of the valves manually.
- Valves requiring an operating torque greater than one hundred (100) foot-pounds shall be exercised using a hydraulic powered valve machine.
- Valves will be exercised with the minimum torque required preventing valve damage. During initial valve closure the valve will be turned no more than five (5) turns before turn direction is reversed to two (2) turns, thus allowing the threads of the stem and gate to free itself. This closure and partial reversal process shall be repeated until the valve has achieved full closure.
- The valves shall be exercised from full open to full closure until such time as this can be done without further turn range improvement or no further reduction in the required operating torque is noted, through a minimum of three (3) consecutive range of operations. Then, the top and bottom operation range shall be additionally exercised an additional three (3) times.
- Any atlas map discrepancies or un-numbered valves will be reported to the Village of Orland Park Utility Division daily for resolution.
- All of the pertinent information for each valve that is exercised will be documented. This data is critical to establishing an ongoing maintenance program. The following is a list of the information gathered.

**VILLAGE OF ORLAND PARK, ILLINOIS  
REQUEST FOR PROPOSALS  
RFP #15-010**

- Identifying number consistent and compatible with system presently employed by the Village
  - Location referenced by coordinates in landmark system approved by the Village
  - Location by street and cross-street names
  - Size, Type
  - Operating nut depth
  - Enclosure type
  - Number of turns to achieve full closure
  - Direction of closure
  - Present valve position
  - Date exercised
  - A graphic drawing of each location with measurements from existing landmarks
- After the valve is exercised, project personnel will verify that the valve is not leaking. Project personnel will check either visually, if appropriate, or with an electronic listening device if the valve is located in a valve box or submerged.

**DOCUMENTATION and COMMUNICATIONS**

The Proposer is expected to perform the following:

- Project Team will meet daily with assigned Village of Orland Park Utility Division personnel to go over progress for prior workdays and plan current day and next two days' areas to be exercised.
- At the end of each day, or as requested, a list of any missing, broken, or inoperable valves will be turned in to the Utility Operations Manager or his designee along with any map deficiencies found.
- A progression map must be maintained to be included with the final annual report of the project indicating valves located and exercised.
- The technical services firm will provide a valve mapping and exercise report for each valve located and provide the information in a valve book. A sketch of each intersection or valve location identifying the valve and/or valves placement and if applicable hydrant placement. This sketch is to be a visual representation drawn not to scale but proportional to the reality and include water main routing. Drawings will include the curb or street edges and other landmarks necessary for valve location. The information will then be entered into Polcon Pro-Valve® or equivalent secure web based database.

The report shall include, but not be limited to, the following water valve information:

- Identifying number consistent and compatible with system presently employed by the Village
- Location referenced by coordinates in landmark system approved by the Village

**VILLAGE OF ORLAND PARK, ILLINOIS  
REQUEST FOR PROPOSALS  
RFP #15-010**

- Location by street and cross-street names
  - Size, Type
  - Operating nut depth
  - Enclosure type
  - Number of turns to achieve full closure
  - Direction of closure
  - Present valve position
  - Date exercised
  - A graphic drawing of each location with measurements from existing landmarks
- The technical services firm will provide Polcon Pro-Valve® or equal, web based driven database for water valves that provides a graphic interface with the ability to access, reproduce and edit all aforementioned water valve location and exercising information.
  - This web based database shall minimally have the capability to generate upon demand:
    - The individual water valve reports, which includes the graphic representation of the valve location.
    - A summary listing of all water valves with identified defects.
    - A complete listing of all water valves by numerical or indexed order.
    - A complete listing of all water valves by referencing alphabetically to street and cross street names.
    - All main line valve information will be entered into Polcon Pro-Valve® or equal web based database with an appropriate diagram showing each valve at its location. All pertinent information such as size, number of turns to operate, depth to the operating nut, right or left turn, normally open or closed, and its location by measurement from existing landmarks.
  - The web based database provided must support ODBC and be a stand-alone web based system. The web based database's data must be accessible through other types of software that support ODBC in an existing GIS system.
  - This database must keep track of all the information that is associated with main line water valves. There are three areas of information that are to be recorded. The first area is the valve card. The valve card must contain all the information about the valve that normally doesn't change year to year including:
    - Valve number
    - Map page number
    - Street name
    - Cross street name
    - Size
    - Turn direction
    - Type
    - Operating nut depth

**VILLAGE OF ORLAND PARK, ILLINOIS  
REQUEST FOR PROPOSALS  
RFP #15-010**

- Position
- Box style
- Site
  
- The second area is the exercising history. As the valves are exercised year to year some of the information changes. This information is to be kept in ascending order by date so that the most recent information for the valve is always on top. The most important piece of history information is the valve code. The valve code is used to organize the valves into groups. For example: a valve with no problems is coded "Valve OK". A valve that cannot be exercised because of debris in the box is coded "Box Full of Debris". The valve codes describe the condition of the valves. The history section includes:
  - Turn date
  - Number of turns
  - Technician
  - Machine torque ratings
  - Valve codes
  - Comments
  
- The third area is the drawing area. Each valve shall have an associated image assigned to it. The drawing image shall be drawn in a stand-alone program, TurboCad by IMSI or approved equal. The drawing file shall be embedded into the database and assigned to the proper valves. The drawings are not required to be to scale but shall be a proportional representation of the area around the valve including the water main.
  
- The technical services firm will provide the necessary login and password to the Village to access the secure web based database. The web based database provided shall have the ability to pull all the valve information together into a variety of reports. Reports include:
  - Valve Card Books
  - Exception Report
  - Valve Listing by Number
  - Valve Listing by Street
  - Problem Valve List
  
- Information collected by the Project Team during the Valve Exercising program and any other information provided by the Village of Orland Park Utility Division shall be regarded as **CONFIDENTIAL** and will not be shared without permission from the Utility Division.
  
- An **Annual Final Report** will be prepared once a year at the completion of the work for that year, which will include all valve exercising reports and other problems found in the system during the course of Valve Exercising that need the attention of the Village of

**VILLAGE OF ORLAND PARK, ILLINOIS  
REQUEST FOR PROPOSALS  
RFP #15-010**

Orland Park Utility Division. This final report shall be made available for submission to the Village of Orland Park Utility Division within **THIRTY (30)** days of the completion of the fieldwork.

**ASSUMPTIONS AND SERVICES PROVIDED BY THE VILLAGE OF ORLAND PARK UTILITY DIVISION**

- The *Village of Orland Park Utility Division* will furnish all maps, atlases, (two copies) and records necessary to properly conduct the flow testing program.
- The *Village of Orland Park Utility Division* will make available, on a reasonable but periodic basis, certain personnel with a working knowledge of the water system who may be helpful with general information about the water system. *This person will not need to assist the Project Team on a full time basis*, but only on an “as needed” basis.
- The *Village of Orland Park Utility Division* will provide a digitized atlas file showing valve location and identifier.

**CURRENT WORKLOAD AND COMMITMENTS**

Proposer will need to submit a statement of commitment to the project and indicate other current commitments that may affect the ability to complete the scheduled work within the specified time outlined in both the proposal requirements, and the Proposer’s work schedule.

**VALVE EXERCISING PROPOSED PRICING**

This project will be completed over a three (3) year period based on the availability of funds for each year. The Proposer shall supply the *Village of Orland Park Utility Division* a **unit price (per valve) per year and a total price for the proposed Water Main Valve Exercising Program**. This Unit price will include all costs associated with the Valve Exercising Program for the selected valves in the distribution system.

**VILLAGE OF ORLAND PARK, ILLINOIS  
REQUEST FOR PROPOSALS  
RFP #15-010**

**PROPOSAL SUBMISSION REQUIREMENTS**

**TECHNICAL PROPOSAL**

In addition to the required forms in *Section II* of this RFP, Proposers must include the information requested on pages 3 thru 11 of this RFP (the "Technical Proposal") with their submittal.

**REQUIRED FORMS**

Proposers shall complete and submit the requested forms in *Section II* of this RFP.

**Proposer Summary Sheet** – *Section II* includes the Proposer Summary Sheet which must be completed and submitted with the Proposal. Prices must include all permits, insurance, equipment, plant facilities, work and expense necessary to perform the work in accordance with the RFP. The submitted Proposal prices shall not include any amount for sales or use taxes, or any other tax from which the Village is exempt.

**Affidavit of Compliance** – *Section II* includes the Affidavit of Compliance which must be completed, signed, notarized and submitted with the Proposal.

**References** – *Section II* includes the References form that must be completed and submitted with the Proposal. Proposers shall provide three (3) references for which they have performed similar work. By providing this information, Proposers grant Village permission to contact said references and ask questions regarding prior work performance. Village may use the information gained from Proposer's references to further evaluate Proposer responsibility.

**Insurance Requirements** – *Section II* includes the Insurance Requirements which must be completed, signed and submitted with the Proposal. Proposers may submit with the Proposal a current policy Certificate of Insurance showing the insurance coverages the Proposer currently has in force.

**SEALED PROPOSALS**

**Not later than 11:00 a.m., local prevailing time on March 24, 2015**, all sealed Proposals must be submitted to the Village Clerk's Office in one (1) envelope labeled RFP # 15-010 – Water Main Valve Exercising in the lower left hand corner and addressed to:

Village of Orland Park  
Attn: Clerk's Office  
14700 S. Ravinia Ave.  
Orland Park, IL 60462

Oral, telephonic, telegraphic facsimile or electronically transmitted Proposals will not be considered. In order to be responsive, **SEALED PROPOSALS must be** signed and received

**VILLAGE OF ORLAND PARK, ILLINOIS  
REQUEST FOR PROPOSALS  
RFP #15-010**

by the Village of Orland Park in the Office of the Village Clerk, 14700 South Ravinia Avenue, Orland Park, Illinois 60462.

**COPIES**

Proposers must **submit three (3) complete, sealed and signed hardcopies of the Proposal**. Two (2) hardcopies – one (1) bound set and one (1) unbound set - shall be marked “Original” and must contain original signatures. The other one (1) hardcopy shall be a complete, photocopied bound set of the signed “Original” Proposal and shall be marked “Copy”. Proposals shall include all requested information, forms, affidavits and addendum acknowledgements (if applicable) in each copy in order to be considered responsive.

**WITHDRAWAL OF PROPOSALS**

Once submitted, no Proposal may be withdrawn without the Village's consent, but it may be superseded by a subsequent timely Proposal. Any Proposal received after the time and date specified for opening, or any postponement thereof, will not be considered. Proposals shall be irrevocable for a period of ninety (90) calendar days after the Village opens them.

**OTHER**

Each Proposer is responsible for reading this RFP and determining that the Proposal Specifications describe the Project in sufficient detail. Proposers shall notify the Village of any inappropriate service, brand name, component, or equipment called for by the Village in this RFP and shall note in its Proposal the adjustments made to accommodate such deficiencies.

After Proposals have been opened, no Proposer shall assert that there was a misunderstanding concerning the nature of the Project or the quantities and specifications of the material/equipment/items to be delivered, and no such claim shall relieve a Proposer from its obligation to perform. All Proposals must be made in accordance with this RFP, which is on file and may be obtained for examination in the Village's Clerk's Office and are made part of this notice as though fully set forth herein.



**VILLAGE OF ORLAND PARK, ILLINOIS  
REQUEST FOR PROPOSALS  
RFP #15-010**

**GENERAL TERMS AND CONDITIONS**

**Assignment** – The successful Proposer shall not assign the work of this Project without the prior written approval of the Village.

**Changes in the Scope of Work** - Changes in the contractual scope of work shall be preceded by a duly executed Change Order itemizing any change in the Contract sum or terms and conditions and, if required by the Village, approved by the Village Board of Trustees prior to acceptance of the Change Order.

**Compliance with Laws** – The Proposer shall at all times observe and comply with all laws, ordinances and regulations of the federal, state, local and Village governments, which may in any manner affect the preparation of Proposals or the performance of the Contract. Proposer hereby agrees that it will comply with all requirements of the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., including the provision dealing with sexual harassment and that if awarded the Contract will not engage in any prohibited form of discrimination in employment as defined in that Act and will require that its subcontractors agree to the same restrictions. Proposers and all subcontractors shall comply with all requirements of the Act and of the Rules of the Illinois Department of Human Rights with regard to posting information on employees' rights under the Act. Proposers are also required to comply with all applicable federal laws, state laws and regulations regarding minimum wages, limit on payment to minors, minimum fair wage standards for minors, payment of wage due employees, and health and safety of employees. Proposers are required to pay employees all rightful salaries, medical benefits, pension and social security benefits pursuant to applicable labor agreements and federal and state statutes and to further require withholdings and deposits therefore.

Contractors and all subcontractors shall place appropriate statements identifying their companies as equal opportunity employers in all advertisements for workers to be employed in work to be performed.

**Any contractor doing work in the Village must obtain a Contractor's license and surety bond from the Village of Orland Park's Building Department, as may be required by Village code.**

**Confidentiality** – As a unit of local government, the Village is subject to the Illinois Freedom of Information Act (FOIA) or 5 ILCS 140/1, et. seq. as amended. Therefore, after award of the Contract, responses, documents, and materials submitted by the Proposer in response to this RFP will be made available for public inspection in accordance FOIA, unless otherwise determined by the Village Manager. Based upon the public nature of these RFPs, where applicable, a Proposer must inform the Village, in writing, of the exact materials in the offer which it claims are exempt from disclosure pursuant to FOIA.

**Contract** – Actual work cannot begin until the Village issues a written Notice to Proceed to the successful Proposer. In order to receive said Notice, the successful Proposer shall submit to the Village for its approval all the necessary contracts, bonds, and insurance. Village approval

**VILLAGE OF ORLAND PARK, ILLINOIS  
REQUEST FOR PROPOSALS  
RFP #15-010**

of the contracts, bonds, and insurance shall be evidenced by its issuance of the signed contract by the Village and the Notice to Proceed. The Village reserves the right to terminate the relationship with the successful Proposer if these documents are not submitted to and approved by the Village within ten (10) days of notice of Proposal award. *Section III* includes a sample standard contract, subject to modifications, that the successful Proposer will be required to enter into with the Village within ten (10) business days of notice of Proposal award (hereinafter referred to as the "Contract"). This Contract will be satisfied upon completion, inspection, acceptance, and final payment for the work performed. Certain provisions of the Contract shall survive the expiration or termination of the Contract.

**Guarantees and Warranties** - All guarantees and warranties required shall be furnished by the Proposer if awarded the Contract and shall be delivered to the Finance Department before final payment on the Contract is issued. By submitting a Proposal, Proposer expressly warrants that materials and equipment furnished under the contract will be of good quality and new unless otherwise expressly required or permitted by the contract documents, that the work will be free from defects for one (1) year from the issuance of the final payment by the Village and deficiencies shall be corrected by the successful Proposer under its warranty immediately upon notification from the Village.

**Incurred Costs** – The Village will not be liable in any way for costs incurred by Proposers in replying to this RFP.

**Indemnification** - The successful Proposer shall indemnify, defend and hold harmless the Village, its trustees, officers, directors, agents, employees, representative and assigns, from lawsuits, actions, costs (including attorney's fees), claims or liability of any character, incurred due to the alleged negligence of the Proposer, brought because of any injuries or damages received or sustained by any person, persons or property on account of any act or omission, neglect or misconduct of said Proposer, its officers, agents and/or employees arising out of , or in performance of any of the Contract provisions, including and claims or amounts recovered for any infringements of patent, trademark or copyright; or from any claims or amounts arising or recovered under the "Worker's Compensation Act: or any other law, ordinance, order or decree. In connection with any such claims, lawsuits, actions or liabilities, the Village, its trustees, officers, directors, agents, employees, representatives and their assigns shall have the right to defense counsel of their choice. The Proposer shall be solely liable for all costs of such defense and for all expenses, fees, judgments, settlements and all other costs arising out of such claims, lawsuits, actions or liabilities.

The Proposer shall not make any settlement or compromise of a lawsuit or claim, or fail to pursue any available avenue of appeal of any adverse judgment, without the approval of the Village and any other indemnified party. The Village or any other indemnified party, in its or their sole discretion, shall have the option of being represented by its or their own counsel. If this option is exercised, then the Proposer shall promptly reimburse the Village or other indemnified party, upon written demand, for any expenses, including but not limited to court costs, reasonable attorneys' and witnesses' fees and other expenses of litigation incurred by the Village or other indemnified party in connection therewith.

**VILLAGE OF ORLAND PARK, ILLINOIS  
REQUEST FOR PROPOSALS  
RFP #15-010**

**Inspections** – The Village’s Public Works Department reserves the right to make any Project inspections at any time.

**Insurance** – The successful Proposer shall produce and maintain for the term of the Contract, and any renewals or extensions thereof, the various insurance coverage requirements as stated on the enclosed Insurance Requirements certification in *Section II* of this RFP. **Proposers must sign and submit with the Proposal, the Insurance Requirements in Section II of this RFP, as recognition of the insurance coverages and amounts that will be required to be in place before the commencement of any work by the successful Proposer.** By signing this form, Proposers certify that in the event the Proposer does not already have the required insurance coverages in place, the Proposer has checked with their insurance carrier and verified that the coverages and endorsements requested will be able to be obtained by the Proposer within ten (10) days after the date of the Notice of Award of the Contract. Certified copies of policies evidencing required insurance coverage and all certificates of insurance in connection therewith shall be furnished to the Village at its request prior to commencement of any work. All such policies shall name the Village as an additional insured and shall provide that the policy may not be terminated or canceled without at least thirty (30) days advance written notice to the Village, or, except upon prior written approval of the Village, materially changed. Proposers have the sole responsibility of verifying that the coverages and endorsements will be available for purchase and that they have made any and all inquiries necessary to satisfy this requirement and fully inform themselves in regards to any additional policy premiums the successful Proposer may incur as a result of obtaining said required coverage’s. Proposers also represent that they have taken the insurance requirements into account and at Proposers’ sole discretion, has factored this into the Proposal prices submitted. The successful Proposer is solely and entirely responsible for the payment of policy premiums and in no event will the Village be obligated to incur any additional expense, nor will the Village increase the amount of the Contract above the amount Proposal, as a result of any expense the successful Proposer may incur to satisfy the obligations required herein.

**Negotiations** –The Village reserves the right to negotiate specifications, terms and conditions which may be necessary or appropriate to the accomplishment of the purpose of this Project. The Village may require the entire proposal be made an integral part of the resulting contract. This implies that all responses, supplemental, and other submissions provided by the Proposer during discussions or negotiations will be held by the Village as contractually binding on the successful Proposer.

**Payments** – Payment terms will be made pursuant to the provisions of the Local Government Prompt Payment Act (50 ILCS 505/1 et seq.) after receipt of the successful Proposer’s dated invoice. For payment, submit invoices electronically to [accountspayable@orlandpark.org](mailto:accountspayable@orlandpark.org) and include the following information:

- Successful Proposer’s Name and address
- The Village’s Purchase Order number
- Dates of service

**VILLAGE OF ORLAND PARK, ILLINOIS  
REQUEST FOR PROPOSALS  
RFP #15-010**

- Dollar Amount Being Requested
- Current invoice amount

Invoices for payment must be approved by the Village's Public Works Department. Upon the Village's request, invoices for progress payments must include supporting documentation such as packing slips, subcontractor's invoice and material invoices.

**Sales Tax Exemption** – In order to obtain a Tax Exemption Certification for sales tax exemption on purchases directly related to work being done for this Project, the successful Proposer must complete the Village's Sales Tax Exemption Number Authorization Form. The successful Proposer may email [purchasing@orlandpark.org](mailto:purchasing@orlandpark.org) for a copy of this form.

**VILLAGE OF ORLAND PARK, ILLINOIS  
REQUEST FOR PROPOSALS  
RFP #15-010**

**EVALUATION OF PROPOSALS/PROPOSERS**

Proposals will be opened and evaluated in private and proposal information will be kept confidential until an award is made.

The Village will evaluate proposals based on the best overall value including experience, operating history, qualifications, pricing, responsiveness to the RFP and the experience of the Village and other purchasers with the Proposers.

The Village reserves the right to award this Contract without discussion, therefore Proposers should put forth their best efforts in preparing proposals to permit a thorough evaluation.

If this Project requests unit prices or individual pricing for multiple items, and the Grand Total Proposal Price does not match the summation of the items listed, at the Village's sole discretion, the Grand Total Proposal Price may govern over the unit prices or individual pricing for multiple items listed.

The Village reserves the right to accept any Proposal, any part or parts thereof, or to reject any and all Proposals. The Village reserves the right to waive minor informalities or irregularities in the Proposals received, to accept any Proposal deemed advantageous to the Village, or to reject any and all Proposals submitted. Conditional Proposals, or those which take exception to the RFP documents without prior written approval from the Village, may be considered non-responsive and may be rejected.

The Village award will be made within ninety (90) calendar days after the date of the Proposal opening, or any mutually agreed extension thereof. Award of the Contract is subject to approval by the Village's Board of Trustees.

**VILLAGE OF ORLAND PARK, ILLINOIS  
REQUEST FOR PROPOSALS  
RFP #15-010**

**PROPOSAL SUBMITTAL CHECKLIST**

In order to be responsive, each Proposer must submit the following items:

- A. A **Technical Proposal** as described in this RFP
- B. Signed and completed **Required Forms** from *Section II*:
  - 1. Proposer Summary Sheet
  - 2. Affidavit of Compliance
    - Business Organization
    - Eligibility to Enter Into Public Contracts
    - Sexual Harassment Policy
    - Equal Employment Opportunity Compliance
    - Tax Certification
    - Authorization & Signature
  - 3. Three (3) References
  - 4. Insurance Requirements

- C. **Three (3) sealed hardcopies of the Proposal:** Not later than the submittal deadline, Proposers must submit three (3) complete, sealed and signed hardcopies of the Proposal. Two (2) hardcopies – one (1) bound set and one (1) unbound set - shall be marked “Original” and must contain original signatures. The other one (1) hardcopy shall be a complete, photocopied bound set of the signed “Original” Proposal and shall be marked “Copy”. Proposals shall include all requested information, forms, affidavits and addendum acknowledgements (if applicable) in each copy in order to be considered responsive.

Submit your proposals in one (1) envelope labeled RFP # 15-010 – Water Main Valve Exercising in the lower left hand corner and addressed to:

Village of Orland Park  
Attn: Clerk’s Office  
14700 S. Ravinia Ave.  
Orland Park, IL 60462

- D. **Acknowledgement of Addendum (if applicable):** Proposers are required to acknowledge receipt of any formal Addendum by signing the Addendum and including it with the Proposal submission. A Proposer’s failure to include a signed formal Addendum in its Proposal submission may deem its Proposal non- responsive.

## **II – REQUIRED FORMS**

**VILLAGE OF ORLAND PARK, ILLINOIS  
REQUEST FOR PROPOSALS  
RFP #15-010**

**PROPOSAL SUMMARY SHEET**

RFP #15-010 – Water Main Valve Exercising  
Project Name

Business Name: \_\_\_\_\_

Contact Person Name and Title: \_\_\_\_\_

Address (Street, City, State, Zip Code): \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**PRICE PROPOSAL**

<u>Year</u>	<u>Price per valve</u>	<u># valves *</u>	<u>Total cost per year</u>
2015	\$ _____	x 1400 valves	\$ _____
2016	\$ _____	x 1400 valves	\$ _____
2017	\$ _____	x 1400 valves	\$ _____
<b>Total Price</b>			<b>\$ _____</b>

*\* approximately 1400 valves per year for a total of 4200 valves*



**VILLAGE OF ORLAND PARK, ILLINOIS  
REQUEST FOR PROPOSALS  
RFP #15-010**

**AFFIDAVIT OF COMPLIANCE**

Proposers shall complete this Affidavit of Compliance. Failure to comply with all submission requirements may result in a determination that the Proposer is not responsible.

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The undersigned \_\_\_\_\_, as \_\_\_\_\_  
(Enter Name of Person Making Affidavit) (Enter Title of Person Making Affidavit)

and on behalf of \_\_\_\_\_, certifies that:  
(Enter Name of Business Organization)

**1) BUSINESS ORGANIZATION:**

**The Proposer is authorized to do business in Illinois: Yes [ ] No [ ]**

**Federal Employer I.D. #:** \_\_\_\_\_  
(or Social Security # if a sole proprietor or individual)

The form of business organization of the Proposer is (*check one*):

- \_\_\_ Sole Proprietor
- \_\_\_ Independent Contractor (*Individual*)
- \_\_\_ Partnership
- \_\_\_ LLC
- \_\_\_ Corporation \_\_\_\_\_ (State of Incorporation) \_\_\_\_\_ (Date of Incorporation)

**2) ELIGIBILITY TO ENTER INTO PUBLIC CONTRACTS: Yes [ ] No [ ]**

The Proposer is eligible to enter into public contracts, and is not barred from contracting with any unit of state or local government as a result of a violation of either Section 33E-3, or 33E-4 of the Illinois Criminal Code, or of any similar offense of "Bid-rigging" or "Bid-rotating" of any state or of the United States.

**3) SEXUAL HARRASSMENT POLICY: Yes [ ] No [ ]**

Please be advised that Public Act 87-1257, effective July 1, 1993, 775 ILCS 5/2-105 (A) has been amended to provide that every party to a public contract must have a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105 (A) (4) and includes, at a minimum, the following information: (I) the illegality of sexual harassment; (II) the definition of sexual harassment under State law; (III) a description of sexual harassment, utilizing examples; (IV) the vendor's internal complaint process including penalties; (V) the legal recourse, investigative and complaint process available through the Department of Human Rights (the "Department") and the Human Rights Commission (the "Commission"); (VI) directions on how to contact the Department and Commission; and (VII) protection against retaliation as provided by Section 6-101 of the Act. (Illinois Human

**VILLAGE OF ORLAND PARK, ILLINOIS  
REQUEST FOR PROPOSALS  
RFP #15-010**

Rights Act). (emphasis added). Pursuant to 775 ILCS 5/1-103 (M) (2002), a “public contract” includes “...every contract to which the State, any of its political subdivisions or any municipal corporation is a party.”

**4) EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE: Yes [ ] No [ ]**

During the performance of this Project, Proposer agrees to comply with the “Illinois Human Rights Act”, 775 ILCS Title 5 and the Rules and Regulations of the Illinois Department of Human Rights published at 44 Illinois Administrative Code Section 750, et seq. The

Proposer shall: (I) not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, or physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; (II) examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization; (III) ensure all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, or physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; (IV) send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Vendor’s obligations under the Illinois Human Rights Act and Department’s Rules and Regulations for Public Contract; (V) submit reports as required by the Department’s Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and Department’s Rules and Regulations for Public Contracts; (VI) permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and Department’s Rules and Regulations for Public Contracts; and (VII) include verbatim or by reference the provisions of this Equal Employment Opportunity Clause in every subcontract it awards under which any portion of this Agreement obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as the other provisions of this Agreement, the Proposer will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Proposer will not utilize any subcontractor declared by the Illinois Human Rights Department to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations. “Subcontract” means any agreement, arrangement or understanding, written or otherwise, between the Proposer and any person under which any portion of the Proposer’s obligations under one or more public contracts is performed, undertaken or assumed; the term “subcontract”, however, shall not include any agreement, arrangement or understanding in which the parties stand in the relationship of an employer and an employee, or between a Proposer or other organization and its customers. In the event of the Proposer’s noncompliance with any provision of this Equal Employment

**VILLAGE OF ORLAND PARK, ILLINOIS  
REQUEST FOR PROPOSALS  
RFP #15-010**

Opportunity Clause, the Illinois Human Right Act, or the Rules and Regulations for Public Contracts of the Department of Human Rights the Proposer may be declared non-responsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and this agreement may be canceled or avoided in whole or in part, and such other sanctions or penalties may be imposed or remedies involved as provided by statute or regulation.

**5) TAX CERTIFICATION:    Yes [ ]    No [ ]**

Proposer is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, or if it is: (a) it is contesting its liability for the tax or the amount of tax in accordance with procedures established by the appropriate Revenue Act; or (b) it has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement.

**6) AUTHORIZATION & SIGNATURE:**

I certify that I am authorized to execute this Affidavit of Compliance on behalf of the Proposer set forth on the Proposal Summary Sheet, that I have personal knowledge of all the information set forth herein and that all statements, representations, that the Proposal is genuine and not collusive, and information provided in or with this Affidavit are true and accurate. The undersigned, having become familiar with the Project specified, proposes to provide and furnish all of the labor, materials, necessary tools, expendable equipment and all utility and transportation services necessary to perform and complete in a workmanlike manner all of the work required for the Project.

**ACKNOWLEDGED AND AGREED TO:**

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Name of Authorized Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Subscribed and Sworn To  
Before Me This \_\_\_\_\_ Day  
of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public Signature

**NOTARY SEAL**

VILLAGE OF ORLAND PARK, ILLINOIS  
REQUEST FOR PROPOSALS  
RFP #15-010

**REFERENCES**

Provide three (3) references for which your organization has performed similar work.

**Proposer's Name:** \_\_\_\_\_  
*(Enter Name of Business Organization)*

1. ORGANIZATION \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_  
PROJECT NAME \_\_\_\_\_  
YEAR OF PROJECT \_\_\_\_\_

2. ORGANIZATION \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_  
PROJECT NAME \_\_\_\_\_  
YEAR OF PROJECT \_\_\_\_\_

3. ORGANIZATION \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_  
PROJECT NAME \_\_\_\_\_  
YEAR OF PROJECT \_\_\_\_\_

**VILLAGE OF ORLAND PARK, ILLINOIS  
REQUEST FOR PROPOSALS  
RFP #15-010**

**INSURANCE REQUIREMENTS**

**WORKERS COMPENSATION & EMPLOYER LIABILITY**

\$500,000 – Each Accident, \$500,000 – Policy Limit

\$500,000 – Each Employee

Waiver of Subrogation in favor of the Village of Orland Park

**AUTOMOBILE LIABILITY**

\$1,000,000 – Combined Single Limit

**GENERAL LIABILITY (occurrence basis)**

\$1,000,000 – Each Occurrence

\$2,000,000 – General Aggregate Limit

\$1,000,000 – Personal & Advertising Injury

\$2,000,000 – Products/Completed Operations Aggregate

Waiver of Subrogation in favor of the Village of Orland Park

**EXCESS LIABILITY (Umbrella-Follow Form Policy)**

\$2,000,000 – Each Occurrence

\$2,000,000 – Aggregate

***EXCESS MUST COVER:*** General Liability, Automobile Liability, Workers Compensation

Any insurance policies providing the coverages required of the Contractor shall be **specifically endorsed** to identify **“The Village of Orland Park, and their respective officers, trustees, directors, employees and agents as Additional Insureds on a primary/non-contributory basis with respect to all claims arising out of operations by or on behalf of the named insured.”** If the named insureds have other applicable insurance coverage, that coverage shall be deemed to be on an excess or contingent basis. The policies shall also contain a **“Waiver of Subrogation in favor of the Additional Insureds in regards to General Liability and Workers Compensation coverage’s.”** The certificate of insurance shall also state **this information on its face.** Certificates of insurance must state that the insurer shall provide the Village with thirty (30) days prior written notice of any change in, or cancellation of required insurance policies. The words **“endeavor to”** and **“, but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives”** must be stricken from all Certificates of Insurance submitted to the Village. Any insurance company providing coverage must hold an A VII rating according to Best’s Key Rating Guide. Permitting the contractor, or any subcontractor, to proceed with any work prior to our receipt of the foregoing certificate and endorsement however, shall not be a waiver of the contractor’s obligation to provide all of the above insurance.

The proposer agrees that if they are the selected contractor, within ten days after the date of notice of the award of the contract and prior to the commencement of any work, you will furnish evidence of Insurance coverage providing for at minimum the coverages and limits described above directly to the Village of Orland Park, Denise Domalewski, Contract Administrator, 14700 S. Ravinia Avenue, Orland Park, IL 60462. Failure to provide this evidence in the time frame specified and prior to beginning of work may result in the termination of the Village’s relationship with the selected proposer and the proposal will be awarded to the next highest rated proposer or result in creation of a new request for proposals.

ACCEPTED & AGREED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2015

\_\_\_\_\_  
Signature

Authorized to execute agreements for:

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Name of Company