



Request for Proposals  
Village Hall Roof Replacement  
February 7, 2022

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## Section I: Request for Proposal

The Village of Homer Glen is seeking proposals from qualified firms for the replacement of the shingle roof at the Village Hall located at 14240 W 151<sup>st</sup> St. Proposals are due no later than 3:00 p.m. on Thursday, March 17, 2022.

## Section II: Introduction

Incorporated April 17, 2001, the Village of Homer Glen is located in northeastern Will County, 25 miles southwest of downtown Chicago. Homer Glen has a population of approximately 24,263. Homer Glen is one of Will County's largest municipalities encompassing more than 22 square miles.

## Section III: Scope of Work

Provide labor, material, equipment, related services, and supervision required, including, but not limited to, tear off of existing roof, installation of underlayment's, new shingle roof, sheet metal drip edges, penetration and wall flashings.

The contractor will provide a cost, per sheet, of replacing wood roofing material. Included on the proposal form.

The installation, materials and workmanship must meet the 2015 International Building Code.

The current roofing material is Owens Corning, Oakridge, Color – Driftwood.

The new roofing material must be Owens Corning, Oakridge, Color – Driftwood or comparable materials and color from another manufacturer.

The contractor must be at least a preferred contractor or better with the manufacturer of the product being quoted.

All questions, inquiries, requests for public information and clarifications regarding this Request for Proposals are to be submitted to the Village of Homer Glen, no later than 1 p.m. on Friday, February 18, 2022 via email to John Robinson at [jrobinson@homerglenil.org](mailto:jrobinson@homerglenil.org). Responses to all questions will be posted to the Village's website no later than 5 p.m. on Thursday, February 24, 2022.

## Section IV: Deliverables

The firm must provide the following:

1. Cover Letter, including the Name, Address, Phone Number, Email Address, and Brief History of Your Firm.
2. List a minimum of five (5) references, two (2) preferably should be government entities.

The Village must receive 3 hard copies of the final proposal, as well as a pdf which may include text, graphs, charts, tables, figures, pictures or similar exhibits. Faxed and Emailed Proposals will not be accepted. Proposals are due no later than 3:00 p.m. on Thursday, March 17, 2022.

## Section V: Evaluation and Selection Process

All respondents who submit a valid and complete response will be evaluated and rated based on the following criteria:

1. Competitive pricing within the Village's budgetary restraints.
2. Capability and history of the applicant as it relates to the scope of services.
3. Past record of performance as determined from available information, including direct communication by the Village with firm's former clients.
4. Demonstrate capability, under current workload and resources available, to perform the work.

## Section VI: Additional Terms of Qualification

The following additional terms must be met in the firm's preparation of and the Village's consideration of each submittal.

1. Compliance with Laws:
  - a. All services of any qualifying firm shall comply with all Federal and State of Illinois laws, county and municipal codes, ordinances, rules and regulations that in any manner affect the services to be provided or the operations of the firm, including, but not limited to, the Prevailing Wage Act, the Illinois Procurement Code, and all laws governing employment.
  - b. A qualifying firm shall certify that it shall not discriminate against any worker, job applicant, employee, or member of the public, because of race, creed, color, sex, sexual orientation, age, handicap, or national origin, and shall not otherwise commit any unfair employment practice, and that it shall comply with all requirements of the Illinois Human Rights Act, as amended (775 ILCS 5/101, et. seq.), and all rules and regulations of the Illinois Department of Human Rights and the Equal Opportunity Commission.

- c. A qualifying firm shall further certify that it has not been barred from being awarded a contract or subcontract under the Illinois Procurement Code (30 ILCS 500/1-1, et. seq.); and further certifies that it has not been barred from contracting with a unit of State or local government as a result of any violation of Sections 33E-3 or 33E-4 of the Illinois Criminal Code {720 ILCS 5/33E-3, 33E-4}. Furthermore, qualifying firms must submit a completed and signed Non-Collusion Certificate (Appendix B).
- d. A qualifying firm shall also certify that its workplace complies with the Drug Free Workplace Environment Act {30 ILCS 580/1, et. seq.}, and that it provides a written program for prevention of substance abuse among employees and testing of employees for substance abuse, in accordance with the Substance Abuse Prevention Act (820 ILCS 265/1, et. seq.).
- e. A qualifying firm shall have the ability to obtain all necessary licenses, permits and approvals, whenever applicable.
- f. A qualifying firm shall submit a completed and signed Certifications and Assurances form (Appendix A).
- g. The contractor must have an Unlimited State of Illinois Roofing License.

2. Insurance and Indemnification:

- a. A qualifying firm shall provide evidence of insurance coverage.
- b. To the fullest extent permitted by law, the qualifying firm shall, if awarded a contract with the Village, agree to indemnify and hold harmless the Village, its officers, employees, agents and volunteers from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorneys' and paralegals' fees and court costs), arising out of or resulting from the performance of the services to be provided; provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, and including the loss of use resulting therefrom; and (ii) is caused in whole or in part by any wrongful or negligent act or omission of the firm or anyone directly or indirectly employed by the firm or anyone for whose acts it may be liable, except to the extent it is caused in whole or in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described herein. A qualifying firm shall similarly agree to protect, indemnify and hold and save harmless the Village, its officers, employees, agents and volunteers against and from any and all claims, costs, causes, actions, and expenses, including but not limited to legal fees incurred by reason of such firm's breach of any of its obligations under, or default of, any provision of any contract entered with the Village for such services.

c. Insurance Requirements

- 1. Commercial General and Umbrella Liability Insurance (CGL):

RFP: Village of Homer Glen Village Hall Roof Replacement

- A. \$1 million per occurrence
  - B. \$2 million aggregate
2. Professional Liability Insurance
- A. \$1 million per occurrence
  - B. \$1 million annual aggregate
3. Auto Liability
- A. \$1 million per occurrence Combined Single Limit or
  - B. \$1 million bodily injury per occurrence
  - C. \$500,000 property damage

All Certificates of Insurance shall include the Village of Homer Glen as additional named insured, as well as the Village’s officers, agents, employees and volunteers.

- d. Worker's Compensation Insurance: Worker's compensation and employers' liability insurance shall be provided as statutorily required items.

## Section VII: Anticipated RFP Schedule

The following schedule is projected for the RFP selection process:

<u>Date / Timeframe</u>	<u>Project Task</u>
February 7, 2022	RFP is Advertised
February 18, 2022	RFP Questions are Due
February 24, 2022	Responses to Questions Posted
March 17, 2022	Proposals are Due
April 14, 2022	Contract is Awarded

### Section VIII: Contract

The Village reserves the right to make an award without further discussion of the proposal submitted or to not make any award. The proposal must be submitted initially on the most favorable terms which the firm can propose. The firm shall enter into a written contract, which shall be submitted to the Corporate Authorities of the Village for approval. Final acceptance of the proposal shall only be complete under Corporate Authorities acceptance of a contract executed by the firm.

Contractor should be prepared to accept a contract resulting from this RFP. It is understood that the proposal will become a part of the official file on this matter without obligation to the Village.

This RFP does not obligate the Village to contract for services specified herein.

## Section IX: Proposal Form

Complete, verify and sign the section below that represents the proposal to provide Roofing Services for the Village of Homer Glen.

\_\_\_\_\_ (Name of Firm) proposes to provide A new shingle roof, as outlined, to the Village of Homer Glen, no later than August 1, 2022 for the total cost of \$ \_\_\_\_\_. This includes all services, materials, labor, management, reports and planning, transportation, and any other items considered a billable expense. Cost of replacement, per sheet of wood underlayment \$ \_\_\_\_\_.

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Dated: \_\_\_\_\_

## Section X: Notice

- A. This RFP is not a contract or offer of employment.
- B. The cost of preparation of proposals shall be the sole obligation of the respondent firm.
- C. All submitted proposals, whether accepted or rejected, are the property of the Village of Homer Glen.
- D. The firm selected to perform the work must enter into a standard Village of Homer Glen contract, as written by the Village in consultation with the successful bidder.

**APPENDIX A**

**CERTIFICATIONS AND ASSURANCES**

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. The attached proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by the Village without further negotiation at any time within the 60-day period.
2. In preparing this proposal, I/we have not been assisted by any current or former employee of the Village whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this proposal. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
3. I understand that the Village will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals will become the property of the Village, and I/we claim no proprietary right to the ideas, writings, items, or samples.
4. I/we warrant that, in connection with this procurement:
  - a. The price and/or cost data have been arrived at independently, without consultation, communications, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any competition.
  - b. Unless otherwise required by law, the prices and/or cost data which have been submitted have not knowingly been disclosed by him/her prior to opening, in the case of a proposal directly or indirectly to any other competitor
  - c. No attempt has been made or will be made by the consultant to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

Contractor \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

**APPENDIX B**

**NON-COLLUSION CERTIFICATE**

The Undersigned Bidder is not barred from bidding for this Contract as a result of a violation of either Section 33E-3 or Section 33E-4 of Chapter 38 of the Illinois Revised Statutes concerning bid rigging, rotating, kickbacks, bribery and interference with public contracts.

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(Printed Name of Contractor)

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Address

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City

State

Zip Code

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Signature of Authorized Representative

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Title

Date