



VILLAGE OF SCHAUMBURG

MUNICIPAL CENTER / 101 SCHAUMBURG COURT / SCHAUMBURG, IL 60193-1899  
847.895.4500 / TDD 847.923.4435 / FAX 847.895.7806 / WWW.CI.SCHAUMBURG.IL.US

October 23, 2018

Subject: Invitation for Bid – # PCA-110 19

From: Jan Williams, CPPB, Buyer  
Purchasing Division

The Village of Schaumburg IL has a current sealed bid opportunity for **Festival Sanitation Services**. Bids are due no later than 11:00 a.m. on Friday, November 16, 2018.

*Bids shall be submitted in sealed envelopes clearly identified with the Respondent's name, address, subject matter and project number of bid as indicated in the specification, and designated date and time the bids are due. **Absolutely NO electronic bids will be accepted.***

Village bids and proposals are available on-line via the village's internet web site. The instructions for accessing this site and down loading the PDF files have been provided on page two of this notice.

It is extremely important that you immediately notify the Purchasing Division via e-mail to [jwilliams@schaumburg.com](mailto:jwilliams@schaumburg.com) if your firm intends to submit a response to the electronic document. This step is necessary to establish a communication link between the village and the Respondent so that any addenda or other relevant information may be transmitted properly. The Respondent, not the village, is responsible for obtaining any addenda to the original specification when the Respondent chooses the option of downloading electronic files. Addenda and other relevant information will be posted on the *Business to Government-Commerce and Bid Information* web page.

Documents may also be obtained at the Village of Schaumburg, Purchasing Division, 101 Schaumburg Ct., Schaumburg, IL from of 9:00 a.m. to 4:00 p.m., Monday through Friday. **If there are blueprint plans with the project, the files will be provided in CD format, not paper.**

**Please complete the information requested below and return via e-mail to [jwilliams@schaumburg.com](mailto:jwilliams@schaumburg.com).**

Our firm has obtained the electronic PDF file for **Festival Sanitation Services** and will be submitting a sealed response.

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No: \_\_\_\_\_

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

The Village of Schaumburg's internet web site provides purchasing related information for current & future village suppliers.

**IMPORTANT! Vendors that download and print documents from this web site are responsible for obtaining ALL files associated with the individual bids or proposal. In order to maintain the line of communication, vendors intending to respond to a bid or proposal document must provide the Purchasing Division with all company contact information via e-mail to [jwilliams@schaumburg.com](mailto:jwilliams@schaumburg.com).**

**To access the Village of Schaumburg website:**

- Logon to: [www.villageofschaumburg.com](http://www.villageofschaumburg.com), the main page of the village's web site.

The **Business to Government** page provides general information and access to the village's *Vendor Registration Form, Freedom of Information Form*, and several purchasing related links. To find this page, single click on the left side of the main website page.

The **Current Requests for Bids and Proposals** page provides access to downloadable PDF bid and proposal documents.

Please read the instructions entirely. Below the instructions is a list of bid & proposal opportunities. Access any of the listed projects by single clicking on the individual **TITLE**. A complete detail of the specific project will open up. All document files related to the specific project will be provided as PDF at the bottom of the detail page.

The **General Terms and Conditions** page provides answers to frequently asked questions concerning how to do business with the Village of Schaumburg. To find this page, single click on the left side of the *Business to Government* web page.

The **Procurement Processes** page provides an explanation of the processes utilized by the Village of Schaumburg for procurement of goods and services. To find this page, single click on the left side of the *Business to Government* web page.

**Village of Schaumburg  
Legal Notice  
Invitation for Bid**

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The Village of Schaumburg, IL will accept sealed bids for the **Festival Sanitation Services**.

Specifications and all Contract Documents are available on-line on the Village of Schaumburg's Purchasing Division web page at [www.villageofschaumburg.com](http://www.villageofschaumburg.com) under **Bids & Proposals**. They may also be obtained from the Village of Schaumburg, Purchasing Division, Atcher Municipal Center, 101 Schaumburg Ct., Schaumburg, IL, 60193 during the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday with prior notification. Prices quoted must be valid for a minimum of 90 days from the date of the bid opening.

Bids will be received by Jan Williams, CPPB, in the Purchasing Office, at the above address until **11:00 a.m. Friday, November 16, 2018**. All bids will be publicly opened immediately thereafter.

The Village of Schaumburg reserves the right to reject any and all bids or to waive any technicalities, discrepancies, or information in the bids. The Village of Schaumburg does not discriminate in admission, access to, treatment, or employment in its programs and activities.

General questions regarding this Legal Notice shall be directed to Jan Williams, CPPB, Purchasing Office, at (847)923.4512. **All detailed questions concerning the actual bid specification are to be forwarded in writing via e-mail to [jwilliams@schaumburg.com](mailto:jwilliams@schaumburg.com) no less than five (5) business days prior to the scheduled bid opening date.**

Following review and the Purchasing Division's receipt of an award recommendation, contract awards will be posted on the Village of Schaumburg's Internet web site <http://www.villageofschaumburg.com>.

Individuals with disabilities who plan to attend this meeting and who require certain accommodations to allow them to observe and/or participate in this meeting are requested to contact the Village Manager's Office at (847) 923.4708 at least one (1) week prior to this public meeting if possible.

Oscar Martin III  
Purchasing Manager

## EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

EQUAL EMPLOYMENT OPPORTUNITY CLAUSE required by the Illinois Fair Employment Practices Commission as a material term of all public contracts.

During the performance of this contract, the contractor agrees as follows:

- 1. That** it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or ancestry; and further, that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such under utilization.
- 2. That**, if it hires additional employees in order to perform this contract, or any portion hereof, it will determine the availability (in accordance with the Commission's Rules and Regulations for Public Contracts) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- 3. That**, in 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, national origin, or ancestry.
- 4. That** it will 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 contractor's obligations under the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules and Regulations the contractor will promptly so notify the Illinois Fair Employment Practices Commission and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations there under.
- 5. That** it will submit reports as required by the Illinois Fair Employment Practices Commission's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Commission or the contracting agency, and in all respects comply with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.
- 6. That** it will permit access to all relevant books, records, accounts, and work sites by personnel of the contracting agency and the Illinois Fair Employment Practices Commission for purposes of investigation to ascertain compliance with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.
- 7. That** it will include verbatim or by reference the provisions of paragraphs 1 through 7 of this clause in every performance subcontract as defined in Section 2.10 (b) of the Commission's Rules and Regulations for Public Contracts so that such provision will be binding upon every such subcontractor; and that it will also include the provisions of paragraphs 1,5, 6, and 7 in every supply subcontract as defined in Section 2.10(a) of the Commission's Rules and Regulations for Public Contracts so that such provisions will be binding upon every such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by all its subcontractors; and further it will promptly notify the contracting agency and the Illinois Fair Employment Practices Commission in the event any subcontractor fails or refuses to comply therewith. In addition, no contractor will utilize any subcontractor declared by the Commission to be non-responsible and therefore ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

The Village of Schaumburg does not discriminate on the basis of handicapped status in admission or access to, or treatment or employment in, its programs and activities.

## **STANDARD CONDITIONS**

**Contract Documents:** Any drawings, plans, standard conditions, special conditions, supplemental additional conditions, specifications, bid notice, bid sheet, and addendum, if any, as specified herein shall form the "Contract Documents." For the purpose of this bid, the word "Village" shall refer to the Village of Schaumburg, and the word "Bidder" shall refer to any person, company, or entity submitting a bid. Any work shown or described in one of the documents shall be construed as if described in all the documents.

**Interpretation of Contract Documents:** Each request for interpretation of the Contract Documents shall be made in writing addressed Purchasing Division, Village of Schaumburg, 101 Schaumburg Ct., Schaumburg, IL 60193 and shall be received at least five (5) business days prior to the scheduled bid opening date. Interpretations and supplemental instructions will be in the form of written addenda to the Contract Documents.

**Electronic Bid Documents:** Bidders that download PDF documents from the Village of Schaumburg's Purchasing Division internet web page must immediately notify the Purchasing Division via e-mail to [jwilliams@schaumburg.com](mailto:jwilliams@schaumburg.com) if they intend to submit a response to the bid documents. This step is necessary to establish a communication link between the Village and the Bidder so that any addenda or other relevant information may be transmitted properly. The Bidder, not the Village, is responsible for obtaining any addenda to the original specification when the Bidder chooses the option of downloading bid or proposal files. Addenda and other relevant information will be posted on the *Current Requests for Bids and Proposals*, project specific, web page.

**Submittal of Bid:** Bids must be submitted to the attention of Jan Williams, CPPB at the above address no later than 11:00 a.m. Friday, November 16, 2018. Bids arriving after the specified time will not be accepted. Mailed bids which are delivered after the specified hour will not be accepted regardless of postmarked time on the envelope. Bidders shall carefully consider all bid delivery options (US Postal Service, UPS, Federal Express, private delivery service, etc.) and select a method that will successfully deliver their bid by the required time and date. Bids shall be submitted in sealed envelopes carrying the following information: Bidder's name, address, subject matter and project number of bid as indicated in the specification, and designated date and time of the bid opening.

**Withdrawal of Bid:** Bidders may withdraw or cancel their bid, in written form, at any time prior to the advertised bid opening time.

**Bidder's Qualifications:** No award will be made to any Bidder who cannot satisfy to the Village that they have sufficient ability and experience in this class of work, as well as sufficient capital and equipment to do the job and complete the work successfully within the time named (i.e. responsible). The Village's decision or judgment on these matters shall be final, conclusive, and binding. The Village may make such investigations as it deems necessary. The Bidder shall furnish to the Village, under oath if so required, all information and data the Village may request for the purpose of investigation.

**Preparation of Bid:** The Bidder's submittal shall include the completed *Bid Sheet* found in the Contract Documents and any further specified documentation. The Village will strictly hold the Bidder to the terms of the bid. The bid must be executed by a person having the legal right and authority to bind the Bidder.

**Compliance with Laws:** The Bidder shall at all times observe and conform to all laws, ordinances, and regulations of the Federal, State, and local governments, which may in any manner affect the preparation of bids or the performance of the contract.

**Alternate:** Any reference in these specifications to manufacturer's name, trade name, or catalog number (unless otherwise specified) is intended as a standard only. The Village's written decision of approval or disapproval of a proposed substitution shall be final.

Alternate bids will be considered only if received at the time stated for receipt of the bids. Submit alternate bids in a sealed envelope and identify the envelope as required for all bids, except that the phrase **Alternate Bid** shall be used. Bidders are cautioned that, if an alternate bid(s) involves an increase in the *Bid Sum*, the *Bid Deposit*, **if required**, shall be ample or be increased to cover the alternate *Bid Sum* or the entire bid may be rejected.

**Freedom of Information Act (FOIA)**: The Village is required by Public Act 96-542 to comply with freedom of information requests (FOIA) within five (5) business days of a record request. All contractors used by the Village may be in possession of records covered by this act and therefore will be required to provide the Village with those records upon request and within the time frame of the Act.

**Confidentiality**: As a public agency, the Village is required to adhere to Freedom of Information Public Act 96-542. If a responding firm intends to request confidentiality on any portion of a bid, the submittal shall also include a redacted copy of the bid. Limited redactions will be considered. However, entire full redaction of bid submittals will not be considered for award. If a redacted copy is not provided, the original submittal may be released by the Village as received.

**Bid Review**: The Village reserves the right to reject any or all bids and/or to waive any irregularities or disregard any informality in the bids and bidding when, in its opinion, the best interest of the Village will be served by such action. Furthermore, the Village reserves the right to award each item to a different Bidder, or all items to a single Bidder unless otherwise noted on the *Bid Sheet*. The Village may determine as follows: 1) an equal or alternative is a satisfactory substitute; 2) an early delivery date is entitled to more consideration than price; 3) an early delivery date is to be disregarded because of the reputation of the Bidder for not meeting delivery dates; 4) a Bidder is not a responsible Bidder; and 5) what exceptions or deviations from written specifications will be accepted.

No bid will be accepted from or contract awarded to any person, firm, or corporation that is in arrears or is in default to the Village upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the Village, or had failed to perform faithfully any previous contract with the Village.

**Form of Contract**: The form of contract between the Village and the successful Bidder will be a purchase order referencing the bid specification, the bid submitted by the successful Bidder, and the resulting purchasing order.

**Bid Results**: Following the bid opening, bid tabulations will be posted on the Village's Internet web site at [www.ci.schaumburg.il.us](http://www.ci.schaumburg.il.us) under the **Bids & Proposals**, project specific, web page. Bid tabulations posted on-line represent "as read" submittals at time of the bid opening. They do not represent contract award. Final awards will be posted when approved.

**Delivery**: Where applicable, all materials shipped to the Village must be shipped F.O.B. delivered, designated location, Schaumburg, Illinois. If the delivery is made by truck, arrangements must be made in advance by the Bidder, with concurrence by the Village, for receipt of the materials. The materials must be delivered where directed. Truck deliveries will be accepted at the Public Works Facility between 7:00 a.m. and 3:30 p.m. and at all other Village locations 8:00 a.m. and 4:00 p.m., **weekdays only**.

**Inspections**: The Village shall have the right to inspect any materials, components, equipment, supplies, services, or completed work specified herein. Any of said items not complying with these specifications are subject to rejection at the option of the Village. Any items rejected shall be removed from the premises of the Village and/or replaced at the entire expense of the successful Bidder.

## A. GENERAL SUPPLEMENTAL ADDITIONAL CONDITIONS

**Licensing and Permits:** The successful Bidder and their subcontractor(s) must be licensed with the Village and shall obtain all required building permits prior to the start of any work. The Village will waive applicable Village permit fees for the specific contract. Permit application forms may be obtained from the Community Development Department and license application forms may be obtained at the Collector's Office at the Village of Schaumburg, 101 Schaumburg Court, Schaumburg, IL.

**Payment:** Payment shall be made within 30 days of invoice receipt and approval, unless otherwise specified in the agreed upon contract. **All invoices must include the PO number associated with the order and shall be submitted to the Village of Schaumburg, Accounts Payable Division, 101 Schaumburg Rd., Schaumburg, IL 60193.** If prevailing wage is a requirement of the contract, the invoice must include certified payroll and waivers. Failure to submit all documentation as specified may result in delay of invoice payment.

**Toxic Substance:** Prior to delivery of any material which is caustic, corrosive, flammable, or dangerous to handle, the supplier will provide written directions as to methods of handling such products, as well as the antidote or neutralizing material required for its first aid. (Materials Safety Data Sheet).

**Termination of Contract:** The Village reserves the right to terminate in whole or any part of this contract, upon written notice to the Bidder, in the event of default by the Bidder. Default is defined as failure of the Bidder to perform any of the provisions of this contract or failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event of default and termination, the Village may procure, upon such terms and in such a manner as the Village may deem appropriate, supplies, or services similar to those terminated.

The Bidder shall be liable for any excess costs for such similar supplies or service unless evidence is submitted to the Village that, in the sole opinion of the Village, clearly proves that failure to perform the contract was due to causes beyond the control and without the fault or negligence of the Bidder.

**Hold Harmless Agreement (Contractual Liability):** The Bidder agrees to indemnify and save harmless the Village, including its elected or appointed officials, employees, and agents against any and all claims, loss damage, injury, liability, and court costs and attorney's fees incident thereto, including any claims made by employees of the Bidder or any of their subcontractors, as well as all other persons, resulting directly or indirectly from the work covered by this contract or the equipment used in connection therewith. It is understood that this agreement shall apply to any and all such claims whether resulting from the negligence or the intentional acts of the Bidder, or otherwise. \*(With the single exception of any claim, damage, loss, or expense arising solely out of professional services performed by the Village, its agents, or employees, including: 1) the preparation of maps, plans, opinions, reports, surveys, designs, or specifications, and 2) supervisory, inspection, or engineering services.

\* **Special Requirement:** If the Bidder is an architectural firm or engineering firm, said Bidder shall file a certificate of insurance for professional liability, errors and omissions coverage subject to final acceptance by the Village of said coverage.

**Insurance:** The Bidder will provide certificates of insurance evidencing the following types and limits of insurance. The certificates of insurance will specifically address each of the requirements noted below. Each insurance company shall be acceptable to the Village. The General Liability coverage shall name the Village of Schaumburg as additional insured. All insurance noted below is primary and in no event will be considered contributory to any insurance purchased by the Village. All insurance noted below will not be canceled, reduced, or materially changed without providing the Village thirty (30) days advance notice, via certified mail.

The Bidder will provide written Proof of Endorsement, with the General Liability policy number on the endorsement.

- A. **Comprehensive General Liability** including Products Liability/Completed Operations insurance, in an amount not less than \$1,000,000/occurrence, \$2,000,000/policy limit, including Broad Form Contractual Liability insurance, in an amount not less than \$1,000,000/occurrence, \$2,000,000/policy limit, subject to the terms and conditions of the policy. A copy of the policy may be required.
- B. **Automobile Liability** insurance, in an amount not less than \$1,000,000 combined single limit. Said insurance is to be extended to cover hired and non-owned vehicles.
- C. **Umbrella or Excess Liability** coverage, the Contractor shall provide evidence of Umbrella or Excess Liability coverage of \$2,000,000.
- D. **Workers' Compensation** is to be provided as required by statute, by an insurance company licensed to write worker's compensation in the State of Illinois. Employer's Liability, in an amount not less than \$500,000 each accident, \$500,000 disease – policy limit, and \$500,000 disease – each employee.
- E. Insurance Rating – All insurance policies required by this contract shall be underwritten by insurance companies with a minimum A. M. Best rating of A:VII.
- F. A certificate of insurance is required as evidence of coverage, with the Village of Schaumburg named as an additional insured. The certificate will include an "Additional Insured Endorsement". The same full insurance coverage provided to the named insured, whether it is the contractor or a sub-contractor, shall be provided to the Village without any limitations or endorsements that might limit or exclude coverage. If insurance is canceled for any reason whatsoever the Village will be given not less than thirty (30) days prior written notice.

Any and all deductibles or other forms of retention are the responsibility of the Contractor. All deductibles or other forms of retention are subject to the approval of the Village. Contractor will disclose to the Village in writing the amounts of any deductible or self-insured retentions on the insurance required under this contract.

Contractor waives any right of subrogation it may have or later acquire against the Village.

The Bidder shall not commence work under this contract until they have obtained all insurance required under this section and such insurance has been approved by the Village, nor shall Bidder allow any subcontractor to commence work on their subcontract until the same insurance has been obtained by the subcontractor. The Bidder and their subcontractor(s) shall maintain all insurance required under paragraphs A through D of this Section for not less than one (1) year after completion of this contract.

**Change Orders:** After the contract award, changes in or additions to the work and/or a change in the amount of money to be paid to the Bidder must be the result of an approved change order first ordered by the Director of the lead department and approved by the Village Manager and/or the Village Board.

Public Act 094-0460 will require the successful contractor verify any change order request you receive from a subcontractor will not exceed 49% of your original subcontract amount. Any needed change order that will increase the subcontract by 50% or more will require your opening up that portion of the work to competitive bidding.



**Village of Schaumburg  
Invitation for Bid  
Sanitation Service**

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**Intent:** The purpose of this Invitation for Bid is to solicit offers for sanitation services for the Village of Schaumburg's (hereafter Village) two (2) annual festivals, which are the Prairie Arts Festival and Septemberfest. **Please note that the award may be split if the lowest responsible bids are from two different companies.**

**Scope:** The Village currently sponsors two annual festivals: The Prairie Arts Festival is held over Memorial Day weekend and the Septemberfest event is held on Labor Day weekend. Attendance for the Prairie Arts Festival averages about 5-10,000 patrons, while Septemberfest averages approximately 250,000, weather permitting. A high quality sanitation service company is an integral part of these festivals. The contractor will be responsible for the installation and removal of all sanitation facilities which shall include furnishing all labor, supplies, materials, and equipment required for the installation, servicing and removal of the sanitation facilities (see *Detailed Cost Sheets* for types and quantities).

**Terms:** The Prairie Arts Festival contract will be for a two (2) day event (not including set-up and tear down time) over the 2019 Memorial Day weekend, and the Septemberfest contract shall be for a three (3) day event (not including set-up and tear down time) to be held over the 2019 Labor Day weekend. The contract shall include three (3) optional, additional years as stated below. These may be exercised at the option of the Village, with mutual consideration between the Village and the vendor. Options will be exercised prior to January 31 preceding the next event date.

**PRAIRIE ARTS FESTIVAL:**

- Saturday, May 25, 2019 / Sunday, May 26, 2019
  - Saturday, May 23, 2020\* / Sunday, May 24, 2020\*
  - Saturday, May 29, 2021\* / Sunday, May 30, 2021\*
  - Saturday, May 28, 2022\* / Sunday, May 29, 2022\*
- \* *Indicates option years*

**SEPTEMBERFEST:**

- Saturday, August 31, 2019 / Sunday, September 1, 2019 / Monday, September 2, 2019
  - Saturday, September 5, 2020\* / Sunday, September 6, 2020\* / Monday, September 7, 2020\*
  - Saturday, September 4, 2021\* / Sunday, September 5, 2021\* / Monday, September 6, 2021\*
  - Saturday, September 3, 2022\* / Sunday, September 4, 2022\* / Monday, September 5, 2022\*
- \* *Indicates option years*

The village will notify vendor in writing prior to January 31<sup>st</sup> of the Village's intention whether or not to extend the contract to optional years.

A one-time economic adjustment for labor, material, and equipment costs may be negotiated for each one year extension to the contract after the initial one year contract period. This economic

adjustment may not exceed the published local Consumer Price Index (CPI) for the previous twelve month period. The contracted vendor shall notify the Village in writing of any requested increase by December 15 of the current contract year.

**Requirements:**

The following items are requirements for both festivals and are in addition to the individual requirements listed on each festival's worksheet.

- All portable restrooms must be the same color and supplied with working locks and doors, and all portable sinks must be the same color.
- No flushable portable restrooms may be used.
- All sinks shall be filled with water, soap and paper towels.
- All restrooms shall be wiped dry after cleaning.
- Replacement portable restrooms must be made immediately available should the situation warrant.
- All equipment, including service vehicles, is expected to be in working order at all times during each event.
- **The total cost submitted shall include price for delivery, set-up, and pick-up. No additional fees will be allowed.**
- **General Conditions and Schedule:** At least one company representative on-site must speak English to communicate with staff and Septemberfest Committee members. The Village and both committees require a valid 24-hour emergency telephone number of a company representative with decision-making authority for use during the hours of operation during both events on Memorial Day weekend and Labor Day weekend. This service representative may be called upon to handle any potential problems encountered with the service during the weekend events.

The festival days and hours of operation are listed below:

**PRAIRIE ARTS FESTIVAL:**

Saturday & Sunday - 10:00 a.m. to 5:00 p.m.

**SEPTEMBERFEST:**

Saturday - 10:00 a.m. to 10:00 p.m.

Sunday - 9:00 a.m. to 10:00 p.m. (fireworks display evening)

Monday - 9:00 a.m. to 9:00 p.m. (rain date for fireworks display evening)

**References:** All contractors shall include with their submittal a list of a minimum of three (3) references, including company names, contact person's name, email address, and phone number for similar services provided within the past two (2) years. **All references shall be for**

**temporary outdoor events similar in size, scope and quality to our two events. Please note that if any portion of the contract is subcontracted, a list of a minimum of three (3) references must be provided for the subcontractor as well.**

The Prairie Arts Festival is an outdoor fine art & fine craft exhibition and sale featuring artists, live entertainment, food truck vendors, and children's activities that draws approximately 5-10,000 people over the two day event. Approximately 250,000 patrons attend the three day Labor Day weekend festival. The event includes a 250 booth arts & crafts show, 18-ride carnival, three stages of entertainment, and the Taste of Schaumburg with 24 restaurants. Both festivals are held on the Robert O. Atcher Municipal Center grounds at 101 Schaumburg Court.

**DETAILED COST SHEETS**

**Respondents must transfer the totals for each festival to the Bid Sheet. Failure to do so may be cause for rejection of the bid.**

**\*NOTE: Quantity may fluctuate for each festival each year according to demand.**

**PRAIRIE ARTS FESTIVAL SANITATION SERVICE**

Delivery of all facilities is to be completed between 9:00 a.m. and 12:00 p.m. on Friday, May 24, 2019 (Friday, May 22, 2020, Friday, May 28, 2021, and Friday, May 27, 2022 for optional additional event dates).

All portable restrooms & sinks must be serviced between 6:00 and 11:00 p.m. on Saturday, May 25, 2019 (Saturday, May 23, 2020, Saturday, May 29, 2021, and Saturday, May, 28 2022 for optional additional event dates).

Removal of all facilities may begin after 8:00 p.m. on Sunday, May 26, 2019 and must be completed no later than 12:00 p.m. on Tuesday, May 28, 2019 (8:00 p.m. on Sunday, May 24, 2020 and must be completed no later than 12:00 p.m. on Tuesday, May 26, 2020, 8:00 p.m. on Sunday, May 30, 2021 and must be completed no later than 12:00 p.m. on Tuesday, June 1, 2021, and 8:00 p.m. on Sunday, May 29, 2022 and must be completed no later than 12:00 p.m. on Tuesday, May 31, 2022 for optional additional event dates).

Quantity	Item	Unit Cost	Total Cost for 2
2	Portable Restrooms with sinks.	\$	\$

Quantity	Item	Unit Cost	Total Cost for 2
2	Handicap Accessible Portable Restrooms.	\$	\$

Quantity	Item	Unit Cost	Total Cost for 3
3	40 gallon Portable Sinks.	\$	\$

Quantity	Item	Unit Cost	Total Cost
	Unit Servicing.	\$	\$

Delivery & set-up charge if applicable:	\$
Pick-up charge if applicable:	\$

<b>TOTAL COST FOR PRAIRIE ARTS FESTIVAL SANITATION SERVICES</b> <i>(Transfer to Bid Sheet)</i>	\$
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## **SEPTEMBERFEST SANITATION SERVICE**

Delivery of two (2) portable restrooms with sinks is to be completed between 9:00 a.m. and 5:00 p.m. on Monday, August 26, 2019 for the carnival crew (Monday, August 31, 2020, Monday, August 30, 2021, and Monday, August 29, 2022 for optional additional event dates).

Delivery of the remainder of the facilities is to be completed between **9:00 a.m. and 5:00 p.m.** on Tuesday, August 27, 2019; **vendor must be on-site with delivery by 9:00 a.m.** (Tuesday, September 1, 2020, Tuesday, August 31, 2021, and Tuesday, August 30, 2022 for optional additional event dates).

All portable restrooms & sinks must be serviced after 11:30 p.m. (and completed by 5 a.m. the following day) on Saturday, August 31, 2019 & Sunday, September 1, 2019 (Saturday, September 5, 2020 & Sunday, September 6, 2020, Saturday, September 4, 2021 & Sunday, September 5, 2021, and Saturday, September 3, 2022 & Sunday, September 4, 2022 for optional additional event dates).

Removal of all facilities is to be completed no later than 6:00 p.m. on Tuesday, September 3, 2019 (Tuesday, September 8, 2020, Tuesday, September 7, 2021, and Tuesday, September 6, 2022 for optional additional event dates).

### **ADDITIONAL REQUIREMENTS FOR SEPTEMBERFEST:**

- The Village of Schaumburg and the Septemberfest Committee require the presence of four (4) company on-site attendants and two (2) trucks on the festival grounds during the following hours: 12 to 10 p.m. Saturday, 11 a.m. to 10 p.m. Sunday, and 11 a.m. to 9 p.m. Monday. These service representatives will be called upon to handle any problems encountered with the facilities. The service attendants are expected to be servicing sinks and toilets throughout the festival; however, they will need to have permission from a Septemberfest Committee member or Engineering Public Works staff member in charge of sanitation prior to sending the sanitation vehicles through the crowd. Please note that the arts & crafts area may not be serviced between the hours of 4:30-6:30 p.m. In addition, no trucks may drive through the festival at closing time when the crowd is leaving because it is too congested; trucks must wait until 10:45 p.m. on Saturday, 11:15 p.m. on Sunday, and 9:45 p.m. on Monday.
- All attendants must be able to legally operate all equipment deployed by the contractor.
- One (1) additional case of paper supplies is to be left on site and used as replacements by the Village, if needed.
- Four (4) of the portable restrooms are to be relocated to the intersection of Summit and Wise Roads (2 on the South side and 2 on the North side), two (2) portable restrooms by the reviewing stand, one (1) portable restroom along the parade route, and one (1) portable restroom near the end of the route for a total of eight (8) restrooms **by 8:00 a.m.** on Monday, September 2, 2019 (Monday, September 7, 2020, Monday, September 6, 2021, and Monday, September 5, 2022 for optional additional event dates) for use on the parade route.

- The contractor is required to service the effluent grey water generated by the Taste of Schaumburg restaurants at Septemberfest (maximum twenty-six).
- The contractor is required to service the bathroom in the rented motor homes or tour buses located behind the main stage on Monday, September 2, 2019 (Monday, September 7, 2020, Monday, September 6, 2021, and Monday, September 5, 2022 for optional additional event dates) after the evening show is completely over by approximately 10:30 p.m. if necessary.
- Septemberfest Committee and staff must be able to contact service attendants at all times.
- “Out of Order” signs to temporarily close a unit until it can be properly serviced.

Quantity	Item	Unit Cost	Total Cost for 128
128	Portable Restrooms with sinks.	\$	\$

Quantity	Item	Unit Cost	Total Cost for 8
8	Handicap Accessible Portable Restrooms.	\$	\$

Quantity	Item	Unit Cost	Total Cost for 30
30	40 gallon Portable Sinks.	\$	\$

Quantity	Item	Individual Cost	Total Cost
4	Unit Servicing On-Site Attendants Present on Grounds 12 to 10 p.m. Saturday, 11 a.m. to 10 p.m. Sunday & 11 a.m. to 9 p.m. Monday.	\$	\$

Delivery & set-up charge if applicable:	\$
Pick-up charge if applicable:	\$

<b>TOTAL COST FOR SEPTEMBERFEST FESTIVAL SANITATION SERVICES</b> <i>(Transfer to Bid Sheet)</i>	\$
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Quantity	Item	
2	Baby Changing Stations for Septemberfest that are well-marked on the door as <i>Baby Changing Station.</i>	<p>Are you able to donate these in exchange for sponsorship? <i>(please circle your answer)</i></p> <p style="text-align: center;"><b>YES      NO</b></p> <p>If yes, please list the value of this donation here:  \$ _____</p> <p>If no, please list the cost for this rental here:  \$ _____</p>



## BID SHEET

**Note: the Bidder must complete all portions of the Bid Sheet.**

The undersigned, having examined the specifications and all conditions affecting the specified project, offer to furnish all services, labor, and incidentals specified for the price below.

The undersigned Bidder certifies that they are not barred from bidding on this contract as a result of a conviction for the violation of state laws prohibiting bid rigging or bid rotating, (720ILCS 5/33E-1, et seq.) and is not delinquent in any taxes to the Illinois Department of Revenue. (65ILCS 5/11-42.1-1)

It is understood that the Village reserves the right to reject any and all bids and to waive any irregularities and that the prices contained herein will remain valid for a period of not less than ninety (90) days.

I (We) propose to complete the following project as more fully described in the specifications for the following:

**Bidding Company Name:** \_\_\_\_\_

### FESTIVAL SANITATION SERVICES

<b>Cost for the Prairie Arts Festival Sanitation Services</b>	\$
<b>Cost for the Septemberfest Festival Sanitation Services</b>	\$
<b>TOTAL COST BOTH FESTIVALS</b>	\$

If it is the Contractor's intention to utilize a subcontractor(s) to fulfill the requirements of this contract, the Village must be advised of the subcontractor's company name, address, telephone and fax numbers, and a contact person's name at the time of bid submittal.		
Will you be utilizing a subcontractor?	YES	NO
If yes, have you included all required information with your bid submittal?	YES	NO

We acknowledge all invoices, clearly marked with the PO #, must be submitted to Accounts Payable, 101 Schaumburg Rd., Schaumburg, IL 60193. Certified Payroll & Waivers must be included, if applicable.	YES
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**INDEMNIFICATION:** The Bidder hereby agrees to protect, defend, indemnify, and save harmless the Village against loss, damage, or expense from any suit, claim, demand, judgment, cause of action, or shortage initiated by any person whatsoever, arising or alleged to have arisen out of work described herein, except that in no instance shall the Bidder be held responsible for any liability, claim, demand, or cause of action attributable solely to the negligence of the Village.

I hereby certify that the item(s) proposed is/are in accordance with the specifications as noted and that the prices quoted are not subject to change; and that

\_\_\_\_\_ (Company Name) is not barred by law from submitting a bid to the Village for the project contemplated herein because of a conviction for prior violations of either Illinois Compiled Statutes, 720 ILCS 5/33E-3 (Bid Rigging) or 720 ILCS 5/33-4 (Bid Rotating); and that

\_\_\_\_\_ (Company Name) is not delinquent in payment of any taxes to the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1; and that

\_\_\_\_\_ (Company Name) provides a drug free workplace pursuant 30 ILCS 580/1, et seq.; and that

\_\_\_\_\_ (Company Name) certifies they have a substance-abuse program and provide drug testing in accordance with 820 ILCS 265/1 et. seq., Public Act 095-0635: and that

\_\_\_\_\_ (Company Name) is in compliance with the Illinois Human Rights Act 775 ILCS 5/1.101, et seq. including establishment and maintenance of sexual harassment policies and program.

\_\_\_\_\_  
Bidder's Firm Name

\_\_\_\_\_  
Signed Name and Title

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
City            State            Zip Code

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

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Date

