



VILLAGE OF SCHAUMBURG

MUNICIPAL CENTER / 101 SCHAUMBURG COURT / SCHAUMBURG, IL 60193-1899
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October 25, 2018

Subject: Request for Quotation – # PCA-113 19

From: Jan Williams, CPPB, Buyer
Purchasing Division.

The Village of Schaumburg IL has a current quotation opportunity for **Septemberfest Temporary Manpower**. Submittals are due no later than 1:00 p.m. on Friday, November 16, 2018.

Village solicitations 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 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.

Our firm has obtained the electronic PDF file for **Septemberfest Temporary Manpower** 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.

To access the Village of Schaumburg website:

- Logon to: 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
Request for Quotation
Septemberfest Manpower Service**

Intent: The purpose of this Request for Quotation is to solicit offers to provide for the Village's manpower requirements which shall supplement the Village's regular Engineering Public Works maintenance personnel working at the Septemberfest festival. Manpower sanctioned by the Village will be expected to act in a complimentary role to that of the Engineering Public Works employees at the Village of Schaumburg's (hereafter Village) Septemberfest festival.

Scope: The Village sponsors an annual Septemberfest event held on Labor Day weekend. A high quality manpower service is an integral part of this festival. Approximately 250,000 patrons attend the three day Labor Day weekend festival, weather permitting. The festival is held on the Robert O. Atcher Municipal Center grounds at 101 Schaumburg Court. The event includes a 250 booth arts & crafts show, 18-ride carnival, three stages of entertainment, and the Taste of Schaumburg with 24 restaurants.

The contractor will be responsible for providing one (1) supervisor for the Taste and Main Stage (14 hours per day for 3 days), fourteen (14) workers for the Taste and Main Stage (12 hours per day for 3 days), and eighteen (18) workers to assist the Engineering Public Works Department (6 workers on Saturday, 6 workers on Sunday, and 6 workers on Monday for 12 hours per day for 3 days).

Submittal Due Date: Quotations are due no later than **1:00 p.m. on Friday, November 16, 2018.** Submittals may be delivered via email to jwilliams@schaumburg.com , or via mail or by drop off to the address listed below:

Village of Schaumburg
Finance Dept.
Jan Williams, CPPB, Buyer
101 Schaumburg Ct.
Schaumburg, IL 60193

Terms: The contract shall be for a three (3) day event to be held on 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.

- 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 31st 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 supervisor will take direction from appointed Village staff. Duties of the maintenance personnel consist mainly of the following:

- Refuse removal and garbage bag placement for all on-site locations;
- Wiping down of tables and chairs;
- Cleaning of festival grounds throughout the event;
- Unloading and loading of equipment for the main stage performers as needed;
- Various duties as assigned;
- It is required that the maintenance personnel wear a brightly colored uniform/shirt preferably with the company name and a nametag on the uniform/shirt in order to assist Village personnel in determining those in employment (no blue or white uniforms);
- Maintenance personnel must provide their own gloves, brooms, long handled dust pans, and weather appropriate items including sunscreen, rain ponchos, etc.;
- It is incumbent upon the service provider to ensure that all maintenance personnel have adequate transportation both to and from the event on all days;
- The supervisor must keep a record of workers present. This record shall include the individual's sign-in for each shift on each day of the festival.

The festival manpower schedule information for 2019 is as follows:

- 14 workers for 12 hours per day and 1 supervisor for 14 hours per day for 3 days Saturday-Monday of the festival weekend (4 workers from 12 p.m. - 12 a.m., 10 workers from 2 p.m. - 2 a.m., and 1 supervisor from 12 p.m. - 2 a.m. for the Taste and Main Stage).
- 18 workers (6 workers on Saturday, 6 workers on Sunday, and 6 workers on Monday from 6 a.m. to 6 p.m. for 12 hours per day) for 3 days Saturday-Monday of the festival weekend to supplement the Village of Schaumburg Engineering Public Works Department. These workers will be supervised by an Engineering Public Works foreman.
- The number of hours worked in 2019 (and subsequent years) may change based on staffing decisions made by the Village. If the number of hours that manpower personnel are needed is modified, the company providing the services will be expected to make the appropriate modifications to their staffing strategy. Any increases in hours worked must be billed according to the hourly rate provided in the submittal. Any decreases in hours worked will result in a reduction in the contract amount based on the hourly rate quoted in the submittal.

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 the Septemberfest Committee require a valid 24-hour emergency telephone number of a company representative with decision-making authority for use during the hours of operation during the Labor Day weekend. This service representative may be called upon to handle any potential problems encountered with the service during the weekend.

Septemberfest days and times of operation are:

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 the Septemberfest event. 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.**

NOTE: The awarded company will be required to submit a current Certificate of Insurance no less than one (1) month prior to the scheduled event date. Insurance coverage MAY NOT expire during the actual event, which includes delivery, set-up, take-down, and removal of all equipment. The certificate and written endorsement, with policy number indicated, must be submitted to and approved by the Village's Purchasing Division. Coverage must comply 100% with the Village's insurance requirements as stated in this document.

- 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.

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

The Respondent 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 Respondent allow any subcontractor to commence work on their subcontract until the same insurance has been obtained by the subcontractor. The Respondent 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.

Hold Harmless Agreement (Contractual Liability): The Respondent 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 Respondent 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 Respondent, 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.

DETAIL COST SHEET

Please list below the costs for thirty-two (32) workers and one (1) supervisor to work at Septemberfest, with an alternate quote to include an additional nine (9) workers.

TEMPORARY MANPOWER SERVICES						
Shift Hours	Position	# of Workers	Total # of Hours	# of Days	Hourly Cost	Total Cost
12 p.m. to 12 a.m. (12 hours)	Taste & Main Stage Worker	4	144	3	\$ /hr.	\$
2 p.m. to 2 a.m. (12 hours)	Taste & Main Stage Worker	10	360	3	\$ /hr.	\$
12 p.m. to 2 a.m. (14 hours)	Taste & Main Stage Supervisor	1	42	3	\$ /hr.	\$
6 a.m. to 6 p.m. (12 hours)	EPW, Taste & Main Stage Worker	18* *6 Saturday *6 Sunday *6 Monday	216	3	\$ /hr.	\$
Total fee for 2019 for 762 hours						\$
ALTERNATE QUOTE						
Shift Hours	Position	# of Workers	Total # of Hours	# of Days	Hourly Cost	Total Cost
11 a.m. to 9 p.m. (10 hours)	Table Clean-up Worker in Dining Tent	3	30	1 Saturday	\$ /hr.	\$
10 a.m. to 9 p.m. (11 hours)	Table Clean-up Worker in Dining Tent	3	33	1 Sunday	\$ /hr.	\$
10 a.m. to 8 p.m. (10 hours)	Table Clean-up Worker in Dining Tent	3	30	1 Monday	\$ /hr.	\$
Total fee for 2019 including alternate quote hours for 855 hours						\$

QUOTATION SHEET

Note: the Respondent must complete all portions of this 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 Proposer certifies that they are not barred from proposing 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 are 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 proposals 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:

Responding Company Name: _____

SEPTEMBERFEST TEMPORARY MANPOWER

Base Quote - Total fee for 2019 festival for 762 hours	\$
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Alternate Quote - Total fee for 2019 festival for 855 hours	\$
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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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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 proposal submittal.		
Will you be utilizing a subcontractor?	YES	NO
If yes, have you included all required information with your proposal submittal?	YES	NO

INDEMNIFICATION: The Proposer 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 Proposer 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 proposal 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.

_____ Proposer's Firm Name			_____ Signed Name and Title	
_____ Street Address			_____ Print Name and Title	
_____ City	_____ State	_____ Zip Code	_____ Fax Number	
_____ Phone Number			_____ E-mail Address	
_____ Date				

