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## Request for Proposals #2017-05-M

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## HVAC Parts and Supplies

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Metropolitan Pier and Exposition  
Authority (MPEA)

September 22, 2017

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## SECTION I. DEFINITIONS AND INTERPRETATIONS

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### DEFINITIONS

The following terms in this Solicitation shall be defined as follows:

**"Agreement" or "Contract"** means the Agreement that is to be entered into between the Authority and the selected Proposer pursuant to this RFP.

**"Authority"** means the Metropolitan Pier and Exposition Authority.

**"Contractor"** refers to the Proposer that is selected to provide the Services and will enter into the Agreement or Contract with the Authority

**"Include"** Whenever the term "include" (in any of its forms) is used, it means "include, without limitation."

**"Laws"** means City, State and Federal statutes, ordinances, codes, rules and regulations.

**"MBE"** means Minority Owned Business Enterprise.

**"MPEA"** means Metropolitan Pier and Exposition Authority.

**"Proposal"** means all materials submitted in response to this RFP.

**"Proposer" or "Provider" or "Respondent"** means the firm(s), individual(s), corporation(s), partnership(s) and joint venture(s) that submit Proposals pursuant to this RFP.

**"Responsive"** Responsiveness is determined by the Authority and relates to compliance with the provisions of the solicitation, including specifications, and contractual terms and conditions. Conformity in material respects or substantial compliance suffices, although absolute or precise conformity is not required. The Authority reserves the right to reject any Proposal that it deems materially non-responsive.

**"Responsible"** Responsibility is determined by the Authority and relates primarily to the ability of a Proposer/Bidder to successfully carry out a proposed contract, and whether the Proposer/Bidder has the character, reputation, and integrity to receive an award. The Authority may determine in its sole discretion that a Proposer/Bidder, otherwise able to perform, who has been convicted of a felony, or violation of the public procurement requirements of any federal or state governmental entity, is not responsible and therefore disqualified from the RFP process. Other considerations bearing on a determination of responsibility can include experience, past performance, business and financial capabilities, skills, technical organization and reliability. Some of the mechanisms available to measure a Proposer's/Bidder's responsibility are the utilization of reference checks, vendor performance on previous contracts and availability of financial credit information.

**"RFP"** means this Request for Proposals, including all Exhibits and addenda.

**"Selected Proposer" or "Successful Proposer" or "Successful Contractor"** means the Proposer selected for award of an Agreement.

**"Trade Reference"** means a reference concerning the creditworthiness of the Proposer given by another business that extends credit to the Proposer, such as a supplier.

**"WBE"** means Women Owned Business Enterprise.

## INTERPRETATIONS

- A. Any headings in this RFP are for convenience of reference only and do not define, limit, control or affect the meaning of the RFP provisions. In this RFP, unless the context otherwise requires, the terms "hereby," "herein," "hereof," "hereto," "hereunder" and any similar terms used in this RFP refer to this RFP. All section references, unless otherwise expressly indicated, are to sections of this RFP. Words of any gender shall be deemed and construed to include correlative words of the other genders. Words indicating the singular number shall include the plural number and vice versa, unless the context shall otherwise indicate. All references to any exhibit or document shall be deemed to include all supplements and/or amendments to any such exhibits or documents entered into in accordance with the terms and conditions of this RFP and such documents. All references to any person or entity shall be deemed to include any person or entity succeeding to the rights, duties, and obligations of such persons or entities in accordance with the terms and conditions of this RFP.
- B. Unless a contrary meaning is specifically noted elsewhere, the words "as required," "as directed," "as permitted" and similar words used in the RFP mean that requirements, directions of and permission of MPEA are intended; similarly, the words "approved," "acceptable," "satisfactory" or words of like import mean "approved by," "acceptable to" or "satisfactory to" MPEA. Words "necessary," "proper" or words of like import as used with respect to extent, conduct or character of Services specified shall mean that the Services as outlined in Section III must be conducted in a manner or be of character which is "necessary" or "proper" in the option of MPEA.
- C. Unless a contrary meaning is specifically noted elsewhere, the words "approved," "reasonable," "suitable," "acceptable," "properly," "satisfactory" or words of like effect and import used in the RFP mean reasonable, suitable, acceptable, proper or satisfactory in the judgment of MPEA.

## SECTION II. – BACKGROUND INFORMATION AND OBJECTIVES

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### BACKGROUND INFORMATION

The Metropolitan Pier and Exposition Authority, hereinafter referred to as the “Authority” or “MPEA”, is a political subdivision, unit of local government, body politic and municipal corporation existing under the laws of the State of Illinois pursuant to the Metropolitan Pier and Exposition Authority Act, as amended, 70 ILCS 210/1 *et seq.* (the “MPEA Act”). The Authority was established to promote, operate and maintain fairs, expositions, meetings and conventions in Cook County, Illinois.

The Authority is governed by a nine-member Board appointed by the Governor of Illinois and the Mayor of Chicago. Current Board Members are listed on the Authority’s website at [http://www.mpea.com/mpea\\_board/board.html](http://www.mpea.com/mpea_board/board.html). The Chairman of the Board is selected by fellow Board members and a Chief Executive Officer, who is responsible for the day-to-day management of the Authority, is appointed by the Board.

The Authority owns McCormick Place®, an exhibition and convention center located at 23<sup>rd</sup> Street and Martin Luther King Drive in the City of Chicago, which is managed and operated by SMG, a private convention management company. McCormick Place® is North America’s premier convention facility that generates 66,000 jobs and \$10 billion in annual economic activity for the City and State. The McCormick Place convention center includes four buildings: the South, West, North buildings and the Lakeside Center. These buildings have a combined total of more than 2.6 million square feet of exhibit space, and over 600,000 square feet of meeting rooms, making it the nation’s largest convention center. McCormick Place® hosts approximately 125-150 events and attracts more than 2.5 million trade and public show visitors annually. McCormick Place® features the Arie Crown® Theater, a renovated proscenium arch theatre which seats approximately 4,200. The Authority has also recently opened two new facilities—a 1206 room Marriott Marquis Chicago hotel and the Wintrust Arena. Three additional buildings, the Energy Center, American Book Company Building, and the Corporate Center, are also part of the MPC.

The Authority also owns the Hyatt Regency McCormick Place, a recently renovated and expanded 1,258-room hotel and conference center located adjacent to McCormick Place. The Hyatt Corporation is responsible for the operation and management of this Hotel under a management agreement with the Authority.

In 2010, the Illinois General Assembly passed the MPEA Reform Act – 70 ILCS 210/5.4, as amended by Public Acts 096-0898 and 096-0899 (“Legislative Reforms”). The Legislative Reforms authorized a restructuring of the Authority, which resulted in a transformation of the way business is conducted at McCormick Place®. The Reforms further solidified McCormick Place’s competitive standing in the convention and trade-show industry and strengthened Chicago’s ability to attract corporate and association business.

Historic Navy Pier®, the Midwest’s #1 tourist and leisure destination that attracts more than 8.6 million visitors a year, is also owned by the MPEA but is now governed and managed by an independent not-for-profit organization known as Navy Pier, Inc. (“NPI”).

## **OBJECTIVES**

The Authority is seeking proposals from qualified and experienced companies to provide HVAC Parts and Supplies. Selected Proposer(s) must be authorized distributors for each manufacturer of the parts or services being provided to the Authority and must be able to provide OEM warranties and guarantees. Proposer must have knowledgeable account representatives that can advise Authority staff regarding the availability of required HVAC parts and supplies and recommend compatible alternates if any requested items are discontinued by the manufacturer. Proposers must be available for immediate consultation and be able to coordinate timely delivery of materials.

In accordance with the Metropolitan Pier and Exposition Authority Act (70 ILCS 210/23.1(b)), the Authority has adopted and maintains a minority and women owned business enterprise procurement program for any and all work undertaken by the Authority. The Authority's goals for MBE and WBE participation in the performance of the Services are 25% and 5% respectively.

The Authority also encourages the participation by Business Enterprises owned by People with Disabilities (BEPD) and accepts the certification issued by the City of Chicago, Cook County, and the State of Illinois.

## SECTION III. – SCOPE OF SERVICES

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### 1. SCOPE OF SERVICES

Selected Proposer(s) must be authorized distributors for each manufacturer of the parts or supplies being provided to the Authority and must be able to provide OEM warranties and guarantees. Proposer must have knowledgeable account representatives that can advise Authority staff regarding the availability of required HVAC parts and supplies and recommend compatible alternates if any requested items are discontinued by the manufacturer. Proposers must be available for immediate consultation and be able to coordinate timely delivery of materials.

The Contractor will provide **HVAC Parts and Supplies** as requested by the Authority and deliver to the specified locations in each order.

#### a. MINIMUM REQUIREMENTS

##### Qualified proposers:

- i. shall have been in the business of supplying HVAC PARTS AND SUPPLIES to entities/building complexes of similar size as McCormick Place, scope and variety for a minimum of five (5) years.
- ii. shall have in stock or have the ability to acquire the HVAC PARTS AND SUPPLIES manufactured by companies identified in this Bid document.
- iii. shall maintain an office or distribution point with adequate staffing to support the needs of the Authority. Answering services in lieu of offices or distribution points are not acceptable.
- iv. must be able to provide delivery within 10 working days from issuance of an order.
- v. must be able to provide either internal or external technical support as requested by the Authority. Provide information in Form C or as an attachment regarding bidder's capability to provide technical support regarding materials being sold.

### 2. DELIVERY LOCATIONS

Delivery shall be F.O.B. Receiving Rooms:

**NORTH BUILDING**  
450 East 23rd Street  
Chicago, Illinois 60616

**SOUTH BUILDING**  
2301 South Mines Drive  
Chicago, Illinois 60616

**LAKESIDE CENTER**  
2301 South Lake Shore Drive  
Chicago, Illinois 60616\*

**WEST BUILDING**  
2301 South Indiana  
Chicago, Illinois 60616

**CORPORATE CENTER**  
301 East Cermak Road  
Chicago, Illinois 60616

**ENERGY CENTER**  
2211 South Martin Luther King Drive  
Chicago, Illinois 60616

\* NOTE: The Receiving Room at Lakeside Center has an entrance clearance of eleven feet two inches (11'2"). Deliveries that cannot clear this height shall be refused.

The Authority reserves the right to add other locations within its properties as it deems necessary.

### 3. INVOICES

- a) All invoices must be addressed and mailed as follows:

METROPOLITAN PIER AND EXPOSITION AUTHORITY  
Corporate Center, c/o Mike Carlson, Director of Facilities  
301 East Cermak Road  
Chicago, Illinois 60616

**Failure to adhere to the following requirements and procedures will result in delayed payment:**

1. All invoices must list a valid Authority purchase order number. All items invoiced must agree with the prices, quantities, and description of the valid purchase order. Quantities and prices must agree with the Contract.
1. All invoices must state the name of the department and its designee from which the order was placed. This IS NOT a substitute for a purchase order number.

**4. AVAILABILITY**

If the Contractor is unable to fill a specific Purchase Order (in full or in part), the Authority reserves the right to purchase same from available sources. The Authority also reserves the right to substitute or cancel certain items should a change in the requirements warrant.

**5. REPRESENTATION AND WARRANTY**

The Contractor represents that all materials are of good quality and workmanship, and free from faults, deficiencies, and defects in material, both latent and patent. The Authority may return any nonconforming or defective materials to the Contractor or require replacement of the materials at the time the defect is discovered, all at the Contractor's expense. The Contractor must replace any nonconforming or defective materials within 10 (ten) days of notification from the Authority's designated representative. Acceptance of materials and supplies by the Authority by payment shall not relieve the Contractor of the responsibilities herein.

**6. RELATED ITEMS**

The Authority reserves the right to purchase related items from the Contractor.

**7. REPORTS/REPORTING CAPABILITIES**

Contractor will provide DETAILED reporting of all items supplied to the Authority under this Contract upon request.

**8. DEFAULT / AVAILABILITY**

In case of default of the Contractor, the Authority reserves the right to purchase equal services on the open market. In the case of default the Authority reserves the right to terminate the Contract, to purchase equal products / services on the open market, suspend future business with the Contractor, and other remedies available in law or in equity.

## HVAC PARTS & SUPPLIES

<b>Category 1</b>	Bearings, Belts and Sheaves
<b>Category 2</b>	Refrigeration
<b>Category 3</b>	General HVAC
<b>Category 4</b>	Hot Water and Steam
<b>Category 5</b>	Insulation
<b>Category 6</b>	Energy Metering Devices
<b>Category 7</b>	Ammonia Refrigeration Parts
<b>Category 8</b>	Refrigerants

Proposers are required to complete a Pricing Form F and the accompanying Excel file listing currently used parts and supplies.

### **Term**

The Contract begins on the Effective Date and shall remain in effect for a base term of two (2) years. The Authority shall have the option to renew the Contract under the same terms and conditions as the original Contract for up to an additional 2 years. However, the Contract may not renew automatically, and may not renew solely at the Contractor's option.

## SECTION IV. – RFP PROCESS AND SUBMISSION REQUIREMENTS

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### RFP PROCESS

The Proposer's written response, which details the experience and expertise of the Proposer to provide **HVAC Parts and Supplies**, is due no later than **Wednesday, October 18, 2017**.

Requirements and procedures for providing submittals in response to this RFP are described herein. RFP documents will be available for downloading at the MPEA website at [www.mpea.com](http://www.mpea.com) under the link "Doing Business" beginning on Friday, September 22, 2017. The Authority requests that all Proposers that choose to download and print the document from the MPEA website contact the MPEA, DEPARTMENT OF PROCUREMENT by email, referencing RFP #2017-05 **HVAC Parts and Supplies** to [mpeaprocedurement@mpea.com](mailto:mpeaprocedurement@mpea.com) to register Proposer's company as a document holder.

If it becomes necessary to revise or amend any part of this RFP, including the due dates, the Authority will publish a revision by written addendum on its website and notify all prospective Proposers who have registered as a document holder and provided the Authority with valid contact information. It will be the responsibility of the Proposer to obtain all such addenda and to acknowledge receipt of any addenda that have been issued. (If none are issued, indicate "NONE" on REQUIRED FORM A, Form of Transmittal Letter.)

Proposers are to contact only the MPEA Procurement Department at [mpeaprocedurement@mpea.com](mailto:mpeaprocedurement@mpea.com) concerning this RFP and should not rely on representations, statements, or explanations other than those made in this RFP or in any written addendum to this RFP.

The Authority will accept questions, in writing via e-mail, until 12:00 PM Central Time, on **Friday, September 29, 2017**. Questions should be submitted in writing to [mpeaprocedurement@mpea.com](mailto:mpeaprocedurement@mpea.com). A summary of questions received, noted without source, and answers will be issued as an addendum on the MPEA procurement website by Wednesday, October 4, 2017.

RFP submittals are due no later than **12:00 PM Central Time, on Wednesday, October 18, 2017**. Interested parties must submit an electronic version (PDF and/or Word) of its proposal via email to [mpeaprocedurement@mpea.com](mailto:mpeaprocedurement@mpea.com), or via a secure file sharing platform such as Dropbox or similar, before the deadline. The email must reference the RFP #2017-05-M. The electronic copy must include Required Form F, PROPOSED PRICING FORM and Required Form I, Special Conditions Regarding Minority and Women Owned Business Enterprises as separate PDF files.

Proposers must also submit 1 original hardcopy and 3 copies of its entire submission/proposal. All hardcopy Proposals must be submitted with a table of contents identifying page numbers with section dividers for each item under the Proposal Submission requirements. Hardcopy submittals and supporting documentation must be submitted in a sealed package/envelope labeled **"Request for Proposals #2017-05-M HVAC PARTS AND SUPPLIES"**. Required Form "F" and Required Form "I" must be in a separate sealed envelope.

Submittals may be delivered to the Authority at the following address:

METROPOLITAN PIER AND EXPOSITION AUTHORITY  
ATTN: PROCUREMENT DEPARTMENT  
301 EAST CERMAK ROAD  
CHICAGO, ILLINOIS 60616

Based on the responses submitted, the Authority may select a short list of Proposers for further consideration and may elect to conduct interviews with short-listed Proposers.

A timeline showing the key dates for the RFP process is provided as Exhibit 1.

The responsibility for submitting a response to this RFP on or before the stated time and date will be solely and strictly that of the Proposer. The Authority will in no way be responsible for delays caused by the U.S. Post Office or caused by any other entity or by any occurrence. Proposals received after 12:00 PM Central Time, on **Wednesday, October 18, 2017** may be deemed non-responsive and ineligible for consideration.

By submitting a Proposal, Proposer agrees to accept and abide by the terms of this RFP. The Authority reserves the right to reject any or all submittals, to waive any informality or irregularity, and to accept any responsive submittals which it may deem to be in the best interest of the Authority. Only submittals from responsible Proposers complying with the provisions of this RFP will be considered.

Submittals will be considered incomplete if they do not bear the signature of an agent of the Proposer who is in a position to contractually bind the Proposer. The submittals can be withdrawn at any time, if requested in writing, until the deadline date at which time it will be considered final.

## **RFP SUBMISSION REQUIREMENTS**

Interested Proposers are to provide a thorough submittal using the guidelines presented herein. Submittals should be prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP. Emphasis should be on conforming to the RFP instructions, responding to the RFP requirements/scope of services, and the completeness and clarity of content. The Proposer is expected to expand on the scope in the submitted Proposal, incorporating their expertise and proposed method or approach.

### **Proposal Submission**

The following provides an outline of the information to be included to demonstrate the qualifications of the Proposer. This outline is not all-inclusive and Proposers can add information as it deems appropriate to demonstrate its qualifications.

1. **Qualifications and Experience:** Provide a Statement of Qualifications summarizing Proposers qualifications and experience providing the types of HVAC parts and supplies to customers/facilities comparable to MPEA/McCormick Place.
2. **Availability:** Please include the following information for each Category for which Proposer is responding:
  - Location of office or warehouse/distribution point for each Category
  - Estimated delivery time from each location
  - Documentation of authorization as distributor of each manufacturer listed, by Category
3. **Project Team:** Provide resumes for all persons in your firm who will be on the account team for the Authority account and describe in detail each person's educational and professional background, certifications, and experience required to timely and accurately source HVAC parts and supplies described herein.
  - a. Indicate who will act as the primary customer service liaison and the management representative regarding the contract.
4. **Financial Stability:** Furnish audited financial statements for your firm, including a balance sheet and profit and loss statements for the last three (3) years. If audited financial statements are not available, submit the equivalent along with a brief explanation of Proposer's financial stability.
5. **References:** Provide at least three (3) references for which your firm has provided similar services in the past three (3) years. Please include the client name, address, phone number, e-mail address, contact name and contact's affiliation and a brief description of the services provided. Also provide

the total value of the contract and the term (start and end date). Identify services, if any, subcontracted, and to what other company.

6. **Criminal or Civil Actions:** Detail any criminal or civil investigation or pertinent litigation pending against your firm, or individuals within your firm, conducted within the past three (3) years. Also describe the nature of any conflicts of interest that you believe exist or may arise.
7. **Other:** Proposer may include any other relevant factors the Proposer believes should be considered by the Authority.

### **Fees**

The Proposer shall provide its proposed rates for the services set forth in this RFP, as specified on Required Form F, PROPOSED PRICING FORM, which must be submitted as a separate PDF file.

If Proposer is unable to price a specific item, please indicate why—for example whether Proposer is unable to find a source, whether the product is no longer available, and what comparable alternate Proposer would recommend and price for the alternate.

Proposer must also indicate a mark-up or discount for other similar products for each group not specifically listed on the price form. This discount/mark up will apply to unspecified products.

### **Minority & Women Owned Business Utilization Plan**

The Authority's MBE/WBE utilization requirements are set forth with particularity in Required Form I, SPECIAL CONDITIONS REGARDING MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES. This attachment includes various affidavits, certifications and other reporting forms, which must be completed and submitted with respondent's proposal.

### **Required Forms**

In addition to the information required above, Proposals must contain the following completed forms:

- |                   |  |
|-------------------|--|
| ○ Required Form A | Form of Transmittal Letter   |
| ○ Required Form B | Statement of Business Organization   |
| ○ Required Form C | Statement of Qualifications and IRS Form W-9                               |
| ○ Required Form D | Proposer Certifications  |
| ○ Required Form E | Disclosure of Lobbyists  |
| ○ Required Form F | Proposed Pricing Form  |
| ○ Required Form G | Notification of Exceptions   |
| ○ Required Form H | Insurance Requirements   |
| ○ Required Form I | Special Conditions Regarding Minority and Women Owned Business Enterprises |

## SECTION V. – RFP EVALUATION

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### **EVALUATION PROCESS**

The Authority intends to conduct a comprehensive, fair and impartial evaluation of proposals received in response to this RFP. The Authority will first review the proposals to assess Proposer's responsiveness and compliance with the administrative requirements of the RFP. The Authority will also determine whether the Proposer is one with whom the Authority can or should do business.

The Authority will then use an Evaluation Committee to review and evaluate the Proposals. All proposals will be evaluated using the same criteria, outlined herein. Throughout the evaluation and selection period, Proposer may be required to furnish additional information, make presentations and attend meetings as requested by the Authority. The Authority will accept the Proposal it deems most likely to meet the goals of the services outlined in this RFP.

### **Evaluation Criteria**

In evaluating, the Authority will consider the following:

1. **Qualifications and Experience**: Whether the Proposer has the qualifications and experience to timely deliver the parts and supplies needed by MPEA.
2. **Quality of Past Performance**: Whether the Proposer has provided appropriate reference examples of prior similar contracts and successful past performance. The Authority may solicit from previous clients, including the MPEA or any available sources, relevant information concerning Proposer's record of past performance.
3. **Quality of Personnel**: Whether the Proposer's personnel (including any subconsultants) have demonstrated experience with similar engagements, the quality of their past performance, and the success of their efforts.
  - a. Local availability and knowledge of account representative assigned to MPEA.
4. **Financial Stability**: Whether the Proposer has provided sufficient evidence of their company's financial abilities to perform the work.
5. **M/WBE Utilization**: The strength of the Proposer's M/WBE Utilization Plan, as detailed in Required Form I.
6. **Fee Proposal**: Prices as bid, mark-up/discount offered. Ability to propose/source alternate products.
7. **Ability to Contract**: The nature and extent, if any, of exceptions taken to the Form of Agreement, and the ability of MPEA and Proposer to negotiate a mutually agreeable contract.

### **Evaluation and Award Process**

The evaluation and award process is as follows:

1. Review of the Proposals to assess compliance with mandatory administrative requirements
2. Detailed evaluation by the Committee of Proposer's qualifications
3. Review of Proposed Fees
4. Clarifications, discussions, and presentations (if determined necessary by the Evaluation Committee)
5. Evaluation Committee award recommendation to the Authority's CEO and Board
6. Award decision by the Board
7. Final agreement executed

## SECTION VI. – CONDITIONS, DISCLAIMERS, AND DISCLOSURES

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This RFP does not represent a commitment or offer by the Authority to enter into an agreement with a Proposer or to pay any costs incurred in the preparation of a response to this RFP. The Authority reserves the right to reasonably request additional information or clarification of information provided in the response without changing the terms of the RFP, and also reserves the right to seek new submittals when such a request is in the best interest of the Authority. The Proposer assumes the responsibility for all costs incurred in responding to this RFP. It is understood and agreed that the Authority assumes no liability for the Proposer's costs incurred in responding to this RFP.

### Signing Forms

Proposal forms must be properly completed and the FORM OF TRANSMITTAL LETTER (See Required Form A) must be in the required form and signed by persons with the authority to bind the Proposer(s). Special requirements apply depending on the nature of the Proposer's organization. The Proposal and Form of Transmittal Letter shall be signed as follows:

- If the Proposer is a **corporation** or **limited liability company**, the Proposal and Form of Transmittal Letter shall be signed in the name and under the seal of the corporation by a duly authorized officer of the corporation or manager of the company, with the designation of his/her official capacity, and attested properly. The Response and Form of Transmittal Letter shall show the state in which the corporation is chartered. If it is a foreign corporation, the Response shall show whether or not the Proposer is licensed to transact business in the State of Illinois.
- If the Proposer is a **firm** or **partnership**, the Proposal and Form of Transmittal Letter shall be signed in the name or style under which the organization is doing business and by the partner, proper officer, or officers whose official capacity shall be designated. The name and address of each member of the organization shall be shown on the Proposal and Form of Transmittal Letter.
- If the Proposer is an **individual**, he/she shall sign the Proposal and Form of Transmittal Letter in person or by representative, stating the name or style, if any, under which he/she is doing business. If the signing is by representative, the representative's Power of Attorney or other authorization shall be stated and shall be proven if requested.
- If the Proposer is a **joint venture**, the Proposal and Form of Transmittal Letter shall be signed by each of the persons or firms that are a party to the joint venture agreement. A certified copy of the joint venture agreement shall be attached to the Proposal and Form of Transmittal Letter. A joint venture will not be accepted unless the joint venture agreement or some other signed and legally binding instrument is certified and attached to the Proposal Form sheet and Form of Transmittal Letter and contains provisions for one of the parties to the joint venture to be in full direction of the services and to exercise this direction through a single individual to be appointed manager of operations with the consent of all parties to the joint venture agreement.
- Where the Proposal and Form of Transmittal Letter are signed by an **agent of the Proposer**, evidence of the agent's authority to sign must accompany the Proposal. If the Proposer is a corporation, such evidence shall be a certified copy of that section of corporate bylaws or other authorization such as a Resolution by the Board of Directors, which permits the person to sign the offer on behalf of the corporation. The name of each person signing the Proposal shall be typed or printed below his/her signature.

In every case, the Proposal and Form of Transmittal Letter shall show the present business address of the Proposer at which address communications shall be received and service of notices accepted.

### Ownership of Proposals

Timely submittals and any information made a part of the Proposals will not be returned to the sender. The Authority reserves the right to retain all submittals and to retain any ideas in a submittal regardless of whether a Proposer is selected. Submittal of a response to this RFP indicates acceptance by the Proposer of the conditions contained within the RFP document.

### Improper Practices

The Proposer shall be in compliance with the Illinois State Officials and Employees Ethics Act (5 ILCS 430/) and remain in compliance for the duration of the Agreement. Non-compliance constitutes grounds for immediate unilateral termination of the Agreement.

The Proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the Authority, the Authority's appointed evaluation committee, SMG (current McCormick Place® Manager), the City of Chicago, Choose Chicago, State of Illinois, or any other organization that may have a clear interest in the outcome of the selection process, for the purposes of influencing the outcome of the RFP response selection process.

The Proposer shall not collude in any manner or engage in any practices with any other Proposer(s), which may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the Proposer(s) submittal(s) to be rejected by the Authority. The prohibition is not intended to preclude joint ventures or subcontracts.

### Interpretation

Should any question arise as to the proper interpretation of the terms and conditions contained in this RFP, the Authority's decision shall be final.

### Multiple Awards

It is the intent of the Authority to award to one Proposer as a result of this RFP. However, the Authority reserves the right to award a contract to one or more Proposers as it deems to be in its best interest.

### No Criminal/Civil Liability

Submission of a proposal shall include a representation that neither the Proposer, nor any of its joint venture participants, partners, members, affiliates, subsidiaries, officers, directors, managerial employees, or any individual who, directly or indirectly, holds an ownership interest in the Proposer's organization has been convicted of or entered into a plea agreement for a criminal offense incident to the application for or performance of a contract or subcontract with a governmental or private entity in the State of Illinois, or has been convicted of a criminal offense, or held liable in a civil proceeding, that negatively reflects on the entity's or individual's business integrity, based on a finding of embezzlement, theft, forgery, bribery, falsification, or destruction of records, receiving stolen property, or violation of state or federal antitrust statutes or similar laws.

### Vendor Ethics

The Authority is prohibited by law from contracting with certain persons and entities. Accordingly, ownership interests must be disclosed in Required Form B, STATEMENT OF BUSINESS ORGANIZATION. Proposers must also comply with the prohibitions on political contributions that are set forth in the MPEA Act, as amended.

### Insurance Requirements

At all times during the term of the Agreement and during the time period following final completion if the Proposer is required to return and perform any additional work, Proposer is required to maintain the minimum insurance coverage and requirements specified in this RFP, insuring all operations related to the Agreement. The Authority reserves the right to modify insurance requirements based on the nature of the services rendered or the projects required under the Agreement.

### Freedom of Information Act

This RFP and any subsequent agreement are subject to disclosure pursuant to the Illinois Freedom of Information Act ("FOIA," 5 ILCS 140/) and other applicable laws and rules. The Proposal may be made available for public inspection and copying and if the Proposer believes certain information is exempt from public disclosure under FOIA, the Proposer must clearly mark those portions of its Proposal as being "Confidential" and request confidential treatment. The Proposer must identify the specific grounds under FOIA or other law or rule that support exempt treatment. The Authority is not obligated to honor requests

for confidential treatment, even if the information is exempt from public disclosure. The Proposer will be responsible for any costs or damages associated with the Authority's defending the Proposer's request for exempt treatment.

#### Confidentiality

Except with the Authority's approval, the Proposer shall not directly or indirectly disclose, divulge or communicate to any person, firm or corporation, other than the Authority or its designated representatives, or as required by law, any non-public information which it may have obtained during the RFP process concerning any matter relating to the work or regular business of the Authority.

#### Taxes

The Successful Proposer will be responsible for all existing and future applicable federal, state, and local taxes, whether direct or indirect, incurred in connection with the Agreement. The Authority, however, is exempt by law from Illinois Retailers Occupation Tax, Use Tax, Service Occupation Tax, Service Use Tax, and Municipal and Regional Transportation Authority Retailers Occupation Tax on materials or services purchased in connection with the Services.

#### Rejection of Proposals

Proposals that do not comply with the submittal requirements of the RFP, or that contain omissions, erasures, alterations or additions not called for, or that are irregular in any way, may be rejected as informal and insufficient. The Authority, however, reserves the right to waive any or all informalities when it considers a waiver to be in its and the public's best interest.

In addition to all other basis for rejection, any Proposer found to have falsified any information to the Authority in relation to this or any other procurement, or which has been barred from doing business with the Authority, the City of Chicago or State of Illinois, or which has been convicted of a felony or entered into a plea agreement related to procurement contracting with any unit of government, may be rejected.

#### Protests

Any and all protests or challenges with respect to the selection of the Successful Proposer and this RFP, any of the procedures or requirements stated herein, or any other terms and conditions related to the transactions stated or contemplated herein must be asserted in writing to:

Metropolitan Pier and Exposition Authority  
Attn: Dao Ngo, Director of Procurement  
301 E. Cermak Rd., Chicago, IL 60616  
[mpeaprocedurement@mpea.com](mailto:mpeaprocedurement@mpea.com)

All protests or challenges concerning the process, ambiguities, or defects of the RFP must be submitted within seven (7) calendar days after publication of the RFP. All protests or challenges concerning the selection of the Successful Proposer must be asserted within seven (7) calendar days after the notification of award of the Successful Proposer. Protests shall contain a statement of reason(s) for the protest identifying any alleged violation and any specific relief sought. Failure to file any action, protest or challenges within the time frames set forth above shall constitute a full and absolute waiver to take action against, protest or challenge the RFP process or selection of the Successful Proposer.

## SECTION VI. – REQUIRED FORMS

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Proposals must contain the completed items listed below that are provided in the following pages of this Section VI:

- A. FORM OF TRANSMITTAL LETTER
- B. STATEMENT OF BUSINESS ORGANIZATION and IRS FORM W-9
- C. STATEMENT OF QUALIFICATIONS
- D. PROPOSER CERTIFICATIONS
- E. DISCLOSURE OF LOBBYISTS
- F. PROPOSED PRICING FORM
- G. NOTIFICATION OF EXCEPTIONS
- H. INSURANCE REQUIREMENTS
- I. SPECIAL CONDITIONS REGARDING MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES

# REQUIRED FORM A – FORM OF TRANSMITTAL LETTER

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***To be duplicated and completed on Proposer's firm letterhead***

(Date)

Metropolitan Pier and Exposition Authority  
301 East Cermak Road  
Chicago, Illinois 60616  
Attention: Dao Ngo, Director of Procurement

Re: **HVAC PARTS AND SUPPLIES**  
**RFP #2017-05-M**

[Proposer must indicate which Category/ Categories below that it responding to]

<b>Category 1</b>	Bearings, Belts and Sheaves
<b>Category 2</b>	Refrigeration
<b>Category 3</b>	General HVAC
<b>Category 4</b>	Hot Water and Steam
<b>Category 5</b>	Insulation
<b>Category 6</b>	Energy Metering Devices
<b>Category 7</b>	Ammonia Refrigeration Parts
<b>Category 8</b>	Refrigerants

Dear Ms. Ngo:

On behalf of (Full legal name of Proposer), I submit with this letter its response to the Metropolitan Pier and Exposition Authority's Request for Proposals ("RFP") for **HVAC PARTS AND SUPPLIES** . In this connection, I state the following:

1. I have full authority to bind Proposer with respect to this response to the Request for Proposals and any oral or written presentations and representations made to the Authority.
2. *(Full legal name of Proposer)* has read and understands the Request for Proposals and is fully capable and qualified to provide the goods and or services as described within this Request for Proposals.
3. I have read and understand the Request for Proposals, including addenda numbers \_\_\_\_\_. (If none were issued, indicate "NONE".)
4. *(Full legal name of Proposer)* understands that the Metropolitan Pier and Exposition Authority will rely on Proposer's response to the Request for Proposals and Proposer agrees to be bound by its representations and statements made in its response and in any oral or written presentation(s) made during the evaluation and selection process.

5. If requested by the Authority, Proposer agrees to furnish additional information or documentation or to make one or more oral presentations or demonstrations to assist the Authority in evaluating its Proposal.
6. If selected by the Authority, Proposer agrees to negotiate and enter into an Agreement for **HVAC PARTS AND SUPPLIES** with the Authority to supply all of the required items and/or services.
7. Neither I nor Proposer has any beneficial interest in or relationship with any other party working or performing services for or otherwise affiliated with the Authority and no conflict of interest which could interfere with the provision of services to the Authority.
8. Proposer understands that the Authority will rely upon the material representations set forth in the Request for Proposals and that Proposer has a continued obligation to update any information which changes or which Proposer learns to be incorrect.

I declare that all Required Forms A - I as issued by the MPEA have not been altered other than to provide information requested, and that completed Forms A-I have been examined by me and to the best of my knowledge and belief are true, correct and complete.

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

\_\_\_\_\_  
Typed/lettered name of signatory

As: \_\_\_\_\_

(Relationship to Proposer/Title/etc.)

# REQUIRED FORM B – STATEMENT OF BUSINESS ORGANIZATION

**NAME OF PROJECT:** HVAC PARTS AND SUPPLIES

**PROJECT NUMBER:** 2017-05-M

**PROPOSER:** \_\_\_\_\_

*Note:* Each Proposer is obligated to notify the Authority of any changes in its ownership or in its officers and directors at the time such changes occur if the change occurs during the evaluation phase or during the Agreement term.

**1. If the Proposal is submitted by an individual, answer questions listed below:**

- (a) Name \_\_\_\_\_
- (b) Official Address \_\_\_\_\_
- (c) Telephone \_\_\_\_\_ Email address \_\_\_\_\_
- (d) Fax Number \_\_\_\_\_
- (e) FEIN or SSN \_\_\_\_\_
- (f) Is the individual authorized to do business in Illinois?  YES  NO

**2. If the Proposal is submitted by a partnership, answer questions listed below:**

- (a) Firm Name \_\_\_\_\_
- (b) Official Address \_\_\_\_\_
- (c) Fax Number \_\_\_\_\_
- (d) Telephone Number \_\_\_\_\_
- (e) FEIN \_\_\_\_\_
- (f) List each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in the business organization. If no individual does, indicate "NONE".
  - i. Holding firms: Where owners are themselves a corporation, LLC, partnership or other business entity, list the business entity's name and each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in such "holding firm". (Use a separate page if necessary).
  - ii. Affiliated entities: List each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in any affiliated entities. (Use a separate page if necessary).

Name	Percentage Ownership

# REQUIRED FORM B – STATEMENT OF BUSINESS ORGANIZATION

---

**PROPOSER:** \_\_\_\_\_

(g) List the names of all managing partners:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(h) Is partnership authorized to do business in Illinois?  YES  NO

**3. If the Proposal is submitted by a corporation or limited liability company (LLC), answer questions listed below:**

(a) Corporate or Company Name \_\_\_\_\_

(b) Date of Incorporation \_\_\_\_\_

(c) State of incorporation \_\_\_\_\_

(d) If incorporated in another State, are you authorized to do business in the State of Illinois?

YES  NO

(e) Name and address of registered agent \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(f) Fax Number \_\_\_\_\_

(g) Telephone \_\_\_\_\_ Email address \_\_\_\_\_

(h) FEIN \_\_\_\_\_

(i) List the names of all officers and directors:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# REQUIRED FORM B – STATEMENT OF BUSINESS ORGANIZATION

**PROPOSER:** \_\_\_\_\_

- (j) List each individual having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in the business organization. If no individual does, indicate "NONE".

Holding firms: Where owners are themselves a corporation, LLC, partnership or other business entity, list the business entity's name and each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in such "holding firm". (Use a separate page if necessary).

Affiliated entities: List each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in any affiliated entities. (Use a separate page if necessary)

Name	Percentage Ownership

4. Identify below the person with authorized signature to bind Proposer's agreement, if selected:

Signatory's Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

5. Is Company a certified minority or woman owned business enterprise?  YES  NO

If yes, check one:  MBE  WBE

Certified by:

- City of Chicago
- Chicago Minority Supplier Development Council
- County of Cook
- Women's Business Development Center
- State of Illinois, Department of Central Management Services
- Other \_\_\_\_\_

(Please attach copy of current certification letter.)

# REQUIRED FORM C – STATEMENT OF QUALIFICATIONS

---

**NAME OF PROJECT:** HVAC PARTS AND SUPPLIES

**PROJECT NUMBER:** 2017-05-M

**PROPOSER:** \_\_\_\_\_

Proposer must furnish all of the following information relative to its ability, experience, and financial resources available for the fulfillment of the Agreement.

1. The number of consecutive years that Proposer has been engaged in the business under the present firm name.

Number of consecutive years at this location: \_\_\_\_\_

Date when business was organized \_\_\_\_\_

2. List all pertinent organizations and associations of which Proposer is currently a member:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Provide the overall ratio of managers to personnel. \_\_\_\_\_

4. List below one (1) bank reference:

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

Contact \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email address \_\_\_\_\_

Length of Relationship \_\_\_\_\_

(Questions 5 through 7 relate only to Proposer's contracts for the type of services requested in this RFP)

5. Has Proposer ever refused to sign a contract? Y \_\_\_ N \_\_\_ At the original price? Y\_\_\_ N \_\_\_

If yes to either question, provide details. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# REQUIRED FORM C – STATEMENT OF QUALIFICATIONS

---

**PROPOSER:** \_\_\_\_\_

(Questions 6 through 8 relate only to Proposer's contracts for the type of services requested in this RFP)

6. Has Proposer ever refused to sign a contract? Y \_\_\_\_ N \_\_\_\_ At the original price? Y \_\_\_\_ N \_\_\_\_

If yes to either question, provide details. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Has Proposer ever been terminated for cause? \_\_\_\_\_ If yes, provide details. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Has Proposer ever defaulted on a contract? \_\_\_\_\_ If yes, provide details. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Has Proposer or any related or affiliated entity ever been adjudged bankrupt, been subject to a receivership or an order of reorganization, or other similar action involving the rights of creditors against vendors? If yes, provide details.

\_\_\_\_\_

\_\_\_\_\_

10. Is Proposer or any related or affiliated entity at this time subject to any court order relating to bankruptcy, receivership, liquidation, reorganization, or similar relief? If yes, provide details.

\_\_\_\_\_

\_\_\_\_\_

11. Detail any criminal or civil investigation or pertinent litigation pending or that has concluded within the last three (3) years against Proposer's organization or individuals within the organization or any related or affiliated entity.

\_\_\_\_\_

\_\_\_\_\_

# REQUIRED FORM C – STATEMENT OF QUALIFICATIONS

---

**PROPOSER:** \_\_\_\_\_

12. Proposer has attached copies of its annual financial statement, including balance sheet, profit and loss statement, statement of cash flows, and notes to the Financial Statements for the last three (3) years.  Yes  No

13. Proposer has attached a completed IRS W-9  Yes  No

14. Identify how Proposer was made aware of this RFP: Newspaper Ad \_\_\_\_\_ Website \_\_\_\_\_ Email Notification  
Other \_\_\_\_\_

15. Identify below the Proposer's designated point of contact for purposes of responding to any questions the Authority may have:

Contact Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email address \_\_\_\_\_

## REQUIRED FORM D – PROPOSER CERTIFICATIONS

---

**NAME OF PROJECT:** HVAC PARTS AND SUPPLIES

**PROJECT NUMBER:** 2017-05-M

**PROPOSER:** \_\_\_\_\_

### CHECK BOX(ES) TO CERTIFY:

**Proposer certifies that it is fully authorized to enter into an Agreement with the Authority, has no known conflicts of interest as described in the MPEA Act (70 ILCS 210/25.3), or otherwise, and further specifically certifies that:**

- Neither Proposer nor its agents, officers or employees, has entered into any agreement or arrangement with any individual or entity to refrain from bidding, or to do any act or omit to do any act, the result of which would restrain free competition among Proposers.
- Pursuant to 70 ILCS 210/25.3, neither Proposer nor its agents, officers or employees, has made any offer to, nor been solicited by, any member of the Board, officer or employee of the Authority, either directly or indirectly, regarding any money or other thing of value as a gift or bribe or means of influencing his or her vote or action in his or her official character.
- Proposer, its affiliated entities and affiliated persons of Proposer's organization have not made any contributions to any political committees established to promote the candidacy of any declared candidate for the office of Mayor of Chicago or Governor of Illinois in violation of the restrictions in 70 ILCS 210/25.5(a).
- Neither Proposer, nor its agents, officers or employees, is barred from contracting with any unit of state or local government as a result of being convicted of bid-rigging as defined in Section 33E-3 of the Illinois Criminal Code of 1961 (720 ILCS 5/33E-3), or of bid-rotating as defined in Section 33E-4 (720 ILCS 5/33E-4), or of any similar offenses of any state or the United States that contain the same elements as the offenses of bid-rigging or bid-rotating.
- Proposer will, pursuant to 720 ILCS 5/33E-6, report to the Illinois Attorney General and Cook County State's Attorney any prohibited communication that would constitute interference with contract submission and award by a public official.
- Pursuant to 775 ILCS 5/2 105, Proposer complies with the Illinois Department of Human Rights Act and rules applicable to public contracts, including equal employment opportunity, refraining from unlawful discrimination, and having written sexual harassment policies.
- Proposer will, pursuant to the Drug Free Workplace Act (30 ILCS 580), provide a drug free workplace. Proposer certifies that it will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the performance of the contract. This requirement applies to contracts of \$5,000 or more with individuals, and to entities with twenty-five (25) or more employees.
- Proposer and its employees and subcontractors shall comply with applicable provisions of the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, and the rules applicable to each as well as the Americans with Disabilities Act (42 U.S.C. 12101 et seq.) and the regulations thereunder (28 CFR 35.130).

- [ ] Neither Proposer, nor any of its affiliates, subsidiaries, officers, directors, managerial employees, or any individual who, directly or indirectly, holds a pecuniary interest in the Proposer's organization has been convicted of a criminal offense incident to the application for or performance of a contract or subcontract with a governmental entity in the State of Illinois, or has been convicted of a criminal offense, or held liable in a civil proceeding, that negatively reflects on the entity's or individual's business integrity, based on a finding of embezzlement, theft, forgery, bribery, falsification, or destruction of records, receiving stolen property, or violation of state or federal antitrust statutes or similar laws.
  
- [ ] Proposer is not in arrears to the State of Illinois for any debts whatsoever (including but not limited to back taxes). Further, the undersigned certifies that the Proposer has not defaulted on any other project with the State of Illinois, US Federal Government, or any governmental entity of Cook County or the City of Chicago.
  
- [ ] Proposer is in compliance with the Illinois Lobbyist Registration Act (25 ILCS 170/8) and acknowledges specifically, that contingent fees are prohibited. No person shall retain or employ another to lobby with respect to any legislative, executive, or administrative action for compensation contingent in whole or in part upon the outcome of the action and no person shall accept any such employment or render any such service for compensation contingent upon the outcome of the legislative, executive, or administrative action.

# REQUIRED FORM E – DISCLOSURE OF LOBBYISTS

**NAME OF PROJECT:** HVAC PARTS AND SUPPLIES

**PROJECT NUMBER:** 2017-05-M

**PROPOSER:** \_\_\_\_\_

The Board of the Metropolitan Pier and Exposition Authority ("MPEA") has determined that all bids, proposals and contracts requiring Board approval must be accompanied by a statement disclosing information about Lobbyists, as that term is defined in Section A below. Lobbyists retained in connection with the award of the contract are agents of the Proposer and are therefore subject to the same rules as the Proposer, including but not limited to the prohibition of conflicts of interest and the prohibition of direct contact with any official, employee or agent of the MPEA regarding outstanding procurement projects, except as provided herein. During an active procurement no MPEA employees, officials, MPEA Board members, or MPEA Agents may be contacted regarding the procurement. Questions for clarification regarding an outstanding procurement may be submitted in writing to the Director of Procurement. Questions regarding the Proposer's Minority and Women's Business Enterprise participation may be submitted in writing to the MPEA's Business and Workforce Diversity Department.

**A. DEFINITIONS AND DISCLOSURE REQUIREMENTS**

1. "Lobbyist" means any person (i) who, for compensation or on behalf of any person other than himself, undertakes to influence any legislative or administrative action, or (ii) of whose duty, or any part of whose duty, as an employee of another includes undertaking to influence any legislative or administrative action. Subconsultants or sub-contractors hired by the Proposer who do not fit this definition are not considered Lobbyists.
2. In particular, the Proposer must disclose the name of each such person, his/her business address, the nature of the relationship, and the amount of the fees paid or estimated to be paid.
3. If the Proposer is uncertain whether a disclosure is required, the Proposer must either ask the MPEA whether disclosure is required or make the disclosure. The Proposer is not required to disclose employees who are paid solely through the Proposer's regular payroll or sub-contractors that will be assisting in performance of the work without providing services related to the **HVAC PARTS AND SUPPLIES**.
4. MPEA prohibits the participation of Lobbyists when the payment to the Lobbyist is contingent on the award to the party of a contract, namely through contingency fee agreements.

**B. CERTIFICATION**

Each and every Lobbyist or other person retained or anticipated to be retained directly by the Proposer is listed below (begin list here, add sheets as necessary). Indicate by check below if any such person is retained for or in connection with lobbying for the award of the contract that is the subject of this RFP.

Name	Business Address	Fees (indicated whether paid or estimated)	Check if retained directly for award of this contract
_____	_____	_____	[ ]
_____	_____	_____	[ ]
_____	_____	_____	[ ]
_____	_____	_____	[ ]

[ ] **Check here if no such person has been retained directly by the Proposer or is anticipated to be retained directly by the Proposer.**

# REQUIRED FORM F – PROPOSED PRICING FORM

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**NAME OF PROJECT: HVAC PARTS AND SUPPLIES**

**PROJECT NUMBER: 2017-05-M**

**Proposer Name:** \_\_\_\_\_

**Category:** \_\_\_\_\_

Proposer must submit a separate Form F- Price Proposal worksheet for each Category for which it is proposing.

**Mark-up or discount for all related items not listed on the Excel form:**

Mark-up \_\_\_\_\_% Discount \_\_\_\_\_%

If mark-up or discount is not consistent for all related items not listed on the Excel form, then provide mark-up or discount per manufacturer or product line on the excel file.

Contractor must provide all original invoices for all parts and supplies from original equipment manufacturers for all related items not listed on Excel form.

Required Form F must be submitted as a separate PDF file with the electronic submission.

Proposer must use the provided excel Pricing Form, which lists items in each of the 8 Categories. Proposer must submit the Pricing Form with the completed electronic version of the proposal. Proposers may provide pricing for one or more Categories. MPEA reserves the right to correct any errors in math but will not be held liable for any mistakes by the Proposer.

Proposers must be an authorized distributor of every manufacturer in any Category for which it is submitting a proposal.

All prices quoted are delivered prices. No additional shipping, handling, delivery, parking, or travel time charges of any kind shall be paid by the Authority.

After the first year of the contract, prices for Categories 1,2,3,4,5,6 and 7 may be increased by the relevant producer price index, or 3%, whichever is less. The Contractor and MPEA must agree on the price escalation before it goes into effect.

Prices for Category 8 items should be based on the current market price. Contractor must indicate a time frame for which their proposed prices will be in effect. After the initial time frame ends, the Contractor and MPEA must agree on any price escalation before it goes into effect.

If Proposer is unable to price a specific item, please indicate why—for example whether Proposer is unable to find a source, whether the product is no longer available, and what comparable alternate Proposer would recommend and price for the alternate.

## REQUIRED FORM G – NOTIFICATION OF EXCEPTIONS

---

**NAME OF PROJECT: HVAC PARTS AND SUPPLIES**

**PROJECT NUMBER: 2017-05-M**

**PROPOSER:** \_\_\_\_\_

The Proposer understands and agrees that Exhibit 2 Form of Agreement will govern the relationship with the MPEA and the Successful Proposer.

**PLEASE CHECK ONLY ONE:**

- PROPOSER ACKNOWLEDGES THAT THERE ARE **NO EXCEPTIONS OR ADDITIONS** TO EXHIBIT 2, FORM OF AGREEMENT, OR ANY OTHER REQUIREMENTS STATED IN THIS RFP #2017-05-M. PROPOSER ACCEPTS THE TERMS AND REQUIREMENTS OF THIS RFP AND THE FORM OF AGREEMENT AND AGREES TO SIGN THE AGREEMENT IN SUBSTANTIALLY THE FORM OF EXHIBIT 2 IF IT RECEIVES THE CONTRACT AWARD. ADDITIONALLY, PROPOSER UNDERSTANDS THAT CHANGES OR ADDITIONS WILL NOT BE CONSIDERED AFTER PROPOSAL SUBMISSION.
- PROPOSER ACKNOWLEDGES THAT **THERE ARE EXCEPTIONS OR ADDITIONS** TO EXHIBIT 2, FORM OF AGREEMENT, INCLUDING CONFLICTS OF INTEREST, OR ANY OTHER REQUIREMENTS STATED IN THIS RFP #2017-05-M . PROPOSER HAS ATTACHED A DETAILED MARK-UP OF ALL EXCEPTIONS AND/OR ADDITIONS, A DETAILED EXPLANATION OF SAID EXCEPTIONS WITH ALTERNATIVE LANGUAGE AND PLACEMENT IN THE EXCEPTED AGREEMENT TERMS TO THIS REQUIRED FORM G, NOTIFICATION OF EXCEPTIONS. ADDITIONALLY, PROPOSER UNDERSTANDS THAT ADDITIONAL CHANGES OR ADDITIONS WILL NOT BE CONSIDERED AFTER PROPOSAL SUBMISSION.

# REQUIRED FORM H – INSURANCE REQUIREMENTS

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**NAME OF PROJECT: HVAC PARTS AND SUPPLIES**

**PROJECT NUMBER: 2017-05-M**

**PROPOSER:** \_\_\_\_\_

[ ] **PROPOSER ACKNOWLEDGES THAT IT HAS PROVIDED EVIDENCE OF THE ABILITY TO PROVIDE INSURANCE COVERAGE (i.e., CERTIFICATE OF INSURANCE), AS SPECIFIED BELOW. PROPOSER FURTHER ACKNOWLEDGES AND AGREES THAT THE SPECIFICATIONS SET FORTH BELOW SHALL BE INCORPORATED INTO THE AGREEMENT FOR THE SERVICES.**

1. The Proposer must procure and maintain, at its own expense, until final completion of the Services covered by the Agreement and during the time period following final completion if required to return and perform additional Services, for any reason whatsoever, the types of insurance specified below by the Authority. The Proposer must provide the Authority with certificates evidencing such coverage prior to receiving the Agreement:

**a. Commercial General Liability**

<b><u>Coverage</u></b>	<b><u>Limit</u></b>
General Aggregate	\$2,000,000.00
Products Liability/Completed Ops. Aggregate	\$2,000,000.00
Each Occurrence	\$2,000,000.00
Personal & Advertising Injury	\$2,000,000.00
Independent contractors	\$2,000,000.00
Contractual Liability	\$2,000,000.00

**b. Workers' Compensation and Employer's Liability**

<b><u>Coverage</u></b>	<b><u>Limit</u></b>
Workers' Compensation	Statutory
Employer's Liability	
Each Accident	\$1,000,000.00
Disease – each employee	\$1,000,000.00
Disease – Policy Limit	\$1,000,000.00

Workers' Compensation/ Employer's Liability policies shall be endorsed to waive the insurer's right of subrogation against the Authority.

**c. Automobile Liability (If Applicable)**

<b><u>Coverage</u></b>	<b><u>Limit</u></b>
Bodily Injury and Property Damage Combined Single Limit ea.acc.	\$5,000,000.00
Uninsured Motorist	\$5,000,000.00
Underinsured Motorist (when not included in Uninsured Motorist)	\$5,000,000.00

This Policy must provide coverage for all owned, non-owned, and hired automobiles.

**d. Umbrella Coverage**

Per occurrence and Aggregate	\$5,000,000.00
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Coverage must be in excess of Commercial General Liability, Auto Liability and Employer's Liability. It must be no more restrictive than the primary coverage listed.

e. **Professional Liability/Errors & Omissions**

Per claim and Aggregate

\$2,000,000.00

2. All insurance companies providing coverage must be rated A-VII or better by the A. M. Best Company.
3. Proposer's assumption of liability is independent from, and not limited in any manner by, the Proposer's insurance coverage obtained pursuant to this Agreement, or otherwise. All amounts owed by Proposer to the Authority as a result of the liability provisions of the Agreement shall be paid on demand.
4. Proposer insurance shall be primary and non-contributory with any insurance or self-insurance programs maintained by the Authority.
5. All coverage, with the exception of professional liability policy, must contain a Waiver of Subrogation in favor of the MPEA.
6. All policies, including professional liability policies but with the exception of the workers' compensation and employer's liability, shall be primary and non-contributory with any other insurance or self-insurance maintained by the Authority.
7. The Metropolitan Pier and Exposition Authority, its facilities, agents, officers, board members and employees are named as an additional insured by endorsement on the commercial general liability, auto liability and umbrella liability policies.
8. Subcontractors performing services for the Proposer shall maintain coverage and limits equal to or greater than these requirements unless the Proposer and the Authority mutually agree to modify these requirements for subcontractors based on subcontractor's scope of work. Proposer agrees that it will contractually obligate its subcontractors to promptly advise Proposer of any changes or lapses of the requisite insurance coverage and Proposer agrees to notify the Authority of any such notices. Proposer agrees that it will contractually obligate its subcontractors to name The Metropolitan Pier and Exposition Authority, its facilities, agents, officers, board members and employees as an additional insured by endorsement on the commercial general liability, auto liability and umbrella liability policies, indemnify and hold harmless the Authority to the same extent that Proposer is required to do so as provided in this Agreement. Proposer assumes all responsibility for monitoring subcontractor's contracts and insurance certificates for compliance with the insurance and other provisions of this Agreement until final completion of services. As an alternative, Proposer may include its subcontractors as additional insured on its own coverage. In the event that the subcontractors are included as additional insured, Proposer agrees to provide Workers' Compensation for subcontractors and their employees.

If at time of proposal submission, Proposer is requesting that the Authority waive the limit requirement for subcontractor(s) performing services, Proposer must identify the name of the subcontractor, the nature of the services provided by the subcontractor, the type of coverage to be waived, and the proposed limit.

9. Upon receipt of notice from its insurer, the Proposer will provide the Authority at least thirty (30) days' prior written notice of cancellation or non-renewal and ten (10) days' written notice due to non-payment of premium).

REQUIRED FORM I –MBE WBE SPECIAL CONDITIONS

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## EXHIBIT 1 – TIMELINE

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The anticipated timeline for the RFP process is set forth below. These are target dates and are subject to change.

Request for Proposals (RFP) issued	Friday, September 22, 2017
Questions Due	12:00 pm CST, Friday, September 29, 2017
Answers to questions issued	Wednesday, October 4, 2017
Proposal Due Date	12:00 pm CST, Wednesday, October 18, 2017
Board Approval and notification of selection	December 2017/January 2018

## EXHIBIT 2 – FORM OF AGREEMENT

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[Respondent must redline Word file if there any exceptions per Form G]