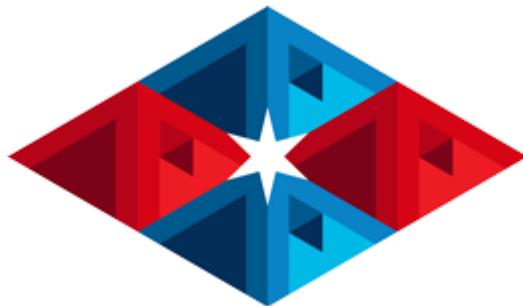

Metropolitan Pier and Exposition Authority

Request for Proposals (“RFP”)
ELEVATOR INSPECTION SERVICES
#2018-07-M



ISSUED: MARCH 27, 2018

- TABLE OF CONTENTS -

Section:	Page
I. DEFINITIONS AND INTERPRETATIONS.....	3
II. BACKGROUND AND OBJECTIVES.....	5
III. SCOPE OF SERVICES.....	6
IV. RFP PROCESS AND SUBMISSION REQUIREMENTS.....	8
V. RFP EVALUATION CRITERIA.....	11
VI. CONDITIONS, DISCLAIMERS AND DISCLOSURES	12

Required 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 RATE SCHEDULE

REQUIRED FORM G – NOTIFICATION OF EXCEPTIONS

REQUIRED FORM H – INSURANCE REQUIREMENTS

Exhibits:

EXHIBIT I – EQUIPMENT LIST

EXHIBIT II – SAMPLE FORM OF AGREEMENT

I. DEFINITIONS AND INTERPRETATIONS

DEFINITIONS

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

"Authority" means the Metropolitan Pier and Exposition Authority.

"Agreement" or **"Contract"** means the Services Agreement that is to be entered into between MPEA and the Selected Proposer(s) pursuant to this RFP that will contain both legal and substantive requirements for the performance of the Services.

"Contractor" means the individual, partnership, corporation or joint venture with whom the Authority executes an agreement for professional services as described herein.

"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" means the firm(s), individual(s), corporation(s), partnership(s) and joint venture(s) that are found qualified to submit Proposals for Elevator Inspection Services 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. Absolute or precise conformity is not required. The rule is that conformity in material respects, that is, substantial compliance suffices. Those Proposals deemed materially non-responsive must be rejected.

"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 it has the character, reputation, and integrity to receive an award. A Proposer/Bidder, otherwise able to perform, who has been convicted of felony, or violation of the public procurement requirements of any Federal or State governmental entity, may be found not responsible. 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" means the Proposer selected for award of an Agreement.

"Services" means all the tasks for which the Authority engages the Selected Proposer.

"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.

II. BACKGROUND INFORMATION AND OBJECTIVES

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. 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 23rd Street and Martin Luther King Drive in the City of Chicago; conventions and shows are managed 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 Complex ("MPC") comprises 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 million trade and public show visitors annually. McCormick Place[®] features the Arie Crown[®] Theater, a renovated proscenium arch theatre which seats approximately 4,200. Two separate buildings, the Energy Center and the Center, are also part of the MPC. Two new facilities opened in 2017: a 1,206-room Marriott Marquis Chicago Hotel and the 10,000 seat Wintrust Arena, a multi-purpose facility that will serve as a first-class NCAA basketball arena and general assembly hall for large business meetings and other major special events.

The Authority also owns the Hyatt Regency McCormick Place, a 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").

GOALS AND OBJECTIVES

MPEA is seeking proposals from qualified and licensed elevator inspection companies to inspect all existing equipment related to passenger and freight elevators, escalators, dumbwaiters, or any conveyance device that is listed under the authority of the rules, regulations and laws of the State of Illinois and City of Chicago Department of Buildings, located at the McCormick Place Complex, including the new Wintrust Arena. Proposers must have a current Elevator Inspection License from the City of Chicago at the time proposals are due and maintain its Elevator Inspection License throughout the term of the Contract. Contractor will work closely with MPEA and its elevator and escalator maintenance contractor to ensure that all devices are timely inspected and re-inspected as needed and in compliance with current and new regulations. Contractor must be familiar with and assist the MPEA with compliance with the City of Chicago, Department of Buildings web-based "Annual Inspection Certification" program.

Under 70 ILCS 210/23.1(b) (the "Act"), the Authority has adopted and maintains a minority and women owned business enterprise procurement program that establishes subcontracting goals to facilitate the participation of minority and women owned business enterprises on Authority contracts. Pursuant to Section 23.1(b) of the Act, the Authority has determined that the nature of the services to be provided under this contract is such that direct subcontracting opportunities will not be practicable. Therefore, the MPEA waives the subcontracting goals for this contract. However, the Authority invites and encourages certified MBE or WBE interested in performing the services to submit Proposals for direct award consideration in response to this RFP and to include its current certification letter with the Proposal.

III. SCOPE OF SERVICES

The Successful Proposer will be responsible for inspection services for all existing equipment related to passenger and freight elevators, escalators, dumbwaiters, or any conveyance device governed by the rules, regulations and laws of the State of Illinois, located at the McCormick Place Complex, including the Wintrust Arena, in accordance with the criteria outlined below:

A. Scope of Services

MPEA is seeking proposals from qualified and licensed elevator inspection companies ("Contractor") to provide inspection services of all existing equipment related to passenger and freight elevators, escalators, dumbwaiters, or any conveyance device governed under the authority of the rules, regulations and laws of the City of Chicago located at the McCormick Place Complex®. Inspections shall be conducted to ensure compliance with the requirements of the State of Illinois Elevator Safety Act (225 ILCS 312/1) (hereinafter the "Act") within the time limitations of the Act and subject to the rules and policies of the City of Chicago Department of Buildings Annual Inspection Certification ("AIC") Program for conveyance devices regulated under Chapter 18-30, that are required to be inspected under Section 13-20-100 of the Municipal Code of Chicago. All inspections must be completed within the time frames designated by device by the City of Chicago to meet new quarterly deadlines (6 month window for inspection). Contractor must advise MPEA whether an extension certificate is required for any device that fails inspection and compliance is not possible before the due date.

Contractor will work with the MPEA to ensure compliance with the City of Chicago, Department of Buildings AIC Program. More information can be found here: <https://ipi.cityofchicago.org/Aic#/>

Contractor is required to perform the required inspections of such equipment in accordance with the Act and the ASME A17.2-2017 Guide for Inspection of Elevators, Escalators and Moving Walkways in compliance with the requirements of the Municipal Code of Chicago, for the safe operation of such devices.

The MPEA shall be responsible for ensuring that the elevator maintenance contractor personnel are available to assist with the inspections during normal business hours. MPEA will assign and schedule inspections; Contractor must work with MPEA and the maintenance contractor to schedule inspections to minimize disruptions to conventions and operations.

Contractor must timely update the AIC website to reflect completion of inspections and inform the MPEA when these updates are completed. Correction orders shall be issued to MPEA stating any elevator or escalator safety violations and required corrective work. When applicable, declaration and postings shall be made identifying elevators or escalators to be out of service when inspections reveal serious code violations making continued service hazardous. Contractor shall schedule all initial and follow up inspections with the designated MPEA representative.

If the inspection reveals a need for corrective action that **does not** require a building permit, a follow-up inspection must be conducted to verify satisfactory correction of the previous condition at the additional hourly rate. The Contractor shall coordinate with the MPEA and maintenance contractor to ensure that this is completed within the 60 day window.

If the inspection reveals a need for corrective action that **does** require a building permit, the MPEA and its maintenance contractor shall pull the necessary permits and complete the work within 60 days, and contact the Elevator Bureau to inspect permit work. Contractor may be required to upload the permit to the AIC website and work with the MPEA to ensure that the permit review on AIC is closed.

Contractor shall work with MPEA and maintenance contractor to ensure that all devices are in compliance with City Ordinance 18-30-320 for Firefighters' Emergency Operation before the January 1, 2019 deadline.

If a device needs to be decommissioned, the Contractor will work with the maintenance contractor and MPEA to ensure this is done in accordance with governing regulations and that the device is deleted from the AIC program.

B. Equipment

The McCormick Place Complex® contains the following equipment (count includes 8 out of service units):

Building	Escalators	Passenger Elevator	Service Elevator	Freight Elevator	Crate Elevator	Handicap Lift	Stage Lift	Total Units
South	43	20	7	0	14	0	0	84
North	16	2	3	2	0	4	0	27
East	19	5	4	3	0	1	1	33
West	34	16	11	11	4	0	0	76
Corporate	0	2	0	0	0	0	0	2
Lot A	0	4	0	0	0	0	0	4
Arena	4	3	2	0	0	0	0	9
TOTALS	116	52	27	16	18	5	1	235

C. Licenses

The Contractor must maintain all required certificates and/or licensures required by any Federal, State, County or Municipal authority as mandated by such. All such required documents shall remain current, valid and effective throughout the duration of the Contract.

Inspections shall be conducted by an Authorized Technician ("AT") who meets all requirements defined by the current AIC Rules and Regulations. Contractor will be required to furnish all applicable Authorized Technician's Elevator Inspector Licenses.

D. Labor and Materials

Contractor will be required to supply all required labor and equipment necessary to assure accurate and concise inspections of all components and devices addressed under the scope of the laws or rules pertaining to the Elevator Safety Act of the State of Illinois and the codes adopted by the City of Chicago. Contractor shall provide all necessary and required safety equipment for all personnel as well as for the protection of Contractor personnel and persons that may become involved, by the request of Contractor, with the processes or procedures that pertain to the task at hand. MPEA shall not be responsible for site safety. Contractor shall solely and exclusively be responsible for the means, methods, technologies, required to perform the duties assigned as well as the safe environment in and around the area they are performing said tasks.

Contractor shall not use any property such as tools, equipment, ladders, lifts, extension cords, etc., of MPEA in performing the Services. MPEA will not be responsible for providing storage or be liable for the Contractor's tools, equipment, etc.

E. Schedule

Contractor shall arrange, coordinate and schedule inspections with the designated MPEA representative in advance so as not to interfere with the McCormick Place show schedule or any Wintrust Arena events. All services will be performed during normal business hours, and are not to interfere with McCormick Place shows or Wintrust Arena events. Business hours, for the purpose of this contract, are Monday through Friday between the hours of 7:00 AM and 4:30 PM.

If the scheduled inspection is unsuccessful in that it has failed for some reason or the prearranged inspection failed to take place, a re-inspection shall be coordinated at a specific time with the designated MPEA representative within the designated inspection window to ensure compliance with the new quarterly deadlines.

F. Reporting

Contractor shall provide MPEA a report of pass / fail inspections and a report summarizing all the actions that took place during each inspection period. For each inspected device, the Contractor will be required to submit a detailed list citing all observed individual deficiencies requiring correction to achieve compliance with the Chicago Building

Code and allow the units to be certified under the AIC Program.

A City of Chicago checklist must be utilized by Contractor for all conveyance devices. Contractor must provide an electronic submission of all information required from Contractor as prescribed in the AIC Rules and Regulations, within 72 hours of completion of the inspection. Additionally, the Contractor must provide written results, including the City of Chicago checklist, of the inspection for MPEA to keep on file per AIC requirements.

G. Contract Terms

The Elevator Inspection Services Contract is for an initial term of three (3) years. MPEA reserves the right to extend the contract for an additional term of two (2) years. MPEA has the right to terminate any Contract upon 30 day's written notice. If Contractor has any in-progress services at the time of termination, the Contractor will be compensated under the terms of the Contract for all Services satisfactorily performed to the date of termination, together with authorized reimbursable costs incurred before the termination notice is given.

IV. RFP PROCESS AND SUBMISSION REQUIREMENTS

RFP PROCESS

The Proposer's written response, which details the experience and expertise of the Proposer to provide **ELEVATOR INSPECTION SERVICES** is due no later than **Wednesday April 25, 2018 by 12:00 pm CST**.

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 under the link "Doing Business" on Tuesday March 27, 2018. 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 #2018-07-M **ELEVATOR INSPECTION SERVICES** to 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 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 **Wednesday, April 4, 2018**. Questions should be submitted in writing to 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, April 11, 2018.

Interested parties must submit one (1) original unbound hard copy (do not use spiral plastic or metal binding, secure the submittal with a binder clip or rubber band), three (3) similarly unbound hard copies, and an identical electronic version (PDF) of the same proposal submitted via email to mpeaprocedurement@mpea.com before the deadline. The email must reference the RFP #2018-07-M **ELEVATOR INSPECTION SERVICES**. Required Form F must be in a separate sealed envelope. All versions of Respondent's submittal must be identical; any discrepancies may render the submission non-responsive.

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.

MPEA anticipates recommendation of award at its May or June 2018 Board meeting.

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 April 25, 2018 by 12:00 pm CST** 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 provide 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 and the completeness and clarity of content. The following provides an outline of the information to be included in the submittal. This outline is not all-inclusive and Proposers can add information as deemed appropriate.

Proposers should include an Index/Table of Contents that shows page locations of each heading of the required content, as well as additional exhibits provided as part of the submittal.

Proposal Submission

1) Qualifications and Experience:

- A. Provide a Statement of Qualifications, and supplement it with additional pages and materials describing in detail the Proposer's current and previous experience. Proposers must provide, at a minimum the following with its proposal:
 - a. Elevator Inspection License issued by City of Chicago
 - b. Evidence that employees who will perform the services are Qualified Elevator Inspectors/ Authorized Technicians

2) Past Performance and References

- A. Specifically list three (3) engagements for which your company has provided elevator inspection services similar in size and complexity of the McCormick Place Complex®. Please include the following information for each:
 - i. the name and location of the contract
 - ii. the size and scale of the services
 - iii. the scope of services provided
 - iv. references for each project (include name, address, email, and telephone numbers of key individuals who may be contacted.

3) Project Team:

- A. Provide the total number of personnel, including their titles and availability to assist in the delivery of the services as specified herein. Highlight their work in engagements for which they have provided similar services, years of experience and employment history, particularly as it relates to the scope of services specified herein. Indicate who will be the Primary contact for this contract.

4) Operational Plan and Inspection Protocol

- A. Provide an operational plan that describes the Proposer's understanding of the scope of work and how your firm will ensure that inspections will be carried out to ensure safety and compliance with governing rules and regulations and the City's AIC Program. The operational plan must describe what tasks the Proposer feels need to be accomplished in order to achieve the goals in the most efficient and timely manner to reduce downtime, ensure compliance, and reduce unnecessary late fees.
- B. Provide a summary of Proposer's inspection protocol used along with a sample inspection report and checklist.

5) Pricing and Fee Structure

- A. Proposer must complete a separate Required Form F – Proposed Pricing and Fee Structure and submit it in a separate, sealed envelope within the Proposal container and as a separate PDF file for the

electronic submission.

Proposer must provide a **Per Unit Inspection Rate**, setting forth all costs associated with furnishing all labor and equipment necessary for the inspection of all conveyance devices that are listed under the authority of the rules and regulations for Annual Inspection Certification, detailed in the Scope of Services.

Proposer must provide hourly rates for follow-up inspections resulting from non-compliant devices, or other site visits or additional services requested by MPEA. The hourly rates can be billed in quarter-hour increments.

MPEA will not reimburse out of pocket expenses, such as travel and parking fees incurred while performing services requested by MPEA.

Required Forms

In addition to the information required above, Proposals must contain the following completed items attached to this RFP:

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 (placed in a separately sealed envelope within the original submittal envelope)

Required Form G – Notification of Exceptions

Required Form H – Insurance Requirements

V. RFP EVALUATION CRITERIA

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 Proposals, the Authority will consider the administrative compliance, Proposer Responsibility and Responsiveness, as well as the following criteria:

In evaluating the Proposals, MPEA will consider the administrative compliance, Proposer Responsibility and Responsiveness, as well as the following criteria:

1. The Proposer's relevant professional qualifications and experience in conducting elevator inspections, as described in the Scope of Services.
2. The completeness and adequacy of the Proposer's Operational Plan. Whether or not the proposed plan of operation contains adequate provisions for ensuring that all inspections conducted by the Proposers staff are thorough and complete (quality control).
3. The adequacy of the Proposer's Inspection Protocol. Whether or not the process defined by the Proposer is complete and ensures that inspections will be carried out in accordance with the RFP requirements outlined herein. Whether or not the proposer has presented a logical sequence for conducting the inspection.
4. The qualifications and experience of the Proposer's personnel. Whether or not the proposed staff has substantial experience in conducting elevator acceptance inspections. Whether or not the proposed staff has substantial experience in working with owners to correct problems identified, and the success of rectifying any issues.
5. The Proposer's references and if not provided, whether the Proposer has included information as to why such references were excluded.
6. Reasonableness and competitiveness of proposed pricing and fee structure.

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, site visits, 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

VI. CONDITIONS, DISCLAIMERS AND DISCLOSURES

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

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.

REQUIRED FORM A – FORM OF TRANSMITTAL LETTER

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: **ELEVATOR INSPECTION SERVICES RFP #2018-07-M**

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 **ELEVATOR INSPECTION SERVICES**. 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. (Full legal name of Proposer) agrees to hold its Proposal open for a period of 60 days from the date and time established for notification of award, and, if requested by the Authority, for an additional 30 days thereafter.
6. 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.
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 continuing obligation to update any information which changes or which Proposer learns to be incorrect.
9. It is understood that if submitting a hardcopy, an original and multiple copies of the Request for Proposals have been submitted for consideration. Proposer warrants that all copies are identical to the original in all respects.
10. Proposer acknowledges that any comments, requests or exceptions to EXHIBIT II Form of Agreement or any other requirements stated in this procurement have been identified on REQUIRED FORM G, NOTIFICATION OF EXCEPTIONS.
11. If selected by the Authority, Proposer agrees to negotiate and enter into an Agreement for **ELEVATOR**

INSPECTION SERVICES RFP with the Authority in accordance with Exhibit II Form of Agreement.

12. I declare that all Required Forms A through H 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: ELEVATOR INSPECTION SERVICES

PROJECT NUMBER: 2018-07-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 bid evaluation or during the Contract 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 _____
- (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.

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

(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:

(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.

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. 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 RFP: ELEVATOR INSPECTION SERVICES

PROJECT NUMBER: 2018-07-M

PROPOSER: _____

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

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 _____

5. Identify all union contracts to which you are a signatory.

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.

12. Has Proposer ever forfeited a performance bond? _____ If yes, provide details.

- 13. Proposer has attached a completed IRS W-9

- 14. Identify how Proposer was made aware of this RFP: Newspaper Ad ____ Website ____ Email Notification
Other _____

- 15. Identify below the Proposer's contact person 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: ELEVATOR INSPECTION SERVICES

PROJECT NUMBER: 2018-07-M

PROPOSER: _____

CHECK BOX(ES) TO CERTIFY.

If Proposer is unable to certify to any of the statements below, please provide an explanation.

[] 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: ELEVATOR INSPECTION SERVICES

PROJECT NUMBER: 2018-07-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 subject of this RFP.
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 – PRICE PROPOSAL

**ELEVATOR AND ESCALATOR INSPECTION SERVICES
RFP # 2018-07-M**

PROPOSER NAME

1. Per Unit Inspection Rate

This Proposed Pricing and Fee Structure must be submitted in a separate, sealed envelope within the Original Proposal submittal.

Proposer must provide a **Per Unit Inspection Rate**, setting forth all costs associated with furnishing all labor and equipment necessary for the inspection of all conveyance devices that are listed under the authority of the rules and regulations for Annual Inspection Certification, detailed in the Scope of Services.

Inspection Rates			
Description:	Rate (per Unit)	Estimated Quantity	Total Inspection Cost
Escalator	\$ _____	113	\$ _____
Hydraulic Elevator	\$ _____	56	\$ _____
Traction Elevator	\$ _____	57	\$ _____
Hydro Handicap Lift	\$ _____	1	\$ _____
Estimated Annual Inspection Fees:			\$ _____

2. Hourly Rates for Additional Services

Proposer must provide hourly rates for follow-up inspections resulting from non-compliant devices, or other site visits or additional services requested by MPEA. The hourly rates can be billed in quarter-hour increments.

	HOURLY RATE
Straight Time	\$ _____
Over Time	\$ _____

REQUIRED FORM G – NOTIFICATION OF EXCEPTIONS

NAME OF PROJECT: ELEVATOR INSPECTION SERVICES

PROJECT NUMBER: 2018-07-M

PROPOSER: _____

The Proposer understands and agrees that:

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 #2018-07-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 #2018-07-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

NAME OF PROJECT: ELEVATOR INSPECTION SERVICES

PROJECT NUMBER: 2018-07-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.**

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

<u>Coverage</u>	<u>Limit</u>
General Aggregate	\$2,000,000.00
Products Liability/Completed Ops. Aggregate	\$1,000,000.00
Each Occurrence	\$1,000,000.00
Personal & Advertising Injury	\$1,000,000.00

b. Workers' Compensation and Employer's Liability

<u>Coverage</u>	<u>Limit</u>
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)

<u>Coverage</u>	<u>Limit</u>
Bodily Injury and Property Damage Combined Single Limit ea.acc.	\$1,000,000.00
Uninsured Motorist	\$1,000,000.00
Underinsured Motorist (when not included in Uninsured Motorist)	\$1,000,000.00

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

d. Umbrella Coverage

Per occurrence and Aggregate	\$2,000,000.00
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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.

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/errors & omissions 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. 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).

EXHIBIT I. EQUIPMENT LIST

A detailed list of equipment is provided as a separate Microsoft Excel file.

EXHIBIT II. FORM OF CONTRACT

The Form of Contract is posted as a separate Microsoft Word document.

Proposers must indicate whether it is making any exceptions to the MPEA's standard Form of Contract and submit a redlined Microsoft Word version with its electronic proposal.