

**VILLAGE OF HOFFMAN ESTATES**

***REQUEST FOR PROPOSALS  
FOR***

***THE RENTAL, OF PORTABLE TOILETS, PORTABLE SINKS AND  
SERVICE  
FOR 2013 4<sup>TH</sup> OF JULY FESTIVAL  
AT THE SEARS CENTRE ARENA***

**PROPOSAL DUE DATE: February 11, 2013**

**PROPOSAL DUE TIME: 4:00 p.m., Local Time**

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# HOFFMAN ESTATES

DEPARTMENT OF PUBLIC WORKS

## RE: REQUEST FOR PROPOSALS (RFP)

To Whom It May Concern:

The Village of Hoffman Estates is seeking proposals for the rental, of portable toilets, portable sinks and service for its 2013 4<sup>th</sup> of July Festival. The following scope of services more fully describes the desired rental equipment.

Proposals must be received prior to Monday, February 11, 2013 at 4:00 p.m. local time. A review of submitted proposals will be conducted on Thursday, February 14, 2013, by the Village's 4<sup>th</sup> of July Commission. The awarded vendor will be requested to submit their proposal upon their firm's proposal form for final execution.

**If you are interested in providing this proposal, please reply to Ken Gomoll, Village of Hoffman Estates Department of Public Works, 2305 Pembroke Avenue, Hoffman Estates, Illinois, 60169, no later than 4:00 p.m., local time, on Monday, February 11, 2013.**

If you should have any questions regarding this request for proposal, please contact Ken Gomoll, Assistant Director of Public Works, at (847) 490-6800.

Sincerely,

Ken Gomoll  
Assistant Director of Public Works

2305 Pembroke Ave.  
Hoffman Estates, Illinois 60169  
[www.hoffmanestates.org](http://www.hoffmanestates.org)

Phone: 847-490-6800  
Fax: 847-490-6868

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VILLAGE CLERK

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TRUSTEE

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TRUSTEE

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VILLAGE MANAGER

## **REQUEST FOR PROPOSALS (RFP)**

### **Scope of Services**

#### **Festival Site**

**Sears Centre Arena, 5333 Prairie Stone Parkway, Hoffman Estates, IL 60192**

Rental units for the festival site are to be delivered on July 1, 2013 and July 2, 2013, serviced on July 5<sup>th</sup>, 6<sup>th</sup> & 7<sup>th</sup>, 2013, at 7:00 a.m. and all units removed on July 8, 2013.

40 – standard unisex units

8 – handicap accessible unisex units

14 – portable sinks with paper towels

#### **Parade Route (NOTE: New Location)**

##### **Illinois Blvd**

Rental units for the Parade Route are to be delivered on July 3, 2013, prior to 1:00 p.m. and may be removed on July 4, 2013, after 2:00 p.m. but no later than July 5, 2013, 12:00 noon. No servicing required on Parade Route units.

1<sup>st</sup> Location: Northwest corner of Geronimo St. and Illinois Blvd.

2 – standard units

2<sup>nd</sup> Location: Northeast corner of Glendale Ln. and Illinois Blvd.

2 – standard units

3<sup>rd</sup> Location: Southeast corner of West Thacker St. and Illinois Blvd.

2 – standard units

4<sup>th</sup> Location: Northeast corner of Newark Ln. and Illinois Blvd.

2 – standard units

5<sup>th</sup> Location: Southeast corner of Payson St. and Illinois Blvd.

1 – standard unit

6<sup>th</sup> Location: Southwest corner of Paris Ln. and Payson St.

1 - standard unit

7<sup>th</sup> Location: Southwest corner of Newark Ln. and Payson St.

1 – standard unit

8<sup>th</sup> Location: Southeast corner of Morgan Ln. and Payson St.

1 – standard unit

## **Special Provision and Instructions**

The RFP should be submitted to:

Ken Gomoll  
Assistant Director of Public Works  
Village of Hoffman Estates  
Department of Public Works  
2305 Pembroke Avenue  
Hoffman Estates, IL 60169

All submittals are to be received no later than February 11, 2013, by 4:00 p.m. The Village of Hoffman Estates reserves the right to reject any and all proposals as well as the right to waive any technical or procedural deficiencies or omissions; and to accept that proposal which it deems most favorable to the Village of Hoffman Estates after all proposals have been examined and canvassed. All proposals become the property of the Village of Hoffman Estates.

All inquiries regarding this RFP are to be directed to Ken Gomoll, Assistant Director of Public Works, at 847-490-6800.

Proposals will be reviewed according to, but not limited to, the following criteria: conformance with the RFP requirements, previous experience, approach to project and references.

## Required Insurance

In submission of this proposal, the company/firm is certifying that he has all insurance coverages required by law or would normally be expected for company/firm's type of business. In addition, the company/firm is certifying that he has at least the following insurance coverages:

<u>Type of Insurance</u>	<u>Liability Limits</u>	
	<u>Occurrence</u>	<u>Aggregate</u>
GENERAL LIABILITY		
Bodily Injury	\$1,000,000	\$3,000,000
Property Damage	1,000,000	3,000,000
Contractual Insurance- Broad Form	1,000,000	3,000,000

<u>Type of Insurance</u>	<u>Liability Limits</u>	
	<u>Occurrence</u>	<u>Aggregate</u>
AUTOMOBILE LIABILITY		
Bodily Injury	\$1,000,000	\$1,000,000
Property Damage	1,000,000	1,000,000

This insurance must include non-owned, hired, or rented vehicles, as well as owned vehicles.

WORKMEN'S COMPENSATION &  
OCCUPATIONAL DISEASES:  
Employers Liability Coverage:

Statutory for Illinois  
\$1,000,000 per accident

NOTE: The specifications may require higher limits or additional types of insurance coverages than shown above and the contractor will be required to furnish a certificate of proof of insurance coverages.

The company/firm further agrees to indemnify the Village and save it "harmless" against and from all loss, damage, expense, liability or claim of liability arising out of the performance of the contractor, any subcontractors or his employees in connection with the contract. Contractors and subcontractors are to grant the Village an "additionally insured" status on all applicable insurance policies and provide the Village with original endorsements affecting coverage required by this clause. Said policies will not be canceled unless the Village is provided a thirty (30) day written notice. Any deductibles or self-insured retentions must be declared to and approved by the Village. At the option of the Village, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Village or the Contractor shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses. Nothing contained in the insurance requirement shall be construed as limiting the extent of the contractor's responsibilities for payment of damages resulting from his operations under this.