

VENDOR NO.: _____

PURCHASE ORDER NO.: _____

SPECIFICATION NO.: 100307

RFQ NO.: 3780
for

CUSTODIAL AND WINDOW WASHING SERVICES FOR OUTLYING BUILDINGS FOR CHICAGO O'HARE INTERNATIONAL AIRPORT

CONTRACT PERIOD: SIXTY (60) MONTHS FROM THE DATE OF CONTRACT AWARD AND RELEASE

STARTING: _____

THROUGH: _____

REQUIRED FOR USE BY CITY OF CHICAGO



DEPARTMENT OF AVIATION

Fund Number: 740-85-4010-0140-0140 and various

Bid Submittal Fee: None, Bid Deposit: None, Performance Bond: None, Drawings: None, Exhibits: 1 through 11

Information: Tom Magno, Contract Negotiator
Phone: (312) 744-4941, **E-mail:** thomas.magno@cityofchicago.org

A PRE-BID CONFERENCE WILL BE HELD ON: Friday, December 9, 2011, at 10:00 a.m., Chicago Time
at O'Hare International Airport, Aviation Administration Building,
10510 West Zemke Road, 2nd Floor, Commissioners Conference Room, Chicago, Illinois 60666

SUBMIT ONE (1) COMPLETE ORIGINAL COPY OF THE EXECUTED BID DOCUMENT
All Bids must be sealed, delivered and received NO LATER than 11:00 a.m., Chicago Time in the Bid and Bond Room, Room 301, City Hall, on Friday, January 6, 2012.
All bids will be read publicly in the Bid and Bond Room, Room 301, City Hall.
All signatures to be sworn to before a Notary Public

Issued by:
City of Chicago
Department of Procurement Services
Room 403, City Hall
121 North LaSalle Street
Chicago, Illinois 60602

Bids must be submitted in sealed envelope(s) or package(s). The outside of the envelope or package must clearly indicate the name of the project, "**CUSTODIAL AND WINDOW WASHING SERVICES FOR OUTLYING BUILDINGS FOR CHICAGO O'HARE INTERNATIONAL AIRPORT**" the specification number "**100307**" and the time and the date specified for receipt. The name and the address of the Bidder must also be clearly printed on the outside of the envelope(s) or package(s). Respondent must **NOT** scan or otherwise reproduce this document in any way.

Rahm Emanuel
Mayor

Jamie L. Rhee
Chief Procurement Officer

**NOTICE! NOTICE! NOTICE!
NOTICE! NOTICE! NOTICE!**

QUESTIONS OR CLARIFICATIONS

If any Bidder interested in submitting a bid for this Contract has any questions regarding the requirements and/or Specifications, all such questions or requests for clarification must be submitted to the following e-mail address:

Bidquestions@flychicago.com

The Specification number listed below **MUST** be included in the subject line of your e-mail.

All questions must be submitted no later than 4:30 P.M. C.S.T. on Friday, December 16, 2011 or no response will be provided except at the discretion of the Chief Procurement Officer.

Project Name: **CUSTODIAL AND WINDOW WASHING SERVICES FOR OUTLYING BUILDINGS
FOR CHICAGO O'HARE INTERNATIONAL AIRPORT**

Specification No.: **100307**

**NOTICE! NOTICE! NOTICE!
NOTICE! NOTICE! NOTICE!**

DOCUMENT SUBMITTAL CHECKLIST

This checklist is intended to assist bidder but may not represent all required documents. Missing forms may invalidate the bid. Bidder must submit the entire bid document. In addition, please ensure that bidder has completed all forms and indicate such by placing an "X" next to each completed item:

1. Schedule B: Affidavit of Joint Venture (MBE/WBE) (if applicable)

2. Schedule C-1: Letter of Intent from (MBE/WBE) to perform as Subcontractor, Supplier and/or Consultant

3. Schedule D-1: Affidavit of MBE/WBE Goal Implementation Plan

4. Proposal Page(s)

5. On-Line Economic Disclosure Statement(s) and Affidavit(s) filed

6. Proposal Execution Page, as applicable (Corporation, Partnership, Sole Proprietorship)

7. City of Chicago Insurance Certificate of Coverage

8. Affidavit of Chicago Business (if applicable)

9. Addenda (if any) acknowledge on the Proposal Page.

10. Fee for submission of Bid (if applicable) submitted

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EXHIBITS LIST

- Exhibit 1: Outlying Buildings Location Map and Types of Services Needed
- Exhibit 2: Outlying Buildings Floor Plans
- Exhibit 3: Aviation Administration Building (AAB/Bldg. 8004) Floor Plan
- Exhibit 4: Outlying Buildings Restrooms, Fixtures, Dispensers and Air Fresheners
- Exhibit 5: Floor Scrubbers, Equipment and Consumable Supplies Used at O'Hare Airport
- Exhibit 5A: Average Monthly Usage of Plastic, Paper and Hand Soap at O'Hare Airport
- Exhibit 6: Custodial Cleaning Specifications
- Exhibit 7: Minimum Staffing Coverage – Custodial and Window Washing Staff
- Exhibit 8: Prevailing Wage Rates
- Exhibit 9: Multi-Project Labor Agreement

1. GENERAL PROVISIONS

Wherever in the Contract Documents, the following terms, or pronouns in place of them, or abbreviations, are used, the interpretation and meaning will be interpreted as follows:

"Attachments/Exhibits"	means all documents attached hereto and/or incorporated by reference herein;
"Business Day"	means business days in accordance with the City of Chicago business calendar;
"Calendar Day"	means calendar days in accordance with the world-wide accepted calendar;
"CDA"	refers to the Chicago Department of Aviation;
"Chief Procurement Officer"	refers to the Chief Executive of the Department of Procurement Services, for the City of Chicago, and any representative duly authorized in writing to act on the Chief Procurement Officer's behalf;
"City"	refers to the City of Chicago, a municipal corporation and home rule government under Sections 1 and 6(a), Article VII, of the 1970 Constitution of the State of Illinois;
"Commissioner"	refers to the Commissioner of the Department of Aviation, for the City of Chicago, and any representative duly authorized in writing to act on the Commissioner's behalf;
"Contract"	means this Contract for Custodial and Window Washing Services for Outlying Buildings, including all exhibits attached hereto and/or incorporated by reference herein, and all amendments, modifications, or revisions made from time to time in accordance with the terms hereof;
"Contract Documents"	consists of General Conditions, Special Conditions, Technical Specifications, Proposal Pages, Additional Proposal Pages, all signature documents, any addenda and any reference standards all as incorporated into the Contract before its execution, and all as may be amended, modified, revised in accordance with the terms hereof;
"Contractor"	refers to the person, firm, entity or corporation who is awarded this Contract;
"Deliverables"	refers to all written reviews, recommendations, reports and analyses, produced by Contractor for the City in carrying out its services; means any Maintenance of sanitary napkin/tampon dispensers, paper toilet seat covers and dispensers, sharps disposal systems, and air freshener services;
"Delivery Location"	refers to the location where the product or services is to be provided by the Contractor;
"Department/CDA"	means the Chicago Department of Aviation, City of Chicago;
"General Manager"	refers to Contractor's manager who will have overall responsibility for this Contract, including all Subcontractors. The General Manager will be the primary contact person for the CDA, City of Chicago; will be dedicated to the Contract, and will be based at the Airport. The General Manager will be responsible to ensure that all work is completed as outlined in the Detailed Specifications of this Contract, and that the quality of this work meets the standards established by CDA. The General Manager will work as a liaison between the City and the

Contractor, and will be available 365 days per year / 24 hours per day / 7 days per week to respond to any problems that may arise at a work site. On-site hours will be between 8:00 a.m. and 4:00 p.m. Monday through Friday at a minimum;

- "Holidays"** is limited to New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day;
- "Proposal/Proposal Pages"** as used herein refers to the Contractor prepared document quoting a firm fixed price or unit price for performance of the Work, including all Contractor schedules and signatory documents required to be completed in accordance with the requirements of the Contract Documents;
- "Reporting Formats"** means the appearance in which a report is submitted by the Contractor to the City;
- "Services/Work"** means, collectively, the services, work, duties and responsibilities requested by the City and described in this Contract and any and all work necessary to complete them or carry them out fully and to the standard of performance required herein;
- "Shift Manager"** refers to Contractor's managers who will be assigned to manage the outlying buildings on each of three shifts, for a total of three (3) Shift Managers per day, to provide 365 days per year / 24 hours per day / 7 days per week coverage. The Shift Manager will work under the guidance of the General Manager, and will be dedicated to the Contract and shift, and will be based at the Airport. The Shift Manager will be responsible to ensure that all work is completed as outlined in the Detailed Specifications of this Contract, completes required reporting, and that the quality of this work meets the standards established by CDA;
- "Subcontractor"** means any person or entity with whom the Contractor contracts to provide any part of the Services in conjunction with this Contract, including Subcontractors of any tier, suppliers and material men, whether or not in privity with the Contractor.
- "Work Site"** refers to the location where the work is to be performed by the Contractor.

Additional Defined Terms:

- (a) The term "include" (in all its forms) means "includes, without limitation" unless the context clearly states otherwise.
- (b) All references in this Contract to, Sections or Exhibits, unless otherwise expressed or indicated are to the, Sections or Exhibits of this Agreement.
- (c) Words importing persons include firms, associations, partnerships, trusts, corporations and other legal entities, including public bodies, as well as natural persons.
- (d) Any headings preceding the text of the Sections of this Contract, and any table of contents or marginal notes appended to it, are solely for convenience or reference and do not constitute a part of this Contract, nor do they affect the meaning, construction or effect of this Contract.
- (e) Words importing the singular include the plural and vice versa. Words of the masculine gender include the correlative words of the feminine and neuter genders.
- (f) All references to a number of days mean Calendar Days, unless indicated otherwise.
- (g) All references to "bid" or "proposal" mean the bid or proposal document submitted by a bidder or proposer in response to this solicitation.

Unless a contrary meaning is specifically noted elsewhere, words as required, as directed, as permitted, and similar words mean that requirements, directions of, and permission of the Commissioner or Chief Procurement Officer are intended;

similarly the words approved, acceptable, satisfactory, or words of like imports, will mean approved by, acceptable to, or satisfactory to the Commissioner or Chief Procurement Officer. The words necessary, proper, or words of like import as used with respect to extent of Work specified will mean that Work must be conducted in a manner, or be of character which is necessary or proper in the opinion of the Commissioner. The Commissioner's judgment in such matters will be considered final and incontestable by the Contractor.

Wherever the imperative form of address is used, such as provide equipment required it will be understood and agreed that such address is directed to the Contractor.

2. GENERAL CONDITIONS

Bids will be received by the Chief Procurement Officer in accordance with Contract Documents as set forth herein.

2.1. DOWNLOADABLE DOCUMENTS

Bidders can download a bid solicitation from the City's website instead of obtaining the hard copy paper bid solicitation from the City's Bid and Bond Room. The following URL address can be used to download the specification: <http://www.cityofchicago.org/content/dam/city/depts/dps/ContractAdministration/Specs/2011/Spec100307.pdf>

All bidders are responsible for obtaining all bid materials. If a bidder chooses to download and print the bid solicitation document, the bidder must contact the City's Bid & Bond Room by either: faxing a legible copy of bidders business card, referencing the specification number to (312) 744-5611 or by calling the Bid & Bond Room at (312) 744-9773, to register bidder's company as a bid document holder, which will entitle bidder to receive any future clarifications and/or addendum related to this bid specification.

A bidder who chooses to download a solicitation instead of picking it up in person will be responsible for checking the aforementioned web site for clarifications and/or addenda. Failure to obtain clarifications and/or addenda from the web site shall not relieve bidder from being bound by any additional terms and conditions in the clarifications and/or addenda, or from considering additional information contained therein in preparing your bid.

Note: Multiple clarifications and/or addenda may be issued which the bidder is responsible for obtaining.

Any harm to the bidder resulting from such failure to obtain all necessary documents will not be valid grounds for a protest against award(s) made under this bid solicitation.

In the event of conflict or inconsistency between the Contract Documents as provided to the bidder from the City's website and the Official Printed Copy of the Contract Documents, the Official Printed Copy shall take precedence.

2.2. EXAMINATION BY BIDDER

The bidder must, before submitting its bid, carefully examine the bid, plans, specifications, Contract Documents and bonds. The bidder must inspect in detail the Work-Site and familiarize itself with all the local conditions affecting the Contract and the detailed requirements of construction. If its bid is accepted, the bidder will be responsible for all errors in its Proposal resulting from failure or neglect to comply with these instructions. The City will, in no case, be responsible for any change in anticipated profits resulting from such failure or neglect.

Unless otherwise provided in the Contract, when the plans or specifications include information pertaining to subsurface exploration, borings, test pits, and other preliminary investigation, such information represents only the opinion of the City as to the location, character, or quantity of the materials encountered and is only included for the convenience of the bidder. The City assumes no responsibility with respect to the sufficiency or accuracy of the information, and there is no guaranty, either expressed or implied, that the conditions indicated are representative of those existing throughout the work, or that unanticipated developments may not occur.

2.3. PREPARATION OF PROPOSAL

The bidder must prepare its Proposal on the attached Proposal forms. Unless otherwise stated, all blank spaces on the Proposal Page or Pages, applicable to the subject specification, must be correctly filled in. Either a unit price or a lump sum price, as the case may be, must be stated for each and every item, either typed in or written in ink, in figures, and, in words.

If bidder is a corporation, the president and secretary must execute the bid and the Corporate seal must be affixed if required. In the event that this bid is executed by other than the president, attach hereto a certified copy of that Section of corporate by-laws or other authorization by the corporation which permits the person to execute the offer for the corporation.

If bidder is a partnership, all partners must execute the bid, unless one partner has been authorized to sign for the partnership, in which case, evidence of such authority satisfactory to the Chief Procurement Officer must be submitted.

If bidder is a sole proprietorship, the sole proprietorship must execute the bid.

A Partnership, Joint Venture or Sole Proprietorship operating under an Assumed Name must be registered with the Illinois county in which located, as provided in 805 ILCS 405 (1992).

2.4. SUBMISSION OF PROPOSALS

All bidders must submit sealed Proposals with applicable bid deposit enclosed in envelopes provided for that purpose from the Department of Procurement Services, Bid and Bond Room, City Hall, Room 301. If Proposals are submitted in envelopes other than those so provided for this purpose, then the sealed envelope submitted by the prospective bidder must carry the following information on the face of the envelope: bidders name, address, subject matter of Proposal, specification number, advertised date of bid opening and the hour designated for bid opening as shown on the legal advertisement.

Where Proposals are sent by mail to the Department of Procurement Services, the bidders will be responsible for their delivery to the Department of Procurement Services, Bid and Bond Room, Room 301, City Hall, 121 N. LaSalle Street, Chicago, Illinois 60602 before the advertised date and hour for the opening of bids. If the mail is delayed beyond the date and hour set for the bid opening, Proposals thus delayed will not be accepted.

Proposals must be submitted with original signatures in the space provided on the appropriate Proposal Execution Page. Proposals not properly signed shall be rejected.

2.5. WITHDRAWAL OF PROPOSALS

Bidders may withdraw their Proposals at any time prior to the time specified in the advertisement as the closing time for the receipt of bids. However, no bidder will withdraw or cancel its Proposal for a period of sixty (60) calendar days after said advertised closing time for the receipt of Proposals nor must the successful bidder withdraw or cancel or modify its Proposal after having been notified by the Chief Procurement Officer that said Proposal has been accepted by the City. The City reserves the right to withhold and deposit, as liquidated damages and not a penalty, the bid deposit of any bidder requesting withdrawal, cancellation or modification of its Proposal prior to the stated period for acceptance of Proposal.

Where this contract shall be approved by another agency, such as the Federal Government or State of Illinois, then the bidder shall not withdraw or cancel or modify its Proposal for a period of ninety (90) calendar days after said advertised closing time for the receipt of Proposals.

2.6. COMPETENCY OF BIDDER

The Chief Procurement Officer reserves the right to refuse to award a Contract to any bidder that is in arrears or is in default to the City upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the City, or had failed to perform faithfully any previous contract with the City.

The bidder, if requested, must present within a reasonable time, as determined by the Chief Procurement Officer, evidence satisfactory to the Chief Procurement Officer of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of these specifications and contract documents.

2.7. CONSIDERATION OF PROPOSALS

The Chief Procurement Officer shall represent and act for the City in all matters pertaining to this Proposal and contract in conjunction therewith. The Chief Procurement Officer reserves the right to reject any or all Proposals and to disregard any informality in the bids and bidding, when in his opinion the best interest of the City will be served by such action.

The Proposal is contained in these contract documents and MUST NOT BE DETACHED HEREFROM by any bidder when submitting a Proposal. Incomplete Proposals are subject to rejection.

2.8. ACCEPTANCE OF PROPOSALS

The Chief Procurement Officer will accept in writing one of the Proposals or reject all Proposals, within sixty (60) calendar days, or within ninety (90) calendar days where approval by other agencies is required, from the date of opening of bids, unless the lowest responsible bidder, upon request of the City, extends the time of acceptance to the City.

2.9. INTERPRETATION OF CONTRACT DOCUMENTS

If any Bidder contemplating submitting a Proposal has any questions as to the true meaning of any part of the specifications or other Contract Documents, the Bidder must send questions to the e-mail address listed on the Question or Clarifications Notice. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made only by an addendum duly issued by the Chief Procurement Officer. A copy of such addendum will be faxed, electronically mailed, mailed or delivered to each person receiving a set of such Contract Documents and to such other prospective bidders as will have requested that they be furnished with a copy of each addendum. Failure on the part of the prospective bidder to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of Proposal. Bidder must acknowledge receipt of each addendum issued in the space provided on Proposal page or its bid will be rejected. Oral explanations will not be binding.

2.10. TAXES

Federal Excise Tax does not apply to materials purchased by the City of Chicago by virtue of Exemption Certificate No. 36-6005820 and State of Illinois Sales Tax does not apply by virtue of Exemption Certificate No. E9998-1874-06. Illinois Retailers Occupation Tax, Use Tax, and Municipal Retailers Occupation Tax do not apply to materials or services purchased by the City of Chicago by virtue of Statute. The price or prices quoted herein shall include all other Federal and/or State, direct and/or indirect taxes which apply. The prices quoted herein shall comply with all Federal laws and regulations.

2.11. PERFORMANCE BOND

When required by the Chief Procurement Officer the successful bidder or bidders shall, within seven (7) calendar days of receipt of notice from the City, furnish a Performance Bond and Payment Bond (Performance Bond) in the amount of twenty percent (20) % of the annual total dollar value of the Contract on Form P.W.O. 62, a specimen of which is bound herein if so required. "Annual total dollar value" shall mean the total amount of this Contract divided by the number of years provided in the term of this Contract. In the event the City elects to extend this Contract, the Contractor will provide a Performance Bond in compliance with the terms and conditions herein.

Receipt of written notice from the City to furnish a Performance Bond constitutes tentative notice of pending award and Proposal acceptance. Release of the contract shall be withheld ending receipt and approval of a satisfactory Performance Bond.

The Performance Bond shall have a term of one (1) year, but every year it will be renewed for an additional one (1) year term until the term of the contract ends. The renewals will occur without any affirmative act on the part of the surety, Contractor, or the City. However, the surety may elect not to renew the Performance Bond by providing written notice of non-renewal to the Contractor and the City of Chicago Department of Procurement Services no later than ninety (90) calendar days prior to the date which is one year after the date on which the Chief Procurement Officer approves the Performance Bond (the "Anniversary Date") and no later than ninety (90) calendar days prior to each one-year period thereafter. The notice must clearly identify this Contract and include a copy of this page of the Contract. If notice of non-renewal is not received by the Department of Procurement Services ninety (90) calendar days prior to the Anniversary Date, the Performance Bond shall be renewed for another year. If the Performance Bond is not renewed, the Contractor must furnish a replacement bond no later than thirty (30) calendar days following receipt of the notice of non-renewal or sixty (60) calendar days prior to the anniversary of the bid opening date, whichever is earlier. Contractor's failure to provide a replacement Performance Bond shall constitute an event of default under the contract, but not a loss recoverable under the bond.

In the event that the bidder fails to furnish the performance bond in said period of seven (7) calendar days, then the bid deposit of the bidder will be retained by the City as liquidated damages and not as a penalty.

Attention is called to the provisions of 30 ILCS 550/1, et. seq. and to the provisions of Section 2-92-030 of the Municipal Code of Chicago.

2.12. CONTRACTOR'S FINANCIAL STATEMENT

If requested by the Chief Procurement Officer the bidder will file a Contractor's Statement of Experience and Financial Condition dated not earlier than the end of the Contractor's last fiscal year period. The Contractor's Statement of Experience and Financial Condition will be kept on file by the Chief Procurement Officer as a representative statement for a period of one (1) year. The Contractor's Statement of Experience and Financial Condition forms are available in the Bid and Bond Room, Department of Procurement Services, Room 301 City Hall, or may be obtained by addressing a request to the Chief Procurement Officer, Room 403, City Hall, Chicago, Illinois, 60602. Failure to provide a Contractor's Statement of Experience and Financial Condition may be cause for the rejection of Contractor's Proposal.

2.13. ORDER OF PRECEDENCE OF COMPONENT CONTRACT PARTS

The order of precedence of the component contract parts will be as follows:

1. General Conditions.
2. Addenda, if any.
3. Special Conditions.
4. Plans or City Drawings, if any.
5. Detailed Specifications.
6. Standard Specifications of the City, State or Federal Government, if any.
7. Advertisement for Proposals (copy of advertisement to be attached to back of cover).
8. Bid Fee, if required.
9. Performance Bond, if required.

The foregoing order of precedence will govern the interpretation of the contract in all cases of conflict or inconsistency therein, except as may be otherwise expressly provided by the City.

2.14. NOTICES FROM BIDDER

All communications and notices to the City herein provided for shall be faxed, delivered personally, electronically mailed or mailed first class, postage prepaid, to the Commissioner of the using department by name and address listed on the cover hereof, and to the Chief Procurement Officer, Room 403, City Hall, 121 N. LaSalle Street, Chicago, Illinois 60602.

All communications and notices to the bidder, unless otherwise provided for, shall be faxed, delivered personally, electronically mailed or mailed first class, postage prepaid, to the bidder by name and address listed on the Proposal hereof.

2.15. NON-DISCRIMINATION

A. Federal Requirements

It is an unlawful employment practice for the Contractor (1) to fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to his compensation, or the terms, conditions, or privileges of his employment, because of such individual's race, color, religion, sex, age, handicap or national origin; or (2) to limit, segregate, or classify his employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his status as an employee, because of such individual's race, color, religion, sex, age, handicap or national origin.

Contractor must comply with The Civil Rights Act of 1964, 42 U.S.C. sec. 2000 et seq. (1988), as amended. Attention is called to: Exec. Order No. 11,246, 30 Fed. Reg. 12,319 (1965), reprinted in 42 U.S.C. 2000(e) note, as amended by Exec. Order No. 11,375, 32 Fed. Reg. 14,303 (1967) and by Exec. Order No. 12,086, 43 Fed. Reg. 46,501 (1978); Age Discrimination Act, 42 U.S.C. sec. 6101-6106 (1988); Rehabilitation Act of

1973, 29 U.S.C. sec. 793-794 (1988); Americans with Disabilities Act, 42 U.S.C. sec. 12102 et seq.; and 41 C.F.R. Part 60 et seq. (1990); and all other applicable federal laws, rules, regulations and executive orders.

B. State Requirements

Contractor must comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq. (1992), as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, 5 Ill. Admin. Code 750 Appendix A. Furthermore, the Contractor must comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq. (1992), as amended; and all other applicable state laws, rules, regulations and executive orders.

C. City Requirements

Contractor must comply with the Chicago Human Rights Ordinance, Ch. 2-160, Section 2-160-010 et seq. of the Chicago Municipal Code (1990), as amended; and all other applicable municipal code provisions, rules, regulations and executive orders. Further, Contractor must furnish or shall cause each of its Subcontractor(s) to furnish such reports and information as requested by the Chicago Commission on Human Relations.

2.16. INDEMNITY

Contractor must defend, indemnify, keep and hold harmless the City, its officers, representatives, elected and appointed officials, agents and employees from and against any and all Losses, including those related to:

1. injury, death or damage of or to any person or property;
2. any infringement or violation of any property right (including any patent, trademark or copyright);
3. failure to pay or perform or cause to be paid or performed Contractors covenants and obligations as and when required under this Contract or otherwise to pay or perform its obligations to any Subcontractor;
4. the City's exercise of its rights and remedies under this Contract; and
5. injuries to or death of any employee of Contractor or any Subcontractor under any workers compensation statute.

"Losses" means, individually and collectively, liabilities of every kind, including losses, damages and reasonable costs, payments and expenses (such as, but not limited to, court costs and reasonable attorneys' fees and disbursements), claims, demands, actions, suits, proceedings, judgments or settlements, any or all of which in any way arise out of or relate to the acts or omissions of Contractor, its employees, agents and Subcontractors.

At the City Corporation Counsels option, Contractor must defend all suits brought upon all such Losses and must pay all costs and expenses incidental to them, but the City has the right, at its option, to participate, at its own cost, in the defense of any suit, without relieving Contractor of any of its obligations under this Contract. Any settlement must be made only with the prior written consent of the City Corporation Counsel, if the settlement requires any action on the part of the City.

To the extent permissible by law, Contractor waives any limits to the amount of its obligations to indemnify, defend or contribute to any sums due under any Losses, including any claim by any employee of Contractor that may be subject to the Workers Compensation Act, 820 ILCS 305/1 et seq. or any other related law or judicial decision (such as, *Kotecki v. Cyclops Welding Corporation*, 146 Ill. 2d 155 (1991)). The City, however, does not waive any limitations it may have on its liability under the Illinois Workers Compensation Act, the Illinois Pension Code or any other statute.

The indemnities in this Section survive expiration or termination of this Contract for matters occurring or arising during the term of this Contract or as the result of or during the Contractors performance of Services beyond the term. Contractor acknowledges that the requirements set forth in this Section to indemnify, keep and save harmless and defend the City are apart from and not limited by the Contractor's duties under this Contract, including the insurance requirements set forth in the Contract.

2.17. EMPLOYMENT

The Contractor must comply with the Veteran's Preference Act (330 ILCS 55/0.01 et seq.) to give preference to the veterans of the United States military and naval service in appointments and employment upon public works, by, or for the use of, the State of Illinois and its political subdivisions.

2.18. SAFETY AND LOSS CONTROL

The Contractor, its agents, employees, material suppliers and Subcontractors, will perform all work on the project in a safe and responsible manner. The Contractor, its agents, employees, material suppliers, and Subcontractors are required to maintain compliance with all local, state and federal regulatory requirements and current versions of applicable consensus standards (incorporated by reference), pertaining to the work being performed. This includes, but is not limited to the requirements of the City of Chicago Municipal Code, Illinois Department of Labor (IDOL), Illinois Department of Transportation (IDOT), Illinois Environmental Protection Agency (ILEPA), the Occupational Safety and Health Administration (OSHA), Department of Transportation (DOT) and the Environmental Protection Agency (EPA) where applicable.

Minimum requirements of the Contractor's accident/incident prevention program include, but are not limited to the following:

- A training program that includes safety and the identification of worksite hazards.
- Standard operating procedures, applicable directives, rules and regulations, which promote rather than discourage safe operating procedures, (i.e., encouraging employees to report unsafe conditions, to participate in investigations, and to report all work related injuries and illnesses immediately, or as soon as possible).
- Implementation of an Accident/Incident Reporting Program, which includes first-aid and injury treatment procedures at the job site and the use of the nearest medical facility. The Program must also include procedures for reporting incidents involving near misses or damage to City equipment and/or property. Procedures must ensure that injured or medically ill persons receive prompt first-aid and/or medical treatment and that every accident/incident occurring on City property, is promptly reported to Contractor management and the Commissioner. A completed report of the accident/incident must be promptly submitted to the Commissioner.
- Develop an Emergency Evacuation/Disaster Control Plan consistent with the Commissioner's requirements. The plan must include applicable names and telephone numbers of Contract Management. The Contractor must communicate the contents of the plan to its employees and Subcontractors. The Contractor's employees and Subcontractors must be trained in the use of the emergency procedures. Copies of the plan must be provided to the Commissioner.

Contractors must also comply with the safety and health requirements of the Commissioner. The Commissioner may at any time, require additional provisions, if such are deemed necessary for public safety or convenience.

The Contractor's attention is directed to the Health and Safety Act of the State of Illinois, 8209 ILCS 225/3 et seq. The rules pursuant to this Act are on file with the Secretary of State of Illinois and are identical in every respect with the standards in effect under the Federal OSHA law, pursuant to orders of the Illinois Industrial Commission. The Federal and State standards require that the Contractor provide reasonable protection to the lives, health, and safety of all persons employed under this Contract. Such act and rules and the applicable parts thereof must be considered as part of this Contract.

The Contractor and Subcontractors must comply with said requirements, standards, and regulations, as required; and be directly responsible for compliance therewith on the part of its said agents, employees, and material suppliers. The Contractor and Subcontractors must directly receive, respond to, defend and be responsible for all citations, assessments, fines or penalties which may be incurred by reason of its failure on the part of its agents, employees, or material suppliers to so comply.

2.19. LIVING WAGE ORDINANCE

- A. Section 2-92-610 of the Municipal Code of Chicago provides for a living wage for certain categories of workers employed in the performance of City contracts, specifically non-City employed security guards, parking attendants, day laborers, home and health care workers, cashiers, elevator operators, custodial workers, and clerical workers ("Covered Employees"). Accordingly, pursuant to Section 2-92-610 and regulations promulgated thereunder:
1. if the Contractor has twenty-five (25) or more full-time employees, and
 2. if at any time during the performance of the contract the Contractor and/or any Subcontractor or any other entity that provides any portion of the Services (collectively "Performing Parties") uses twenty-five (25) or more full-time security guards, or any number of other full-time Covered Employees, then
 3. The Contractor must pay its Covered Employees, and must assure that all other Performing Parties pay their Covered Employees, not less than the minimum hourly rate as determined in accordance with this provision (the "Base Wage") for all work performed pursuant to the Contract.
- B. The Contractor's obligation to pay, and to assure payment of, the Base Wage will begin at any time during the Contract term when the conditions set forth in A.1 and A.2 above are met, and will continue thereafter until the end of the Contract term.
- C. As of July 1, 2011, the Base Wage is \$11.18 per hour. Each July 1st thereafter, the Base Wage will be adjusted, using the most recent federal poverty guidelines for a family of four (4) as published annually by the U.S. Department of Health and Human Services, to constitute the following: the poverty guidelines for a family of four (4) divided by two thousand (2000) hours or the current base wage, whichever is higher. At all times during the term of this Contract, Contractor and all other Performing Parties must pay the Base Wage (as adjusted in accordance with the above). If the payment of prevailing wages is required for work or services done under this Contract, and the prevailing wages for Covered Employees are higher than the Base Wage, then the Contractor must pay the prevailing wage rates.
- D. The Contractor must include provisions in all subcontracts requiring its Subcontractors to pay the Base Wage to Covered Employees. The Contractor agrees to provide the City with documentation acceptable to the Chief Procurement Officer demonstrating that all Covered Employees, whether employed by the Contractor or by a Subcontractor, have been paid the Base Wage, upon the City's request for such documentation. The City may independently audit the Contractor and/or Subcontractors to verify compliance herewith. Failure to comply with the requirements of this section will be an event of default under this Contract, and further, failure to comply may result in ineligibility for any award of a City contract or subcontract for up to three (3) years.
- E. Not-for-Profit Corporations: If the Contractor is a corporation having Federal tax-exempt status under section 501(c)(3) of the Internal Revenue Code and is recognized under Illinois not-for-profit law, then the provisions of section A through D above do not apply.

2.20. PREVAILING WAGE RATES

To the extent required by law, the Contractor will comply, and will cause all of its Subcontractors to comply and insert appropriate provision in their Contracts, with 820 ILCS 130/01 et seq. (the "Illinois Prevailing Wage Act"), regarding the payment of the general prevailing rate of hourly wage for all laborers, workers and mechanics employed by or behalf of the Contractor and all Subcontractors in connection with any services. To the extent applicable, the Contractor will ensure that it and its Subcontractors comply with the provisions of the Davis-Bacon Act (prevailing wages) Act, 40 U.S.C. sec 276, as amended, and the Copeland (anti-kickback) Act, 18 U.S.C., sec 874, and related regulations. The Contractor must comply with the Illinois Prevailing Wage Act regulating wages of laborers, mechanics, and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by anyone under Contract for public works.

It is the policy of the State of Illinois that a wage of no less than the general prevailing hourly rate as paid for work of a similar character in the locality in which the work is performed, must be paid to all laborers, workers and mechanics employed by or on behalf of any and all public bodies engaged in public works.

The term general prevailing hourly rate, when used in this requirement will mean the hourly cash wages plus fringe benefits for health and welfare, insurance, vacations and pensions paid generally, in the locality in which the work is being performed, to employees engaged in work of a similar character on public works.

If the Department of Labor revises the general prevailing hourly rate to be paid by the public body, the revised rate must apply to such Contract. The term general prevailing hourly rate, when used in this Act means the hourly cash wages plus fringe benefits for health and welfare, insurance, vacations and pensions paid generally, in the locality in which the work is being performed, to employee engaged in work of a similar character on public works.

If the nature of the Work or services under this Contract is subject to the Illinois Prevailing Wage Act, then not less than the general prevailing rate of hourly wages as determined by the Illinois Department of Labor (IDOL) must be paid to all laborers, mechanics, and other workers performing Work under this Contract. Contractor's attention is called to the generally prevailing rate of wages for Cook County in effect at the time these specifications were issued, as determined by IDOL. They are also the prevailing wage rates for the City of Chicago. If required for this Work, they are attached to and incorporated in these specifications, or refer to website: <http://www.state.il.us/agency/idol/rates/rates.HTM> for Cook County. Contractor is fully responsible for paying the generally prevailing hourly rate of wages in effect, as determined by the IDOL, at the time the Work is performed. If IDOL revises the prevailing rate of hourly wages to be paid for the Work before completion of the Work under this Contract, the revised rate applies from the effective date of the revision, but any such revision will not entitle Contractor to any increased compensation under the terms of this Contract.

As a condition of making payment to the Contractor, the City may require the Contractor to submit an affidavit to the effect that not less than the prevailing hourly wage rate is being paid to laborers, mechanics, and other workmen employed on this Contract in accordance with Illinois law.

2.21. PAYMENTS

The City will process payment within sixty (60) calendar days after receipt of invoices and Subcontractor Payment Certification forms completed in accordance with the terms herein, and all supporting documentation necessary for the City to verify CUSTODIAL AND WINDOW WASHING SERVICES FOR OUTLYING BUILDINGS for CHICAGO O'HARE INTERNATIONAL AIRPORT provided under this Contract.

The City will not be obligated to pay for any CUSTODIAL AND WINDOW WASHING SERVICES FOR OUTLYING BUILDINGS for CHICAGO O'HARE INTERNATIONAL AIRPORT provided which were non-compliant with the terms and conditions of this Contract. Any equipment, parts and/or services which fail tests and/or inspections are subject to correction, exchange or replacement at the cost of the Contractor.

Work performed under this contract is interpreted to include materials to be furnished under this contract which are suitably stored at the site of the work. Unless otherwise provided in Special Conditions, which will be subject to the provisions of Chapter 2-92-250, the Chief Procurement Officer may from time to time, in cases where the Contractor must proceed properly to perform and complete his contract, grant to such Contractor as the work progresses an estimate of the amount already earned. All partial payment estimates shall be subject to correction by the final estimate.

Waivers from Subcontractors and Suppliers indicating that they have received their share from the Contractor of the previous partial payment to the Contractor must be presented concurrently by the Contractor when he presents an estimate for a partial payment.

The Chief Procurement Officer may, whenever he has reason to believe that the Contractor has neglected or failed to pay any Subcontractors, workmen or employees for work performed or for materials furnished and used in or about the work contracted for, order and direct that no future vouchers or estimates be issued and no further payments be made upon the contract until said Chief Procurement Officer has been satisfied that such Subcontractors, workmen and employees have been fully paid, and the reserve sum referred to in the above stated Chapter 2-92-250 has not be payable until the Contractor has satisfied the Chief Procurement Officer that all Subcontractors, material men, workmen and employees have been fully paid.

Whenever the Chief Procurement Officer notify the Contractor, by notice personally served or by mailing a copy thereof to the Contractor to his office as shown by his bid, that no further vouchers or estimates will be issued or payments made on the contract until Subcontractors, workmen and employees have been paid, and the Contractor neglect or refuse for the period of ten (10) calendar days after such notice is given, as above provided for, to pay such Subcontractors, workmen

and employees, the City may then apply any money due or that may become due under the contract to the payment of such Subcontractors, workmen and employees without other or further notice to said Contractor; but failure of the City to retain and apply such moneys, or of the Chief Procurement Officer to order or direct that no vouchers or estimates shall be issued or further payments be made shall not, nor shall the paying over of such reserve sum without such Subcontractors, workmen or employees being first paid, in any way affect the liability of the Contractor or of his sureties to the City, or to any such Subcontractors, workmen or employees upon any bond given in connection with such contract.

Before final payment is made under the Contract, and as a condition precedent to such final payment, the Contractor shall furnish waivers of all liens and satisfactory guarantees against all claims on account of work performed, tools and plant employed, and material and labor furnished under the contract. The Contractors shall not be entitled to demand or receive final payment until all the stipulations, provisions and conditions set forth in the contract have been complied with, and the work has been accepted by the Commissioner, whereupon the City will, at the expiration of thirty (30) calendar days after such completion and acceptance, pay the whole account of money due the Contractor under the contract.

The acceptance by the Contractor of the final payment above mentioned shall operate as and shall be a release to the City from all claims or liability under this contract for anything done or furnished or relating to the work under this contract, or for any act or neglect of the City relating to or connected with this contract.

2.22. MODIFICATIONS/AMENDMENTS

No changes, amendments, modifications, cancellations or discharges of this Contract, or any part hereof, will be valid unless stipulated in writing and signed by the parties hereto, or their respective agents or representatives.

Such changes which are mutually agreed upon by and between the City and the Contractor, will be incorporated in written modifications to this Contract.

Failure of the Contractor to familiarize himself/herself with all requirements of the Contract Documents will not relieve him/her from complying with all of the provisions thereof.

2.23. INVOICES

Copies of invoices and Subcontractor Payment Certification (Section titled "SUBCONTRACTOR PAYMENTS" in the General Conditions of this Contract) forms must be forwarded by the Contractor to the Department to apply against the contract. Invoices and Subcontractor Payment Certification forms must be submitted in accordance with the mutually agreed upon time period with the Department. The original invoice must be submitted to the Comptroller pursuant to Section 2.81 "Centralized Invoice Processing".

All invoices and Subcontractor Payment Certification forms must be signed, dated and reference the Contract number. If a Contractor has more than one (1) contract with the City, separate invoices and Subcontractor Payment Certification forms must be prepared for each contract in lieu of combining items from different contracts under the same invoice. Invoice quantities, service description, unit of measure, pricing and/or catalog information must correspond to the items quoted on the Proposal Page. If invoicing Price List/Catalog items, indicate Price List/Catalog number, item number, Price List/Catalog date and Price List/Catalog page number on the invoice.

Invoices for overshipments or items with price/wage escalations will be rejected unless the contract includes a provision for such an adjustment by contract modification. Freight, handling and shipping costs are not to be invoiced; contract terms specify deliveries F.O.B, City of Chicago. The City of Chicago is exempt from paying State of Illinois sales tax and federal excise taxes on purchases.

2.24. ELECTRONIC ORDERING AND INVOICES

The Contractor will cooperate in good faith with the City in implementing electronic ordering and invoicing, including but not limited to catalogs, purchase orders, releases, and invoices. Contractor will accept electronic purchase orders and releases upon request of the Chief Procurement Officer. Contractor will provide the City electronic catalogs, copies of invoices and other electronic documents upon request. The electronic ordering and invoice documents will be in a format specified by the City and transmitted by an electronic means specified by the City. Such electronic means may include, but are not limited to, disks, e-mail, EDI, FTP, web sites, and third party electronic services. The Chief Procurement Officer reserves the right to change the document format and/or the means of transmission upon written notice to the

Contractor. Contractor will ensure that the essential information, as determined by the Chief Procurement Officer, in the electronic document, corresponds to that information submitted by the Contractor in its paper documents. The electronic documents will be in addition to paper documents required by this Contract, however, by written notice to the Contractor, the Chief Procurement Officer may deem any or all of the electronic ordering and invoice documents the official documents and/or eliminate the requirement for paper ordering and invoice documents.

2.25. UNSPECIFIED ITEMS

Pursuant to Chapter 2-92-646 of the City of Chicago Municipal Code, any CUSTODIAL AND WINDOW WASHING SERVICES FOR OUTLYING BUILDINGS for CHICAGO O'HARE INTERNATIONAL AIRPORT, not specifically listed herein may be added to this Contract if they fall within the same specific category of materials or items specified and the aggregate value of the City's purchases for such additional items over the term of this Contract does not exceed ten percent (10%) of the original Contract value.

The Department will notify the Contractor in writing of the items which are necessary and request a written price Proposal for the addition of the item(s) to this Contract by modification, then forward the documents to the Chief Procurement Officer. Such item(s) may be added to the Contract only if the prices are competitive with current market prices and said items are approved by the Chief Procurement Officer in the form of a written modification signed by the Contractor and the City. The Commissioner and the Chief Procurement Officer reserve the right to seek competitive pricing information on said item(s) from other suppliers and to procure such item(s) in a manner which serves the best interest of the City.

Any such item(s) delivered by the Contractor, without a properly executed Contract modification signed by the Chief Procurement Officer, are delivered entirely at the Contractor's risk. Consequently, in the event that such modification is not executed by the City, the Contractor hereby releases the City from any liability whatsoever to pay for any items delivered prior to the Contractor's receipt of the fully signed modification.

2.26. BASIS OF AWARD

A contract will be awarded based on the lowest total bid price proposed by a responsive and responsible bidder meeting the terms and conditions of the specification.

Bidders must quote all items shown on the Proposal Pages and complete the Additional Proposal Pages. Bids submitted to the contrary will be considered incomplete, and as a result, will be rejected.

The Contractor's bid pricing will incorporate any/all peripheral costs including, but not limited to the costs of (product/services), delivery/transportation charges, insurance, taxes, operator training, fluids, warranty, overhead, and profit, required by the specification.

In the event of discrepancy between the "Unit Price" and the "Total Price" the Unit Price will prevail. The Chief Procurement Officer reserves the right to make corrections to any incorrect mathematical calculation.

The Chief Procurement Officer reserves the right to award a contract or reject any or all bids when, in his opinion, the best interest of the City will be served thereby.

2.27. CHICAGO BUSINESS PREFERENCE

For purposes of this provision, a "Chicago Business" is an entity which: (1) has meaningful, day-to-day business operations at a location(s) within the corporate limits of the City of Chicago; (2) reports to the Internal Revenue Service such location(s) as the place(s) of employment for the majority of its regular, full-time work force; (3) holds appropriate City of Chicago business license(s) (if such license(s) are required for the business); and (4) is subject to applicable City of Chicago taxes. City of Chicago taxes include, but are not limited to, employer's expense tax pursuant to Section 3-20-030 of the Municipal Code (if the business has fifty or more employees). Any entity desiring the Chicago Business designation must submit, at the time of bid, a completed, signed and notarized Affidavit of Chicago Business in the form that is included in this bid document as Section 13 ("Affidavit"). Failure to submit a properly completed Affidavit at the time of bid will result in the entity not being considered for the Chicago Business designation. The Chief Procurement Officer reserves the right to investigate and verify any information submitted in an Affidavit but is under no obligation to do so.

The Chief Procurement Officer's determination as to whether an entity qualifies for designation as a Chicago Business shall be final.

If a bidder is a joint venture, partnership or other business combination consisting of more than one entity (collectively, "joint venture"), and all entities comprising the joint venture (collectively, "members") are designated Chicago Businesses in accordance with the above paragraph, the joint venture will be deemed to be a Chicago Business. Where not all joint venture members are Chicago Businesses, such joint venture will be considered a Chicago Business only if Chicago Business members hold at least a fifty percent (50%) interest in the joint venture. Chicago Business members have a fifty percent (50%) interest in the joint venture only if the Chicago Business member(s) directly hold(s) a fifty percent ownership interest in the joint venture and either: (A) the Chicago Business member(s) directly employ(s) fifty percent or more of the workforce performing the duties that the joint venture will self-perform, including but not limited to management of the joint venture itself, or (B) the Chicago Business member(s), as direct subcontractor(s) to the joint venture, perform(s) work or services equal to fifty percent or more of the amount of the bid. Joint venture bidders whose members are NOT all Chicago Businesses must submit with their bids a copy of the signed joint venture agreement, copies any subcontracts with the Chicago Business members, and such other information as they deem relevant and necessary to establish their eligibility for the Chicago Business designation in accordance with this paragraph. Failure to submit such information at the time of bid will result in the joint venture not being considered for the Chicago Business designation. The Chief Procurement Officer reserves the right to investigate and verify any information submitted by a joint venture bidder but is under no obligation to do so. The Chief Procurement Officer's determination as to whether a joint venture qualifies for designation as a Chicago Business shall be final.

In the event that there are bids both from Chicago Businesses and bidders that are not Chicago Businesses, the Chief Procurement Officer will accept the lowest bid price or lowest evaluated bid price, as applicable, from a responsive and responsible bidder that is a Chicago Business, provided that such bid price does not exceed by more than two percent (2%) the lowest bid price or lowest evaluated bid price, as applicable, from a responsive and responsible bidder that is not a Chicago Business.

2.28. PARTICIPATION BY OTHER LOCAL GOVERNMENT AGENCIES

Other local government agencies may be eligible to participate in this Contract pursuant to the terms and conditions of this Contract if such agencies are authorized, by law or their governing bodies, to execute such purchases, and if such authorization is allowed by the Chief Procurement Officer, and if such purchases have no net adverse effect on the City, and result in no diminished services from the bidder to the City's user departments pursuant to such purchases. Examples of such Local Government Agencies are: Board of Education, Chicago Park District, City Colleges of Chicago, Chicago Transit Authority, Chicago Housing Authority, Chicago Board of Elections, Metropolitan Pier and Exposition Authority (McCormick Place, Navy Pier), and the Municipal Courts. Said purchases shall be made upon the issuance of a purchase order directly from the Local Government Agency. The City will not be responsible for payment of any amounts owed by any other Local Government Agencies, and will have no liability for the acts or omissions of any other Local Government Agency.

2.29. CALCULATION OF MBE/WBE COMMITMENT

For purposes of calculating bidder's percentage of MBE and/or WBE dollar commitment toward the minimum goal stated in the Special Conditions Regarding Minority Business Enterprise and Women Business Enterprise, the estimated amount of the bidders total bid price will be used to calculate the actual dollar commitment to each MBE and/or WBE firm listed on your Schedule D-1, MBE/WBE Goal Implementation Plan. If at the end of this Contract, the actual dollar value is below the estimated value, the City will consider adjustments to your MBE/WBE plan which are proportionate to the actual dollar value of this Contract.

- A. The Contractor will, not later than thirty (30) calendar days from the award of a contract by the City, execute formal contracts or purchase orders with the MBEs and WBEs included in their approved MBE/WBE Utilization Plan. These written agreements must be made available to the Chief Procurement Officer upon request.
- B. In the case of one time procurement of supplies with either single or multiple deliveries to be performed in less than one year from the date of Contract award, a "MBE/WBE Utilization Report," indicating final MBE and

WBE payments must be submitted directly to the Department of Procurement Services so as to assure receipt either at the same time, or before the using Department receives Contractor's final invoice.

- C. During the term of the Contract, the Contractor will submit quarterly "MBE/WBE Utilization Reports, "a copy of which is attached. The frequency with which these reports are to be submitted will in no case be less often than on a quarterly basis. In the absence of written notice from the Chief Procurement Officer, the Contractor's first "MBE/WBE Utilization Report" will be due ninety (90) calendar days after the date of Contract award, and reports will be due quarterly thereafter.
- D. "MBE/WBE Utilization Reports" are to be submitted directly to: Department of Procurement Services, Division of Contract Monitoring and Compliance, City Hall, Room 400, 121 N. LaSalle Street, Chicago, Illinois 60602.
- E. NOTICE: Do not submit invoices with MBE/WBE Utilization Reports. Final payments may be held until the Utilization Reports have been received.
- F. The City of Chicago's Department of Procurement Services, Contract Compliance Administrator will be entitled to examine, on five (5) business days notice, the Contractor's books and records including without limitation payroll records, tax returns and records, and books of account, to determine whether the Contractor is in compliance with its commitment to MBE/WBE participation and the status of any MBE or WBE performing any portion of the contract. Such rights are in addition to any other audit inspection rights contained in the Contract.

2.30. RECYCLED MATERIAL PREFERENCE

Pursuant to Chapter 11-4-1850 of the Municipal Code of Chicago, the Chief Procurement Officer must, in the purchase of all goods, supplies, equipment, materials and printing by competitive sealed bidding, take into consideration bids offering supplies and/or equipment utilizing materials with a minimum percentage recycled content. Unless specified to the contrary herein, the minimum percentage of recycled content must not be less than the U.S. Environmental Protection Agency (EPA) guidelines under the Resource Conservation and Recovery Act of 1976 (Public Law 94-580, 42 U.S.C. Sec. 6901 et seq.), as amended for a specific application.

It is the intent of the City to utilize as much as possible "Green" furniture products. In the event a bidder offers goods, supplies, equipment, materials or printing utilizing a minimum percentage recycled content, the bidder must include a certified statement or affidavit with their bid listing the items with recycled content, the percentage of recycled content for each item, the weight of recycled content and a breakdown of percentage secondary, post consumer waste content by item and the environmental benefits/attributes of any of the specified products.

A recycling report must be submitted every year during our annual recycle reporting period. The annual recycling period for the City of Chicago starts on September 1st and ends August 31st of the following year. All reports must be submitted no later than September 1st of the reporting period. All reports must be submitted to the Chief Procurement Officer or designee. The reports should be sent to the Department of Procurement Services, Room 403, 121 N. LaSalle St., Chicago, Illinois 60602.

For purchases of printing on recycled paper, the printed material must include a printed statement or symbol indicating that the document is printed on recycled paper. When purchasing newsprint and/or newsprint products, at least forty percent (40%) of the secondary material content must be post consumer newspaper material.

The Chief Procurement Officer reserves the right to waive the recycled material preference if it is determined that such goods, supplies, equipment, materials or printing would not meet the following criteria: a) performance standards intended end use; b) availability within a reasonable period of time; and/or c) maintenance of a satisfactory level of completion.

2.31. COOPERATION BETWEEN CONTRACTORS

Unless otherwise provided in Special Conditions, if separate contracts are let for Work within or adjacent to the project site as may further be hereinafter detailed in the Contract Documents, each Contractor must conduct his Work so as not to interfere with or hinder the progress of completion of the Work being performed by other contractors.

Each Contractor involved must assume all liability, financial or otherwise, in connection with his contract, and shall protect and save harmless the City from any and all damages or claims that may arise because of inconvenience, delay, or loss experienced by him because of the presence and operations of other contractors working within the limits of the same improvement. Each Contractor must assume all responsibility for all Work not completed or accepted because of the presence and operations of the other contractors.

The Contractor must, as far as possible, arrange his Work and place and dispose of the materials being used, so as not to interfere with the operations of the other contractors within or adjacent to the limits of the project site. Contractor must join his Work with that of the others in an acceptable manner and shall perform it in proper sequence to that of the others.

2.32. SUBLETTING OR ASSIGNMENT OF CONTRACT OR CONTRACT FUNDS

No Contract will be assigned or any part of the same sub-contracted without the written consent of the Chief Procurement Officer; but in no case will such consent relieve the Contractor from his obligations, or change the terms of the Contract.

The Contractor will not transfer or assign any Contract funds or claims due or to become due without the written approval of the Chief Procurement Officer having first been obtained.

The transfer or assignment of any Contract funds either in whole or in part, or any interest therein, which will be due or to become due to the Contractor, will cause the annulment of said transfer or assignment so far as the City is concerned.

2.33. SUBCONTRACTORS

If requested by the Chief Procurement Officer, the Contractor must notify the Chief Procurement Officer, in writing, of the names of all Subcontractors and the names of major material suppliers to be used and will not employ any that the Chief Procurement Officer may object to as incompetent or unfit.

The Contractor will not subcontract any portion of the Services or work to be performed hereunder without the prior written consent of the Chief Procurement Officer. The subcontracting of the Services or work or any portion thereof without the prior written consent of the Chief Procurement Officer will be null and void. The Contractor will not make any substitution of a Subcontractor without the written consent of the Chief Procurement Officer. The substitution of a Subcontractor without the prior written consent of the Chief Procurement Officer will be null and void. The Chief Procurement Officer's consent will not relieve the Contractor from any of its obligations under the Contract.

The Contractor will subcontract with only competent and responsible Subcontractors. If, in the judgment of the Commissioner or the Chief Procurement Officer, any Subcontractor is careless, violates safety or security rules, obstructs the progress of the Services, acts contrary to instructions, acts improperly, is not responsible, is unfit, is incompetent, violates any laws applicable to this Contract, or fails to follow the requirements of this Contract, then the Contractor will, immediately upon notice from the Commissioner or the Chief Procurement Officer, discharge or otherwise remove such Subcontractor.

2.34. SUBCONTRACTORS WITH DISABILITIES

The City encourages Contractors to use Subcontractors that are firms owned or operated by individuals with disabilities, as defined by Section 2-92-586 of the Municipal Code of the City of Chicago, where not otherwise prohibited by federal or state law.

2.35. SUBCONTRACTOR PAYMENTS

Contractor must submit a status report of Subcontractor payments monthly for the duration of the Contract on the "Subcontractor Payment Certification" form required by the City. The form can be downloaded from the City's website at http://egov.cityofchicago.org/webportal/COCWebPortal/COC_EDITORIAL/subcompliance_2.pdf. The form must be received by the tenth (10th) calendar day of each month. The statement must list the following for Contractor and for each Subcontractor and supplier for the period for which payment is requested:

- (i) Total amount invoiced by the Contractor for the prior month;
- (ii) The name of each particular Subcontractor or supplier utilized during the prior month;

- (iii) Indication if the Subcontractor or supplier is acting as an MBE, WBE, DBE, or non-certified firm on this Contract;
- (iv) The vendor/supplier number of each Subcontractor or supplier;
- (v) Total amount invoiced that is to be paid to each Subcontractor or supplier.

If a Subcontractor has satisfactorily completed its Work, or provided specified materials in accordance with the requirements of the Contract, Contractor will pay Subcontractor for such work or materials within fourteen (14) calendar days of Contractor receiving payment from the City.

Under § 2-92-245 and 270 of the Municipal Code, the Chief Procurement Officer may make direct payments to Subcontractors for Services performed under this Contract. Any such payment has the same effect as if the City had paid Contractor that amount directly. Such payment by the City to Contractor's Subcontractor under no circumstances operates to relieve Contractor of any of its obligations or liabilities under this Agreement. This section is solely for the benefit of the City and does not grant any third party beneficiary rights.

2.36. DEMURRAGE AND RE-SPOTTING

The City will be responsible for demurrage charges only when such charges accrue because of the City's negligence in unloading the material.

The City will pay railroad charges due to the re-spotting of cars, only when such re-spotting is ordered by the City.

2.37. MATERIALS INSPECTION AND RESPONSIBILITY

The City, by its engineering agencies, will have a right to inspect any material to be used in carrying out this Contract.

The City does not assume any responsibility for the availability of any controlled materials or other materials and equipment required under this Contract.

The Contractor must be responsible for the contracted quality and standards of all materials, components or completed work furnished under this Contract up to the time of final acceptance by the City.

Materials, components or completed work not complying therewith may be rejected by the Chief Procurement Officer and must be replaced by the Contractor at no cost to the City.

Any materials or components rejected must be removed within a reasonable time from the premises of the City at the entire expense of the Contractor, after written notice has been mailed by the City to the Contractor that such materials or components have been rejected.

2.38. CASH BILLING TERMS

Any cash billing discounts offered will not be considered in the evaluation of bids.

2.39. SUPERVISION

The Contractor must personally supervise the work or will have a competent person at the site at all times to act for Contractor.

2.40. PLANS OR DRAWINGS AND SPECIFICATIONS CO-OPERATIVE

Plans or drawings mentioned in General Conditions or in the specifications will be so considered that any material shown on plans or drawings and not therein specified, or material therein specified and not shown on plans or drawings, will be executed by the Contractor the same as though it were both shown and specified.

2.41. PERMITS

Unless otherwise provided in Special Conditions, the Contractor must take out, at his own expense, all permits and licenses necessary to carry out the work described in this Contract.

2.42. AUDITS

The City may in its sole discretion audit the records of Contractor or its Subcontractors, or both, at any time during the term of this Contract or within five (5) years after the Contract ends, in connection with the goods, work, or services provided under this Contract. Contractor must maintain any such records in a secure location for a period of 5 years after the final payment made in connection with this Contract. Each calendar year or partial calendar year is considered an audited period. If, as a result of such an audit, it is determined that Contractor or any of its Subcontractors has overcharged the City in the audited period, the City will notify Contractor. Contractor must then promptly reimburse the City for any amounts the City has paid Contractor due to the overcharges and also some or all of the cost of the audit, as follows:

- A. If the audit has revealed overcharges to the City representing less than five percent (5%) of the total value, based on the Contract prices, of the goods, work, or services provided in the audited period, then the Contractor must reimburse the City for fifty percent (50%) of the cost of the audit and fifty percent (50%) of the cost of each subsequent audit that the City conducts;
- B. If, however, the audit has revealed overcharges to the City representing five percent (5%) or more of the total value, based on the Contract prices, of the goods, work, or services provided in the audited period, then Contractor must reimburse the City for the full cost of the audit and of each subsequent audit.

Failure of Contractor to reimburse the City in accordance with A or B above is an event of default under this Contract, and Contractor will be liable for all of the City's costs of collection, including any court costs and attorneys fees.

2.43. TIME AND PROGRESS

It is understood and agreed that TIME IS OF THE ESSENCE IN THIS CONTRACT, and the Contractor agrees to begin actual work covered by this Contract in conformity with the provisions set forth herein and to prosecute the same with all due diligence, so as to complete the entire work under this Contract within the calendar days stipulated after the date for commencement of work as specified in the written notification to the Contractor from the Commissioner, using double shift and holiday work when necessary.

Unless otherwise provided in Special Conditions, the Contractor shall submit to the Commissioner for approval, within five (5) calendar days after the effective date of this Contract, a time schedule for performing operations under this Contract which will insure the satisfactory completion of the entire work within the time hereinafter specified. When approved and accepted by the Commissioner, the Contractor shall prosecute the work under this Contract so that the actual work completed shall be not less than required by such approved time schedule for performing operations under this Contract which will insure the satisfactory completion of the entire work within the time hereinafter specified. When approved and accepted by the Commissioner, the Contractor shall prosecute the work under this Contract so that the actual work completed shall be not less than required by such approved time schedule.

If the rate of progress be such that the total amount of work accomplished by the Contractor within any time mentioned in such approved time schedule is less than the amount therein specified to be completed within such time, then the Chief Procurement Officer may declare this Contract in default as provided herein.

2.44. PROVISIONS RELATIVE TO DELAY

Should the Contractor be obstructed or delayed in the commencement, prosecution or completion of the work under this Contract by any act or delay of the City or by order of the Commissioner, howsoever caused, then the time herein fixed for the completion of said work will be extended for a period equivalent to the time lost by reason of such acts or delays of the City or orders of the Commissioner.

It is otherwise understood that no extension of time will be granted to the Contractor unless he, immediately upon knowledge of the causes of an unavoidable delay, first notifies the Commissioner and Chief Procurement Officer in writing, stating the approximate number of days he expects to be delayed.

The Contractor must also make a request in writing to the Commissioner and Chief Procurement Officer for an extension of time within ten (10) calendar days after the cessation of the delay. Compliance by the Contractor with the requirements set forth in this paragraph are conditions precedent to the granting of an extension of time and it is hereby agreed that in case of failure to comply with said requirements, the Contractor shall not be entitled to an extension of time.

The Chief Procurement Officer and the Commissioner will determine the number of days, if any, that the Contractor has been delayed. Such determination when approved and authorized in writing by the Mayor, Comptroller and the Chief Procurement Officer, will be final and binding.

It is further expressly understood and agreed that the Contractor shall not be entitled to any damages or compensation from the City, or be reimbursed for any loss or expense on account of any delay or delays resulting from any of the causes aforesaid.

2.45. PRICE REDUCTION

If at any time after the date of the bid or offer the Contractor makes a general price reduction in the comparable price of any material covered by the Contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to the Contract for the duration of the Contract period (or until the price is further reduced). Such price reduction will be effective at the same time and in the same manner as the reduction in the price to customers generally. For purpose of this provision, a general price reduction will mean any horizontal reduction in the price of an article or service offered (1) to Contractor's customers generally, or (2) in the Contractor's price schedule for the class of customers, i.e., wholesalers, jobbers, retailers, which was used as the basis for bidding on this Contract. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a general price reduction under this provision. The Contractor must invoice the ordering offices at such reduced prices indicating on the invoice that the reduction is pursuant this the Price Reduction provision of the Contract Documents. The Contractor, in addition, must within ten (10) calendar days of any general price reduction notify the Chief Procurement Officer of such reduction by letter. Failure to do so may require termination of the Contract. Upon receipt of any such notice of a general price reduction all ordering offices will be duly notified by the Chief Procurement Officer.

The Contractor must furnish, within ten (10) calendar days after the end of the Contract period, a statement certifying either:

- i. that no general price reduction, as defined above, was made after the date of the bid or offer; or
- ii. if any such general price reductions were made, that is provided above, they were reported to the Chief Procurement Officer within ten (10) calendar days, and ordering offices were billed at the reduced prices.

Where one or more such general price reductions were made, the statement furnished by the Contractor must include with respect to each price reduction:

- i. the date when notice of any such reduction was issued;
- ii. the effective date of the reduction; and
- iii. the date when the Chief Procurement Officer was notified of any such reduction.

2.46. PROHIBITION ON CERTAIN CONTRIBUTIONS – MAYORAL EXECUTIVE ORDER NO. 2011-4

Contractor agrees that Contractor, any person or entity who directly or indirectly has an ownership or beneficial interest in Contractor of more than 7.5 percent ("Owners"), spouses and domestic partners of such Owners, Contractor's Subcontractors, any person or entity who directly or indirectly has an ownership or beneficial interest in any Subcontractor of more than 7.5 percent ("Sub-owners") and spouses and domestic partners of such Sub-owners (Contractor and all the other preceding classes of persons and entities are together, the "Identified Parties"), shall not make a contribution of any amount to the Mayor of the City of Chicago (the "Mayor") or to his political fundraising committee (i) after execution of this bid, Proposal or Contract by Contractor, (ii) while this

Contract or any Other Contract is executory, (iii) during the term of this Contract or any Other Contract between Contractor and the City, or (iv) during any period while an extension of this Contract or any Other Contract is being sought or negotiated.

Contractor represents and warrants that since the date of public advertisement of the specification, request for qualifications, request for proposals or request for information (or any combination of those requests) or, if not competitively procured, from the date the City approached the Contractor or the date the Contractor approached the City, as applicable, regarding the formulation of this Contract, no Identified Parties have made a contribution of any amount to the Mayor or to his political fundraising committee.

Contractor agrees that it shall not: (a) coerce, compel or intimidate its employees to make a contribution of any amount to the Mayor or to the Mayor's political fundraising committee; (b) reimburse its employees for a contribution of any amount made to the Mayor or to the Mayor's political fundraising committee; or (c) bundle or solicit others to bundle contributions to the Mayor or to his political fundraising committee.

Contractor agrees that the Identified Parties must not engage in any conduct whatsoever designed to intentionally violate this provision or Mayoral Executive Order No. 2011-4 or to entice, direct or solicit others to intentionally violate this provision or Mayoral Executive Order No. 2011-4.

Contractor agrees that a violation of, non-compliance with, misrepresentation with respect to, or breach of any covenant or warranty under this provision or violation of Mayoral Executive Order No. 2011-4 constitutes a breach and default under this Contract, and under any Other Contract for which no opportunity to cure will be granted. Such breach and default entitles the City to all remedies (including without limitation termination for default) under this Contract, under Other Contract, at law and in equity. This provision amends any Other Contract and supersedes any inconsistent provision contained therein.

If Contractor violates this provision or Mayoral Executive Order No. 2011-4 prior to award of the Contract resulting from this specification, the Chief Procurement Officer may reject Contractor's bid.

For purposes of this provision:

"Bundle" means to collect contributions from more than one source which are then delivered by one person to the Mayor or to his political fundraising committee.

"Other Contract" means any other agreement with the City of Chicago to which Contractor is a party that is (i) formed under the authority of chapter 2-92 of the Municipal Code of Chicago; (ii) entered into for the purchase or lease of real or personal property; or (iii) for materials, supplies, equipment or services which are approved or authorized by the city council.

"Contribution" means a "political contribution" as defined in Chapter 2-156 of the Municipal Code of Chicago, as amended.

Individuals are "Domestic Partners" if they satisfy the following criteria:

- (A) they are each other's sole domestic partner, responsible for each other's common welfare; and
- (B) neither party is married; and
- (C) the partners are not related by blood closer than would bar marriage in the State of Illinois; and
- (D) each partner is at least 18 years of age, and the partners are the same sex, and the partners reside at the same residence; and
- (E) two of the following four conditions exist for the partners:
 - 1. The partners have been residing together for at least 12 months.
 - 2. The partners have common or joint ownership of a residence.
 - 3. The partners have at least two of the following arrangements:
 - a. joint ownership of a motor vehicle;
 - b. a joint credit account;
 - c. a joint checking account;
 - d. a lease for a residence identifying both domestic partners as tenants.
 - 4. Each partner identifies the other partner as a primary beneficiary in a will.

"Political fundraising committee" means a "political fundraising committee" as defined in Chapter 2-156 of the Municipal code of Chicago, as amended.

2.47. CONFLICTS OF INTEREST

No member of the governing body of the City of Chicago or other unit of government and no other officer, employee or agent of the City of Chicago or other unit of government who exercises any functions or responsibilities in connection with the carrying out of the project will have any personal or financial interests, direct or indirect, in the Contract.

The Contractor covenants that he presently has no interest and will not acquire any interest, direct or indirect, in the project to which the Contract pertains which would conflict in any manner or degree with the performance of its work hereunder. The Contractor further covenants that in its performance of the Contract no person having any such interest will be employed.

If a potential bidder assisted the City in determining the advisability or feasibility of this Contract or in recommending, researching, preparing, drafting or issuing this Contract, the potential bidder may not participate in the Contract, directly or indirectly, as a prime Contractor, Subcontractor or joint venturer, or in any other capacity whatsoever.

Contractor further covenants that in the performance of this Contract no person having any conflicting interest will be assigned to perform any Services or have access to any confidential information pertaining to this Contract. If the City, in the Commissioner's reasonable judgment, determines that any of the services for others conflict with the Services Contractor is to render for the City under this Contract, Contractor's must terminate such other services immediately upon request of the City.

2.48. DISCLOSURE OF OWNERSHIP

Pursuant to Chapter 2-154 of the Municipal Code of the City of Chicago, any person, business entity or agency submitting a bid or Proposal to or contracting with the City of Chicago will be required to complete the Disclosure of Ownership Interests in the attached Economic Disclosure Statement and Affidavit. Failure to provide complete or accurate disclosure will render this Contract voidable.

2.49. DISCLOSURE OF RETAINED PARTIES - EXECUTIVE ORDER 97-1

The bidder is required to execute the Disclosure of Retained Parties Section of the Economic Disclosure Statement and Affidavit (EDS).. Refusal to execute the Disclosure of Retained Parties Section of the Economic Disclosure Statement and Affidavit will result in the Chief Procurement Officer declaring the bidder non-responsible; moreover, if a bidder is deemed non-responsible under this provision, the bidder's status as a non-responsible bidder may apply to the bidder's subsequent bids.

2.50. GOVERNMENTAL ETHICS ORDINANCE

1. The Contractor will comply with Chapter 2-156 of the Municipal Code of Chicago, "Governmental Ethics", including but not limited to Section 2-156-120 of this chapter pursuant to which no payment, gratuity or offer of employment will be made in connection with any City contract, by or on behalf of a Subcontractor to the prime Contractor or higher tier Subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

2. Any Contract negotiated, entered into, or performed in violation of any of the provisions of this chapter will be voidable as to the City.

2.51. CHAPTERS 2-55 AND 2-56 OF THE MUNICIPAL CODE OF CHICAGO, OFFICE OF INSPECTOR GENERAL AND LEGISLATIVE INSPECTOR GENERAL

It is the duty of any bidder, proposer or Contractor, all Subcontractors, every applicant for certification of eligibility for a City contract or program, and all officers, directors, agents, partners and employees of any bidder, proposer, Contractor, Subcontractor or such applicant to cooperate with the Inspector General or the Legislative Inspector General in any investigation or hearing, if applicable, undertaken pursuant to Chapters 2-56 or 2-55, respectively, of the Municipal Code.

Contractor understands and will abide by all provisions of Chapters 2-56 and 2-55 of the Municipal Code. All subcontracts must inform Subcontractors of the provisions and require understanding and compliance with them.

2.52. SECTION 2-92-380 OF THE MUNICIPAL CODE OF CHICAGO

- a. In accordance with Section 2-92-380 of the Municipal Code of Chicago and in addition to any other rights and remedies (including any of set-off) available to the City of Chicago under the contract or permitted at law or in equity, the City will be entitled to set off a portion of the contract price or compensation due under the contract, in an amount equal to the amount of the fines and penalties for each outstanding parking violation complaint and the amount of any debt owed by the contracting party to the City. For purposes of this Section, outstanding parking violation complaint means a parking ticket, notice of parking violation, or parking violation complaint on which no payment has been made or appearance filed in the Circuit Court of Cook County within the time specified on the complaint. Debt means a specified sum of money owed to the City for which the period granted for payment has expired.
- b. Notwithstanding the provisions of sub-section (a), above, no such debt(s) or outstanding parking violation complaint(s) will be offset from the contract price or compensation due under the contract if one or more of the following conditions are met:
 1. the contracting party has entered into an agreement with the Department of Revenue, or other appropriate City department, for the payment of all outstanding parking violation complaints and debts owed to the City and the contracting party is in compliance with the agreement; or
 2. the contracting party is contesting liability for or the amount of the debt in a pending administrative or judicial proceeding; or
 3. the contracting party has filed a petition in bankruptcy and the debts owed the City are dischargeable in bankruptcy.

2.53. SECTION 11-4-1600(E) OF THE MUNICIPAL CODE OF CHICAGO

In accordance with Section 11-4-1600(e) of the Municipal Code of Chicago, Contractor warrants and represents that it, and to the best of its knowledge, its Subcontractors have not violated and are not in violation of the following Sections of the Code (collectively, the Waste Sections):

- 7-28-390 Dumping on public way;
- 7-28-440 Dumping on real estate without permit;
- 11-4-1410 Disposal in waters prohibited;
- 11-4-1420 Ballast tank, bilge tank or other discharge;
- 11-4-1450 Gas manufacturing residue;
- 11-4-1500 Treatment and disposal of solid or liquid waste;
- 11-4-1530 Compliance with rules and regulations required;
- 11-4-1550 Operational requirements; and
- 11-4-1560 Screening requirements.

During the period while this Contract is executory, Contractor's or any Subcontractor's violation of the Waste Sections, whether or not relating to the performance of this Contract, constitutes a breach of and an event of default under this Contract, for which the opportunity to cure, if curable, will be granted only at the sole discretion of the Chief Procurement Officer. Such breach and default entitles the City to all remedies under the Contract, at law or in equity.

This Section does not limit the Contractor's and its Subcontractors' duty to comply with all applicable federal, state, county and municipal laws, statutes, ordinances and executive orders, in effect now or later, and whether or not they appear in this Contract.

Non-compliance with these terms and conditions may be used by the City as grounds for the termination of this Contract, and may further affect the Contractor's eligibility for future contract awards.

2.54. BUSINESS RELATIONSHIPS WITH ELECTED OFFICIALS

Pursuant to Section 2-156-030(b) of the Municipal Code of the City of Chicago, it is illegal for any elected official of the city, or any person acting at the direction of such official, to contact, either orally or in writing, any other city official or employee with respect to any matter involving any person with whom the elected official has a business relationship, or to participate in any discussion in any city council committee hearing or in any city council meeting or to vote on any matter involving the person with whom an elected official has a business relationship. Violation of Section 2-156-030(b) by any elected official with respect to this contract will be grounds for termination of this contract. The term business relationship is defined as set forth in Section 2-156-080 of the Municipal Code of Chicago.

2.55. AMERICANS WITH DISABILITIES ACT

Any and all CUSTODIAL AND WINDOW WASHING SERVICES FOR OUTLYING BUILDINGS for CHICAGO O'HARE INTERNATIONAL AIRPORT, and/or any work performed must comply with all federal, state and local laws and regulations regarding accessibility standards for disabled or environmentally limited person including, but not limited to the following: Americans With Disabilities Act, P.L. 101-336 (1990) and Uniform Federal Accessibility Guidelines for Buildings and Facilities ("ADAAG") and, the Illinois Environmental Barrier Act, 410 ILCS 25/1 et. seq. (1991), and the regulations promulgated thereto at 71 Il. Adm. Code Ch. 1, Sec. 40.10. In the event that the above-cited standards are inconsistent, the Contractor will comply with the standard providing greater accessibility or any subsequent updates.

2.56. MACBRIDE PRINCIPLES ORDINANCE

The City of Chicago through the passage of the MacBride Principles Ordinance seeks to promote fair and equal employment opportunities and labor practices for religious minorities in Northern Ireland and provide a better working environment for all citizens in Northern Ireland.

In accordance with Section 2-92-580 of the Municipal Code of Chicago, if the primary Contractor conducts any business operations in Northern Ireland, it is hereby required that the Contractor will make all reasonable and good faith efforts to conduct any business operations in Northern Ireland in accordance with the MacBride Principles for Northern Ireland as defined in Illinois Public Act 85-1390 (1988 Ill. Laws 3220).

For those Contractors who take exception in competitive bid contracts to the provision set forth above, the City will assess an eight percent (8%) penalty. This penalty will increase their bid price for the purpose of canvassing the bids in order to determine who is to be the lowest responsible bidder. This penalty will apply only for purposes of comparing bid amounts and will not affect the amount of any contract payment.

The provisions of this Section will not apply to contracts for which the City receives funds administered by the United States Department of Transportation (DOT), except to the extent Congress has directed that the DOT not withhold funds from states and localities that choose to implement selective purchasing policies based on agreement to comply with the MacBride Principles for Northern Ireland, or to the extent that such funds are not otherwise withheld by the DOT.

2.57. CONTRACTOR CERTIFICATION

The Contractor or each joint venture partner, if applicable, must complete the appropriate sub-sections in the attached Economic Disclosure Statement and Affidavit (the Affidavit) under: Certification by applicant, which certifies that the Contractor or each joint venture partner, its agents, employees, officers and any Subcontractors (a) have not been engaged in or been convicted of bribery or attempted bribery of a public officer or employee of the City of Chicago, the State of Illinois, any agency of the federal government or any state or local government in the United States or engaged in or been convicted of bid-rigging or bid-rotation activities as defined in this Section as required by the Illinois Criminal Code; (b) do not owe any debts to the State of Illinois, in accordance with 65 ILCS 5/11-42.1-1 and (c) are not presently debarred or suspended; Certification Regarding Environmental Compliance; Certification Regarding Ethics and Inspector General; and Certification Regarding Court-Ordered Child Support Compliance.

2.58. COMPLIANCE WITH CHILD SUPPORT ORDERS ORDINANCE

The Child Support Arrearage Ordinance, Municipal Code of Chicago, Section 2-92-415, furthers the City's interest in contracting with entities which demonstrate financial responsibility, integrity and lawfulness, and finds that it is especially

inequitable for Contractors to obtain the benefits of public funds under City contracts while its owners fail to pay court-ordered child support, and shift the support of their dependents onto the public treasury.

In accordance with Section 2-92-415 of the Municipal Code of Chicago, if the Circuit Court of Cook County or an Illinois court of competent jurisdiction has issued an order declaring one or more Substantial Owner in arrearage on their child support obligations and: (1) a Substantial Owner has not entered into a court-approved agreement for the payment of all such child support owed, or (2) a Substantial Owner is not in compliance with a court-approved agreement for the payment of all such child support owed, (see Certification of Compliance with Child Support Orders in Economic Disclosure Statement and Affidavit), then:

For those bidders in competitive bid contracts, the City will assess an eight percent (8%) penalty. This penalty will increase their bid price for the purpose of canvassing the bids in order to determine the lowest responsible bidder. This penalty will apply only for purposes of comparing bid amounts and will not affect the amount of any contract payment.

For purposes of this Section, "SUBSTANTIAL OWNER" means any person who owns or holds a ten percent (10%) or more percentage of interest in the bidder; where the bidder is an individual or sole proprietorship, substantial owner means that individual or sole proprietorship.

"PERCENTAGE OF INTEREST" includes direct, indirect and beneficial interests in the Contractor. Indirect or beneficial interest means that an interest in the Contractor is held by a corporation, joint venture, trust, partnership, association, estate or other legal entity, in which the individual holds an interest, or by agent(s) or nominee(s) on behalf of an individual or entity. For example, if Corporation B holds or owns a twenty percent (20%) interest in Contractor, and an individual or entity has a fifty percent (50%) or more percentage of interest in Corporation B, then such individual or entity indirectly has a ten percent (10%) or more percentage of interest in the Contractor. If Corporation B is held by another entity, then this analysis similarly must be applied to that next entity.

The provisions of this Section will only apply where not otherwise prohibited by federal, state or local law.

2.59. FEDERAL TERRORIST (NO-BUSINESS) LIST

Contractor warrants and represents that neither Contractor nor an Affiliate, as defined below, appears on the Specially Designated Nationals List, the Denied Persons List, the Unverified List, the Entity List, or the Debarred List as maintained by the Office of Foreign Assets Control of the U.S. Department of the Treasury or by the Bureau of Industry and Security of the U.S. Department of Commerce or their successors, or on any other list of persons or entities with which the City may not do business under any applicable law, rule, regulation, order or judgment.

"Affiliate" means a person or entity which directly, or indirectly through one or more intermediaries, controls, is controlled by or is under common control with Contractor. A person or entity will be deemed to be controlled by another person or entity if it is controlled in any manner whatsoever that results in control in fact by that other person or entity, either acting individually or acting jointly or in concert with others, whether directly or indirectly and whether through share ownership, a trust, a contract or otherwise.

2.60. COMPLIANCE WITH ALL LAWS

Contractor must observe and comply with all applicable federal, state, county and municipal laws, statutes, regulations, codes, ordinances and executive orders, in effect now or later and whether or not they appear in the Contract, including those specifically referenced herein or in any of the Contract Documents. Contractor must pay all taxes and obtain all licenses, certificates and other authorizations required in connection with the performance of its obligations hereunder, and Contractor must require all Subcontractors to do so. Failure to do so is an event of default and may result in the termination of this Contract.

Provisions required by law, ordinances, rules, regulations, or executive orders to be inserted in the Contract are deemed inserted in the Contract whether or not they appear in the Contract or, upon application by either party, the Contract will be amended to make the insertion; however, in no event will the failure to insert the provisions before or after the Contract is signed prevent its enforcement.

The Contractor must comply with Section 2-154-020 of the Municipal Code of Chicago.

Failure by the Contractor or any controlling person (as defined in Section 1-23-010 of the Municipal Code of Chicago) thereof to maintain eligibility to do business with the City of Chicago as required by Section 1-23-030 of the Municipal Code of Chicago shall be grounds for termination of this Contract for default.

2.61. GOVERNING LAW AND JURISDICTION

This Contract will be governed in accordance with the laws of the State of Illinois, without regard to choice of law principles. The Contractor [or Consultant if that is the term you are using] hereby irrevocably submits, and will cause its Subcontractors to submit, to the original jurisdiction of those State or Federal courts located within the County of Cook, State of Illinois, with regard to any controversy arising out of, or relating to, or in any way concerning the execution or performance of this Contract. The Contractor agrees that the service of process on the Contractor may be made, at the option of the City, either by registered or certified mail addressed to the applicable office as provided for in this Contract, by registered or certified mail addressed to the office actually maintained by the Contractor, or by personal delivery on any officer, director, or managing or general partner of the Contractor.

2.62. SEVERABILITY

If any provision of this contract is held or considered to be or is in fact invalid, illegal, inoperative or unenforceable as applied in any particular case or in any jurisdiction or in all cases because it conflicts with any other provision or provisions of this contract or of any constitution, statute, ordinance, rule of law or public policy, or for any other reason, those circumstances do not have the effect of rendering the provision in question invalid, illegal, inoperative or unenforceable in any case or circumstances, or of rendering any other provision or provisions in this contract invalid, illegal, inoperative or unenforceable to any extent whatsoever. The invalidity, illegality, inoperativeness or unenforceability of any one or more phrases, sentences, clauses or Sections in this contract does not affect the remaining portions of this contract or any part of it.

2.63. FORCE MAJEURE EVENTS

Notwithstanding anything to the contrary in this Contract, neither the City nor the Contractor will be liable to the other party for performance of their respective obligations under this Contract if such performance is prevented by the occurrence of a Force Majeure Event. However, if the Contractor is unable to provide the goods and/or Services as required by this Contract due to the occurrence of a Force Majeure Event, and the Contractor is not able to restore full provision of the goods and/or Services/Work within seven (7) calendar days, then the City may elect to terminate this Contract in accordance with this Contract. In addition, if the Contractor is prevented from providing any portion of the Services/Work due to a Force Majeure Event, then, if so directed by the City, the Contractor will cause its personnel to appear before the Chief Procurement Officer or any other interested group or body, as directed by the City, and such personnel will summarize both the Force Majeure Event and the efforts being made by the Contractor to resume the Services required by this Contract.

2.64. FALSE STATEMENTS

False statements made in connection with this Contract, including statements in, omissions from and failures to timely update the EDS, as well as in any other affidavits, statements or contract documents constitute a material breach of the Contract. Any such misrepresentation renders the Contract voidable at the option of the City, notwithstanding any prior review or acceptance by the City of any materials containing such misrepresentation. In addition, the City may debar Contractor, assert any contract claims or seek other civil or criminal remedies as a result of a such false statement including without limitation those remedies pursuant to Chicago Municipal Code Chapter 1-21.

2.65. DEFAULT

If the Contractor fails to begin the work under this contract within the time specified, or fails to perform the work with sufficient workmen and equipment or with sufficient materials to insure the completion of said work within the specified time, or will perform the work in an unsatisfactory manner, or will neglect or refuse to remove materials or perform anew such work as will be rejected as defective or unsuitable, or will discontinue the prosecution of the work, or if the Contractor will become insolvent or be declared bankrupt, or will commit any act of bankruptcy or insolvency, or will make an assignment for the benefit of creditors, or from any other cause whatsoever will not carry on the work in an acceptable

manner, the Chief Procurement Officer will give notice in writing to the Contractor and his surety of such failure, delay, neglect, refusal, or default, specifying the same, and if the Contractor, within a period of ten (10) calendar days after such notice, will not proceed in accordance therewith, then the Chief Procurement Officer acting for and on behalf of the City will, upon receipt of a written certificate from the Commissioner of the fact of such failure, delay, neglect, refusal, or default and of the failure of the Contractor to comply with such notice, have full power and authority to declare the forfeiture of this contract, and to forfeit the rights of the Contractor in this contract, and the Chief Procurement Officer at his option may call upon the surety to complete the work in accordance with the terms of this contract or may have the City take over the work, including any or all materials and equipment on the ground as may be suitable and acceptable to the City and may complete the work by or on its own force account, or may enter into a new contract for the completion of the work, by or on its own force account, or may enter in a new contract for the completion of the work, or may use such other methods as in the opinion of the Commissioner will be required for the completion of the work in an acceptable manner. All costs and charges incurred by the City, together with the cost of completing the work, will be deducted from any moneys due or which may become due on this contract. In case the expense so incurred by the City will be less than the sum which would have been payable under this contract if it had been completed by the Contractor and had not been forfeited by the City, then the Contractor will be entitled to receive the difference, subject to any claims or liens thereon which may have been filed with the City or any prior assignment filed with it, and in case such expense will exceed the sum which would have been payable under this contract, the Contractor and the surety will be liable and will pay to the City the amount of such excess.

In addition to any and all other provisions governing default, and rights and remedies for default, set forth in this Section or elsewhere in the Contract, the following constitute events of default:

1. Any material misrepresentation, whether negligent or willful and whether in the inducement or in the performance, made by Contractor to the City.
2. Contractor's material failure to perform any of its obligations under this Contract including the following:
 - a) Failure due to a reason or circumstances within Contractor's reasonable control to perform the Services with sufficient personnel and equipment or with sufficient material to ensure the performance of the Services;
 - b) Failure to perform the Services in a manner reasonably satisfactory to the Commissioner or the Chief Procurement Officer or inability to perform the Services satisfactorily as a result of insolvency, filing for bankruptcy or assignment for the benefit of creditors;
 - c) Failure to promptly re-perform within a reasonable time Services that were rejected as erroneous or unsatisfactory;
 - d) Discontinuance of the Services for reasons within Contractor's reasonable control; and
 - e) Failure to comply with a material term of this Contract, including the provisions concerning insurance and nondiscrimination or compliance of procedures and services with the provisions concerning non-discrimination.
3. Any change in ownership or control of Contractor without the prior written approval of the Chief Procurement Officer, which approval the Chief Procurement Officer will not unreasonably withhold.

Contractor's default under any other agreement it may presently have or may enter into with the City during the life of this Contract. Contractor acknowledges and agrees that in the event of a default under this Contract the City may also declare a default under any such other Contracts.

2.66. REMEDIES

The occurrence of any event of default permits the City, at the City's sole option, to declare Contractor in default. In addition to the notice and cure provisions in the General Conditions, the Chief Procurement Officer may in his sole discretion give Contractor an opportunity to cure the default within a certain period of time, which period of time must not exceed 30 days, unless extended by the Chief Procurement Officer. To declare Contractor in default is within the sole discretion of the Chief Procurement Officer and neither that decision nor the factual basis for it is subject to review or challenge under the Disputes provision of this Contract.

The Chief Procurement Officer will give Contractor written notice of the default, either in the form of a cure notice ("Cure Notice"), or, if no opportunity to cure will be granted, a default notice ("Default Notice"). If the Chief Procurement Officer gives a Default Notice, he will also indicate any present intent he may have to terminate this Contract, and the decision to terminate (but not the decision not to terminate) is final and effective upon giving the notice. The Chief Procurement Officer may give a Default Notice if Contractor fails to effect a cure within the cure period given in a Cure Notice. When a Default Notice with intent to terminate is given as provided in this Section, Contractor must discontinue any Services, unless otherwise directed in the notice. After giving a Default Notice, the City may invoke any or all of the following remedies:

The right to take over and complete the Services, or any part of them, at Contractor's expense and as agent for Contractor, either directly or through others, and bill Contractor for the cost of the Services, and Contractor must pay the difference between the total amount of this bill and the amount the City would have paid Contractor under the terms and conditions of this Contract for the Services that were assumed by the City as agent for the Contractor under this Section;

The right to terminate this Contract as to any or all of the Services yet to be performed effective at a time specified by the City;

The right of specific performance, an injunction or any other appropriate equitable remedy;

The right to money damages;

The right to withhold all or any part of Contractor's compensation under this Contract;

The right to consider Contractor non-responsible in future contracts to be awarded by the City;

The right to eliminate any guarantee by the City of a minimum number of hours of operation and/or minimum payment during the remaining term of the Contract.

If the Chief Procurement Officer considers it to be in the City's best interests, he may elect not to declare default or to terminate this Contract. The parties acknowledge that this provision is solely for the benefit of the City and that if the City permits Contractor to continue to provide the Services despite one or more events of default, Contractor is in no way relieved of any of its responsibilities, duties or obligations under this Contract, nor does the City waive or relinquish any of its rights.

The remedies under the terms of this Contract are not intended to be exclusive of any other remedies provided, but each and every such remedy is cumulative and is in addition to any other remedies, existing now or later, by law, in equity or by statute. No delay or omission to exercise any right or power accruing upon any event of default impairs any such right or power, nor is it a waiver of any event of default nor acquiescence in it, and every such right and power may be exercised from time to time and as often as the City considers expedient.

2.67. DISPUTES

Except as otherwise provided in this Contract, Contractor must and the City may bring any dispute arising under this Contract which is not resolved by the parties to the Chief Procurement Officer for decision based upon the written submissions of the parties. A copy of the "Regulations of the Department of Procurement Services for Resolution of Disputes between Contractors and the City of Chicago" is available in City Hall, 121 N. LaSalle Street, Room 301, Bid and Bond Room. The Chief Procurement will issue a written decision and send it to the Contractor by mail. The decision of the Chief Procurement Officer is final and binding. The sole and exclusive remedy to challenge the decision of the Chief Procurement Officer is judicial review by means of a common law writ of certiorari.

Notwithstanding anything to the contrary contained herein, and even if any dispute arises between the parties, in no event shall Contractor interrupt or delay the provision of Services to City, disable any Deliverable or any portion thereof, or perform any other action that prevents, slows down, or reduces in any way the provision of Services or City's ability to conduct its business, unless: (i) authority to do so is granted by the City in writing by an authorized official or conferred by a court of competent jurisdiction; or (ii) this Contract has been terminated pursuant to the provisions provided herein.

2.68. TERMINATION

In addition to all remedies provided herein, the City may terminate this contract or all or any portion of the contract, at any time by a notice in writing from the City to the Contractor. The City will give notice to the Contractor. The effective date of termination will be the date the notice is received by the Contractor or the date stated in the notice, whichever is later. If the City elects to terminate the contract in full, all services to be provided under it must cease and all materials that may have been accumulated in performing this contract whether completed or in the process, must be delivered to the City within ten (10) calendar days after the effective date stated in the notice.

After the notice is received, the Contractor must restrict its activities, and those of its Subcontractors to winding down any activities previously begun. No costs incurred after the effective date of the termination are allowed. Payment for any services actually and satisfactorily performed before the effective date of the termination is on the same basis as set forth in the Payment clause and as outlined in the Proposal Page, but if any compensation is described or provided for on the basis of a period longer than ten (10) calendar days, then the compensation must be prorated accordingly. No amount of compensation, however, is permitted for anticipated profits on unperformed services. The payment so made to the Contractor is in full settlement for all services satisfactorily performed under this contract. If Contractor disputes the amount of compensation determined by the City to be due Contractor, then the Contractor must initiate dispute settlement procedures in accordance with the Disputes provision in the General Conditions.

If the City's election to terminate this contract for default pursuant to the Default provision in the General Conditions is determined in a court of competent jurisdiction to have been wrongful, then in that case the termination is to be deemed to be an early termination pursuant to this Termination provision.

2.69. AVIATION SECURITY

This Contract is subject to the airport security requirements of 49 United States Code, Chapter 449, as amended, the provisions of which govern airport security and are incorporated by reference, including without limitation all applicable rules and regulations promulgated under them. All employees providing services at the City's airports must be badged by the City. (See Airport Security Badges Section below.) Contractor, Subcontractors and the respective employees of each are subject to such employment investigations, including criminal history record checks, as the Administrator of the Federal Aviation Administration ("FAA"), the Administrator of the Transportation Security Administration ("TSA"), and the City may deem necessary. Contractor, Subcontractors, their respective employees, invitees and all other persons under the control of Contractor must comply strictly and faithfully with any and all rules, regulations and directions which the Commissioner, the FAA, or the TSA may issue from time to time during the life of this Contract with regard to security, safety, maintenance and operation of the Airport and must promptly report any information regarding suspected violations in accordance with those rules and regulations.

Gates and doors under the control of Contractor that permit entry into restricted areas at the Airport must be kept locked by Contractor at all times when not in use or under Contractor's constant security surveillance. Gate or door malfunctions must be reported to the Commissioner without delay and must be kept under constant surveillance by Contractor until the malfunction is remedied.

2.70. AIRPORT SECURITY BADGES

As part of airport operations and security, the Contractor must obtain from the Airport Badging Office airport security badges for each of his employees, Subcontractors, material men, invitees or any person(s) over whom Contractor has control, which must be visibly displayed at all times while at the airport. No person will be allowed beyond security checkpoints without a valid airport security badge. Each such person must submit signed and properly completed application forms to receive airport security badges. Additional forms and tests may be required to obtain Airport Drivers Certification and Vehicle Permits. The application forms will solicit such information as the Commissioner may require at his/her discretion, including but not limited to name, address, date of birth (and for vehicles, drivers license and appropriate stickers). The Contractor is responsible for requesting and completing the form for each employee and Subcontractor's employee who will be working at the Airport and all vehicles to be used on the job site. Upon signed approval of the application by the Commissioner or his designee, the employee will be required to attend a presentation regarding airport security and have his or her photo taken for the badge. The Commissioner may grant or deny the application at his/her sole discretion. The Contractor must make available to the Commissioner, within one day of request, the personnel file of any employee who will be working on the project.

As provided in Aviation Security above, in order for a person to have an airport security badge that allows access to the airfield or aircraft, a criminal history record check (CHRC) conducted by the Department of Aviation will also be required. The CHRC will typically include a fingerprint analysis by the Federal Bureau of Investigation and such other procedures as may be required by the TSA.

Airport security badges, vehicle permits and drivers licenses will only be issued based upon properly completed application forms. Employees or vehicles without proper credentials may be removed from the secured area and may be subject to fine or arrest. Contractor will be jointly and severally liable for any fines imposed on its employees or its Subcontractors' employees.

In addition to other rules and regulations, the following rules related to airport security badges, vehicle permits and drivers licenses must be adhered to

- Each person must wear and display his or her airport security badge on their outer apparel at all times while at the airport.
- All individuals operating a vehicle on the Aircraft Operations Area (AOA) must be familiar and comply with motor driving regulations and procedures of the State of Illinois, City of Chicago and the Department of Aviation. The operator must be in possession of a valid, State-issued Motor Vehicle Operators Drivers License. All individuals operating a vehicle on the AOA without an escort must also be in possession of a valid Aviation-issued Airport Drivers Permit.
- All operating equipment must have an Airport Vehicle Access Permit affixed to the vehicle at all times while operating at the Airport. All required City stickers and State Vehicle Inspection stickers must be valid.
- Individuals must remain within their assigned area and haul routes unless otherwise instructed by the Department of Aviation.

The Contractor's personnel who function as supervisors, and those that escort the Contractors equipment/operators to their designated work sites, may be required to obtain an added multi-area access designation on their personnel airport security badge which must also be displayed while on the AOA.

2.71. GENERAL REQUIREMENTS REGARDING AIRPORT OPERATIONS

The Contractor must cooperate fully with the Commissioner and his representatives in all matters pertaining to public safety and airport operation. Whether or not measures are specifically required by this Contract, the Contractor at all times must maintain adequate protection to safeguard aircraft, the public and all persons engaged in the work and must take such precaution as will accomplish such end, without interference with aircraft, the public, or maintenance and operations of the airport.

The Contractor's attention is drawn to the fact that airport facilities and infrastructure, including but not limited to runways, taxiways, vehicular roadways, loadways, loading aprons, concourses, holdrooms, gates, and passenger right-of-ways, are being used for scheduled and unscheduled civilian air transportation. Arrivals and departures are under the control of the FAA control tower. Use of the airport for air transportation takes precedence over all of the Contractor's operations. No extra compensation will be allowed for any delays brought about by the operations of the airport which require that Contractor's work must be interrupted or moved from one part of the work site to another.

If Contractor requires interruption of airport facilities or utilities in order to perform work, Contractor must notify the Commissioner in charge of the project at least five (5) working days in advance of such time and must obtain the Commissioner's approval prior to interrupting the service. Interruption of service must be kept to an absolute minimum, and to the extent practicable the work which occasions such interruptions must be performed in stages in order to reduce the time of each interruption. In case of interruptions of electrical services, service must be restored prior to sunset of the same day.

Prior to start of work, the Contractor must request the Commissioner in charge of the project to provide specific requirements and instructions which are applicable to the particular work site areas, including, but not limited to, areas available for storage of any equipment, materials, tools and supplies needed to perform the work. Contractors must advise the Commissioner in charge of the project of the volume of equipment, materials, tools, and supplies that will be required in the secured areas of the airport in order to make arrangements for inspection of such equipment, materials,

tools, and supplies at a security checkpoint. The Contractor must not permit or allow its employees, Subcontractors, material men, invitees or any other persons over whom Contractor has control to enter or remain upon, or to bring or permit any equipment, materials, tools, or supplies to remain upon any part of the work site if any hazard to aircraft, threat to airport security, or obstruction of airport maintenance and operations, on or off the ground, would be created in the opinion of either the Commissioner or the Commissioner. Contractors must safeguard, and may be required to account for, all items brought beyond a security checkpoint, especially with respect to tools used in a terminal building.

For any work on the airfield, between sunset and sunrise, any equipment and materials stored outside must be marked with obstruction lights conforming to FAA requirements. All obstruction lights must be kept continuously in operation between sunset and sunrise seven (7) days a week and also during any daylight periods when aircraft ceiling is below 500 feet and visibility is less than five (5) miles. Information on ceiling and visibility may be obtained by the Contractor on request at the office of the Commissioner of Operations or from the FAA Control Tower Operator. Proper compliance with these obstruction light requirements is essential to the protection of aircraft and human life and the Contractor has the responsibility of taking the initiative at all times to be aware of ceiling and visibility conditions, without waiting for the FAA Control Tower Operator or any other City representative to ask the Contractor to post obstruction lights.

For any work on the airfield, the Contractor must furnish aircraft warning flags, colored orange and white, in two sizes, one size two feet by three feet (2' x 3') for hand use, and one size three feet by five feet (3' x 5') in length. Each separate group or individual in all work areas, regardless of whether or not near runways, taxiways or aprons, must display a flag which must be maintained vertical at all times. Each truck or other piece of equipment of the Contractor must have attached to it, in a vertical and clearly visible position, a warning flag of the larger size. Except as otherwise agreed by the Commissioner or his designee, all cranes or booms used for construction work on the airfield must be lowered to ground level and moved 200 feet off the runways, taxiways and aprons during all hours of darkness and during all daylight hours when the aircraft ceiling is below the minimums specified in this Section.

The Contractor acknowledges the importance of fully complying with the requirements of this Section in order to protect aircraft and human life, on or off the ground. Failure on the part of the Contractor to perform the work in accordance with the provisions of this Section and to enforce same with regard to all Subcontractors, material men, laborers, invitees and all other persons under the Contractor's control, is grounds for the Chief Procurement Officer to declare an event of default and terminate this Contract immediately.

2.72. PARKING RESTRICTIONS

Prior to commencing work, the Contractor must provide the Commissioner in charge of the project with an estimate of the number of vehicles that will require parking. Contractors are encouraged to provide employee parking elsewhere and shuttle their employees to the work site. The Department, but is not required to, provide parking areas for a limited number of vehicles in designated areas. All other vehicles must be parked in the public parking lots at the Airport, and there will be no reduced rate or complimentary parking for such vehicles. Employees must not, at any time, park their personal automobiles, no matter how short the duration, in any drive, road, or any other non-parking lot location at the airport. Such vehicles will be subject to immediate towing at the employee's expense.

2.73. PUBLIC CONVENIENCE

All work performed under this Contract will be so conducted as to cause a minimum of dust, noise and inconvenience to the normal activities of the facility where the work is performed. The Contractor is responsible for conducting all work in such a manner as to minimize debris left in the public way and shall provide clean-up as required by the Commissioner. Whenever the Commissioner determines any type of operation constitutes a nuisance, the Contractor will immediately proceed to conduct its operations in an approved manner.

The Commissioner may at any time require additional provisions if such are deemed necessary for public safety or convenience.

2.74. ACCEPTANCE

It is understood and agreed by and between the parties hereto, that the initial acceptance and inspection of any Service will not be considered a waiver of any provision of these specifications and will not relieve the Contractor of its obligation to provide satisfactory CUSTODIAL AND WINDOW WASHING SERVICES FOR OUTLYING BUILDINGS which conforms to the specifications, as shown by any test or inspections for which provisions are herein otherwise made.

Specification No.: 100307, CUSTODIAL AND WINDOW WASHING SERVICES FOR OUTLYING BUILDINGS for CHICAGO O'HARE INT'L AIRPORT

Failure of the Contractor to familiarize itself with all requirements of the Contract Documents will not relieve it from complying with all of the provisions thereof.

2.75. MATHEMATICAL CALCULATIONS

The Chief Procurement Officer reserves the right to make corrections, after receiving the bids, to any clerical error apparent on the face of the bid, including but not limited to obviously incorrect units or misplaced decimal points, or arithmetic errors. The Bidder must bid all Line Items set forth on the Proposal Pages, except to the extent that the Specification expressly allows otherwise. In the event that comparison of the Bidder's "Unit Price" and "Total Price" submitted for any line item reveals a calculation error, the Unit Price will prevail.

2.76. NON-APPROPRIATION

If no funds or insufficient funds are appropriated and budgeted in any fiscal period of the City for payments to be made under this Contract, then the City will notify the Contractor of that occurrence and this contract shall terminate on the earlier of the last day of the fiscal period for which sufficient appropriation was made or whenever the funds appropriated for payment under this contract are exhausted. No payments will be made to the Contractor under this contract beyond those amounts appropriated and budgeted by the City to fund payments under this Contract.

2.77. SHAKMAN

- A. Contractor may be subject to the May 31, 2007 Order entitled "Agreed Settlement Order and Accord" (the "Shakman Accord") and the August 16, 2007 "City of Chicago Hiring Plan" (the "City Hiring Plan") entered in *Shakman v. Democratic Organization of Cook County*, Case No 69 C 2145 (United State District Court for the Northern District of Illinois). Among other things, the Shakman Accord and the City Hiring Plan prohibit the City from hiring persons as governmental employees in non-exempt positions on the basis of political reasons or factors.
- B. No City employee may direct an individual to apply for a position with Contractor, either as an employee or as a subcontractor. Nor may any City employee direct Contractor to hire an individual as an employee or as a subcontractor. Contractor must follow its own hiring and contracting procedures, without being influenced by City employees. The employees provided by Contractor under this Agreement are employees or subcontractors of Contractor, not employees of the City of the City of Chicago. This Agreement is not intended to and does not constitute, create, give rise to, or otherwise recognize an employer-employee relationship of any kind between the employees or professionals provided by Contractor and the City.
- C. Contractor will not condition, base, or knowingly prejudice or affect any term or aspect of the employment of any employee provided under this Agreement or offer employment as an employee under this Agreement based upon or because of any political reason or factor, including, without limitation, any individual's political affiliation, membership in a political organization or party, political support or activity, political financial contributions, promises of such political support, activity or financial contributions, or such individual's political sponsorship or recommendation. For purposes of this Agreement, a political organization or party is an identifiable group or entity that has as its primary purpose the support of or opposition to candidates for elected public office. Individual political activities are the activities of individual persons in support of or in opposition to political organizations or parties or candidates for elected public office.
- D. In the event of any communication to Contractor by a City employee or City official in violation of Section 2.77(B) above, or advocating a violation of Section 2.77(C) above, Contractor will, as soon as is reasonably practicable, report such communication to the Hiring Oversight Section of the City's Office of the Inspector General, and also to the head of the relevant City Department utilizing services provided under this Agreement."

2.78. MULTI-PROJECT LABOR AGREEMENT (PLA).

The City has entered into the PLA with various trades regarding projects as described in the PLA, a copy of which is attached hereto as **Exhibit 9**, together with a list of signatory unions. Contractor acknowledges familiarity with the requirements of the PLA and its applicability to any Work under this Agreement, and shall comply in all respects with the PLA.

2.79. OFFICE OF COMPLIANCE.

It is the duty of any bidder, proposer, Contractor, Contractor, all Subcontractors, and every applicant for certification of eligibility for a City Contract or program, and all officers, directors, agents, partners and employees of any bidder, proper, Contractor or such applicant to cooperate with the Office of Compliance in any investigation or audit pursuant to Chapter 2-26 of the Municipal Code of Chicago. The Contractor understands and will abide by all provisions of Chapter 2-26 of the Municipal Code of Chicago. All subcontracts will inform Subcontractors of this provision and require understanding and compliance with it."

2.80. WARRANTY.

At a minimum, the Contractor hereby warrants for a period of one (1) year from the date of final acceptance by the City, that it will, at its own expense and without any cost to the City, replace all defective work make any repairs that may be required or made necessary by reason of defective design, material or workmanship, or by reason of non-compliance with these specifications. The warranty period will commence on the first day each sealed or nosed joint is placed in service by the City. If a longer warranty can be furnished, at no additional cost to the City, the longer period will prevail.

2.81. CENTRALIZED INVOICE PROCESSING

INVOICES (CIP)

This contract is subject to Centralized Invoice Processing ("CIP"). Invoices must be submitted directly to the Comptroller's office by US Postal Service mail to the following address:

INVOICES
City of Chicago, Office of the City Comptroller
33 N. LaSalle St., Room 700
Chicago, IL 60602

OR

Via email to: INVOICES@cityofchicago.org with the word INVOICE in the subject line.

All invoices must be signed, marked "original," and include the following information or payment will be delayed:

- Invoice number and date
- Contract/Purchase Order number
- Blanket Release number (if applicable)
- Vendor name and/or number
- Remittance address
- Name of City Department that ordered the goods or services
- Name and phone number of your contact at the ordering department
- Invoice quantities, commodity codes, description of deliverable(s)
- Amount due
- Receipt number (provided by the ordering department after delivery of goods/services)

Invoice quantities, service description, unit of measure, pricing and/or catalog information must correspond to the terms of the Bid Page(s).

If applicable, if invoicing Price List/Catalog items, indicate Price List/Catalog number, item number, Price List/Catalog date, and Price List/Catalog page number on the invoice.

Invoices for over-shipments or items with price/wage escalations will be rejected unless the Contract includes a provision for such an adjustment.

Freight, handling and shipping costs are not to be invoiced; deliveries are to be made F.O.B., City of Chicago. As stated the City of Chicago is exempt from paying State of Illinois sales tax and Federal excise taxes on purchases. If required, Subcontractor Payment Certification forms must be mailed to the department that ordered the goods or services.

2.82. CONFIDENTIALITY OF AIRPORT SECURITY DATA

Contractor has an ongoing duty to protect confidential information, including but not limited to any information exempt from disclosure under the Illinois Freedom of Information Act such as information affecting security of the airport ("Airport Security Data"). Airport Security Data includes any Sensitive Security Information as defined by 49 CFR Part 1520. Contractor acknowledges that information provided to, generated by, or encountered by Contractor may include Airport Security Data. If Contractor fails to safeguard the confidentiality of Airport Security Data, Contractor is liable for the reasonable costs of actions taken by the City, the airlines, the Federal Aviation Administration ("FAA"), or the Transportation Security Administration ("TSA") that the applicable entity, in its sole discretion, determines to be necessary as a result, including without limitation the design and construction of improvements, procurement and installation of security devices, and posting of guards. All Subcontracts or purchase orders entered into by the Consultant, with parties providing material, labor or services to complete the Work, must contain the language of this section. If the Contractor fails to incorporate the required language in all Subcontracts or purchase orders, the provisions of this section are deemed incorporated in all Subcontracts or purchase orders."

2.83 THE BASE HOURLY WAGE RATE FOR CUSTODIAL WOKERS

In order to ensure that the Contract is performed by qualified personnel in a superior professional manner, the Contractor CANNOT pay custodial workers less than the minimum acceptable base hourly wage rates, subject to the terms and conditions of the specification, and as set forth below

Base hourly wage rate:

During a worker's 1st year of employment, the base rate is \$11.90 per hour.
During a worker's 2nd year of employment, the base rate is \$12.40 per hour.
During a worker's 3rd year of employment, the base rate is \$12.90 per hour.
During a worker's 4th year of employment, the base rate is \$13.40 per hour.
During a worker's 5th year (and above) of employment, the base rate is \$15.30 per hour

Supervisor receives an additional \$0.20/Hour of the appropriate rate above or \$0.20/Hour above the highest paid employee being supervised, whichever is greater.

The contractor must provide each worker with the following benefits.

Health and Welfare \$421.19 per worker per month.

Pension \$44.00 per worker per week for each employee regularly scheduled to work 30 or more hours per week and who actually work at least 50% of the employees scheduled workweek. In the event an employee does not work at least 50% of the scheduled workweek, the rate is \$1.10 per hour for all hours actually worked up to \$44.00/week.

Overtime and Holiday rates are one and a half times (1.5X) the base hourly wage rate

2.84 THE BASE HOURLY WAGE RATE FOR WINDOW CLEANERS

In order to ensure that the Contract is performed by qualified personnel in a superior professional manner, the Contractor CANNOT pay window cleaners less than the minimum acceptable base hourly wage rates, subject to the terms and conditions of the specification, an as set forth below:

Window Washer	\$17.65 per hour
Supervisor	\$18.15 per hour

The contractor must provide each window cleaner worker with the following benefits.

Health and Welfare. New employees are eligible after they have been employed steadily for ninety (90) days. One must work 130 hours for a single employer from the 16th of the month proceeding to the 15th of the month to qualify. Inclement weather or other delay not within the control of the employee shall not be counted against the employee for purposes of qualifying. Employees not available for at least 130 hours work must pay the entire cost of hospitalization by payroll deduction. The Employer's deductions from employees shall not exceed \$75.00 per paycheck for reimbursement.

Single - \$188.00

Family - \$485.00

Pension: \$1.10 per hour worked not to exceed 40 hours per week.

2.85 INELIGIBILITY TO DO BUSINESS WITH THE CITY

Failure by the Consultant or any controlling person (as defined in Section 1-23-010 of the Municipal Code of Chicago) thereof to maintain eligibility to do business with the City of Chicago as required by Section 1-23-30 of the Municipal Code of Chicago shall be grounds for termination of this Agreement.

2.86 DISCLOSURE OF OWNERSHIP INTEREST IN ENTITIES

The Consultant will keep disclosure of ownership interests and other information current as required by Section 2-154-020 of the Municipal Code of Chicago.

3. SPECIAL CONDITIONS

3.1. PRE-BID CONFERENCE AND SITE VISIT

A pre-bid conference will be held to answer questions regarding this specification. Attendance is strongly encouraged but is not mandatory. The Chief Procurement Officer or his/her representative as well as representatives from the Department will comprise the panel to respond to questions concerning the specification.

The Pre-Bid Conference will be held on Friday, December 9, 2011, at 10:00 a.m. at the O'Hare Airport, Aviation Administration Building, 10510 Zemke Road, 2nd Floor, Commissioners Conference Room, Chicago, IL 60666 as noted herein and specified in the advertisement of the public notice in this specification.

A one time guided site visit of the work site will be made available soon after the conclusion of the pre-bid conference that will take the majority of the day. Participants on the site visit must bring government issued identification as they will be required to pass through the Transportation Security Administration (TSA) screening checkpoints. This site visit will be made on foot throughout the work areas covered under this bid specification. Once a potential bidder begins the tour, there will be very limited opportunities for the potential bidder to leave the tour before it is completed. This site visit is the only opportunity potential bidders will have to examine the work area.

The Contractor must familiarize itself with the locations for CUSTODIAL AND WINDOW WASHING SERVICES FOR OUTLYING BUILDINGS, which may affect Contractor's ability to satisfactorily perform the Work.

The Contractor will be responsible for visiting Work-Sites to become familiar with the locations and the conditions which may affect his/her Work and to fully understand the nature and scope of the Work. No additional allowances will be granted to the Contractor for conditions which should have been foreseen by proper examination.

3.2. DEADLINE FOR QUESTIONS/CLARIFICATIONS

The bidders may submit to the Chief Procurement Officer questions and/or request for clarifications by e-mail. All such requests must be sent to the following e-mail address:

Bidquestions@flychicago.com

The Specification number 100307 must be listed in the subject line of your e-mail.

All questions must be submitted no later than 4:30 P.M. C.S.T. on Friday, December 16, 2011 or no response will be provided except at the discretion of the Chief Procurement Officer.

3.3. PERFORMANCE BOND

No Bond required.

3.4. CONTRACTOR'S INSURANCE

The Contractor must provide and maintain for the life of this Contract and at Contractor's own expense, until Contract completion and during the time period following final completion if Contractor is required to return and perform any additional Work, the insurance coverages and requirements specified below, insuring all operations related to the Contract.

A. INSURANCE TO BE PROVIDED

1) Workers Compensation and Employers Liability

Workers Compensation Insurance, as prescribed by applicable law covering all employees who are to provide a service under this Contract and Employers Liability coverage with limits of not less than **\$1,000,000** each accident, illness or disease.

2) **Commercial General Liability (Primary and Umbrella)**

Commercial General Liability Insurance or equivalent with limits of not less than **\$10,000,000** per occurrence for bodily injury, personal injury, and property damage liability. Coverages must include the following: All premises and operations, products/completed operations (for a minimum of two (2) years following project completion), explosion, collapse, underground, separation of insureds, defense, and contractual liability (with no limitation endorsement). The City of Chicago is to be named as an additional insured on a primary, non-contributory basis for any liability arising directly or indirectly from the work.

Subcontractors performing work for the Contractor must maintain limits of not less than **\$5,000,000** for access to airside and **\$2,000,000** for landside with the same terms herein.

3) **Automobile Liability (Primary and Umbrella)**

When any motor vehicles (owned, non-owned and hired) are used in connection with work to be performed, the Contractor must provide Automobile Liability Insurance with limits of not less than **\$10,000,000** per occurrence for bodily injury and property damage. The City of Chicago is to be named as an additional insured on a primary, non-contributory basis.

Subcontractors performing work for the Contractor must maintain limits of not less than **\$5,000,000** for access to airside and **\$2,000,000** for landside with the same terms herein.

4) **Builders Risk/Installation**

When Contractor undertakes any construction, including improvements, betterments, and/or repairs, the Contractor must provide All Risk Builders Risk/Installation Insurance at replacement cost for materials, supplies, equipment, machinery and fixtures that are or will be part of the project. Coverages must include but are not limited to the following: material stored off-site and in-transit, water including overflow, leakage, sewer backup or seepage, debris removal, collapse, damage to adjoining and existing property and faulty workmanship or materials. The City of Chicago is to be named as an additional insured and loss payee.

The Contractor is responsible for all loss or damage to City property at full replacement cost as a result of the Contract.

The Contractor is responsible for all loss or damage to personal property (including but not limited to materials, equipment, tools and supplies) owned, rented, or used by Contractor.

5) **Professional Liability**

When any architects, engineers, construction managers or any other professional consultants perform work in connection with this Contract, Professional Liability Insurance covering acts, errors, or omissions must be maintained with limits of not less than **\$1,000,000**. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede, start of work on the Contract. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years.

6) **Valuable Papers**

When any plans, designs, drawings, specifications and documents are produced or used under this Contract, Valuable Papers Insurance must be maintained in an amount to insure against any loss whatsoever, and must have limits sufficient to pay for the re-creation and reconstruction of such records.

7) **Contractors Pollution Liability**

When any remediation work is performed which may cause a pollution exposure, Contractors Pollution Liability must be provided covering bodily injury, property damage and other losses caused by pollution conditions that arise from the Contract scope of services with limits of not less than **\$1,000,000** per occurrence. Coverage must include completed operations, contractual liability, defense, excavation, environmental cleanup, remediation and disposal. When policies are renewed or replaced, the policy retroactive date must coincide with or precede start

of work on the Contract. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years. The City of Chicago is to be named as an additional insured.

B. ADDITIONAL REQUIREMENTS

The Contractor must furnish the City of Chicago, Department of Procurement Services, City Hall, Room 403, 121 North LaSalle Street, Chicago IL 60602, original Certificates of Insurance, or such similar evidence, to be in force on the date of this Contract, and Renewal Certificates of Insurance, or such similar evidence, if the coverages have an expiration or renewal date occurring during the term of this Contract. The Contractor must submit evidence of insurance on the City of Chicago Insurance Certificate Form (copy attached) or equivalent prior to Contract award. The receipt of any certificate does not constitute agreement by the City that the insurance requirements in the Contract have been fully met or that the insurance policies indicated on the certificate are in compliance with all Contract requirements. The failure of the City to obtain certificates or other insurance evidence from Contractor is not a waiver by the City of any requirements for the Contractor to obtain and maintain the specified coverages. The Contractor must advise all insurers of the Contract provisions regarding insurance. Non-conforming insurance does not relieve Contractor of the obligation to provide insurance as specified herein. Nonfulfillment of the insurance conditions may constitute a violation of the Contract, and the City retains the right to stop work until proper evidence of insurance is provided, or the Contract may be terminated.

The insurance must provide for 60 days prior written notice to be given to the City in the event coverage is substantially changed, canceled, or non-renewed.

Any deductibles or self insured retentions on referenced insurance coverages must be borne by Contractor.

The Contractor hereby waives and agrees to require their insurers to waive their rights of subrogation against the City of Chicago, its employees, elected officials, agents, or representatives.

The coverages and limits furnished by Contractor in no way limit the Contractor's liabilities and responsibilities specified within the Contract or by law.

Any insurance or self insurance programs maintained by the City of Chicago do not contribute with insurance provided by the Contractor under the Contract.

The required insurance to be carried is not limited by any limitations expressed in the indemnification language in this Contract or any limitation placed on the indemnity in this Contract given as a matter of law.

If Contractor is a joint venture or limited liability company, the insurance policies must name the joint venture or limited liability company as a named insured.

The Contractor must require all subcontractors to provide the insurance required herein, or Contractor may provide the coverages for subcontractors. All subcontractors are subject to the same insurance requirements of Contractor unless otherwise specified in this Contract.

If Contractor or subcontractor desire additional coverages, the party desiring the additional coverages is responsible for the acquisition and cost.

Notwithstanding any provision in the Contract to the contrary, the City of Chicago Risk Management Department maintains the right to modify, delete, alter or change these requirements.

3.5. QUANTITIES

Any quantities shown on the Proposal Pages are estimated usage for the initial sixty (60) month Contract period and as such are for bid canvassing purposes only. The City reserves the right to increase or decrease quantities ordered under this Contract. Nothing herein will be construed as intent on the part of the City to procure any CUSTODIAL AND WINDOW WASHING SERVICES FOR OUTLYING BUILDINGS for CHICAGO O'HARE INTERNATIONAL AIRPORT other than those determined by the Department to be necessary to meet its needs.

The City will only be obligated to order and pay for such quantities as are from time to time ordered, performed and accepted on releases issued directly by the Department.

3.6. PURCHASE ORDER RELEASES

Requests for CUSTODIAL AND WINDOW WASHING SERVICES FOR OUTLYING BUILDINGS for CHICAGO O'HARE INTERNATIONAL AIRPORT in the form of purchase order releases will be issued by the Department and sent to the Contractor to be applied against the Contract. Purchase order releases will indicate description of requested CUSTODIAL AND WINDOW WASHING SERVICES FOR OUTLYING BUILDINGS for CHICAGO O'HARE INTERNATIONAL AIRPORT, quantities ordered for each line item, commodity codes, unit/total cost, shipping address, delivery date, fund chargeable information, and other pertinent instructions regarding delivery.

3.7. INVENTORY/LEAD TIME

The Contractor must maintain an inventory of sufficient diversity and quantity as to ensure the delivery of any CUSTODIAL AND WINDOW WASHING SERVICES FOR OUTLYING BUILDINGS for CHICAGO O'HARE INTERNATIONAL AIRPORT, listed in the Contract, which are ordered by the City from stock within forty-eight (48) hours after receipt of a City departments order. In lieu of the inventory, the Contractor must be able to arrange such prompt delivery.

Repeated failures of the Contractor to meet the above stated delivery requirements may be used by the City as grounds for the termination of this Contract, and may further affect the Contractors eligibility for future Contract awards.

The Contractors compliance with these requirements will be determined by the Chief Procurement Officer, whose decision will be binding.

3.8. CONTRACT DOCUMENTS TO BE COMPLETED BY BIDDER

Each bidder must fully complete, sign, notarize and submit as part of your Proposal the following documents incorporated herein:

1. Schedule B: Affidavit of Joint Venture (MBE/WBE) (if applicable)
2. Schedule C-1: Letter of Intent from MBE/WBE to Perform as Sub-contractor, Supplier and/or Consultant.
3. Schedule D-1: Affidavit of MBE/WBE Goal Implementation Plan
4. Proposal Page(s)
5. Bid Data Pages
6. On-Line Economic Disclosure Statement and Affidavit
7. Affidavit of Chicago Business (if applicable)
8. Proposal Execution Page, as applicable (Corporation, Partnership, Sole Proprietorship)
9. City of Chicago Insurance Certificate of Coverage

NOTE: EACH BIDDER MUST ACKNOWLEDGE RECEIPT OF A FULL SET OF CONTRACT DOCUMENTS AND ANY ADDENDA AT THE TOP OF THE PROPOSAL EXECUTION PAGE.

3.9. CONTRACT PERIOD

The Contract will begin on or about _____ and continue through _____, unless terminated prior to this date according to the terms of the termination provisions of this Contract, or extended as provided for herein.

The City will establish and enter the above start and expiration dates at the time of formal award and release of this contract unless negotiated prior to release of the contract.

The start date will be no later than the first day of the succeeding month from the date shown as the Contract Award and Release Date on the Acceptance Page herein. The expiration date will be the last day of the sixtieth (60th) full calendar month after the established start date.

Contractor must at all times cooperate fully with the City and act in the City's best interests. If this Contract is terminated for any reason, or if it is to expire on its own terms, Contractor must make every effort to ensure an orderly transition to another provider of the Services, if any, orderly demobilization of its own operations in connection with the Services,

uninterrupted provision of Services during any transition period and must otherwise comply with the reasonable requests and requirements of the Department in connection with the termination or expiration.

3.10. CONTRACT EXTENSION OPTION

This Contract will be in effect for the dates indicated herein for a sixty (60) month(s) Contract period. The Chief Procurement Officer may exercise the City's unilateral right to renew this Contract following the expiration of the base Contract term for a period of one hundred eighty-one (181) calendar days for the purpose of providing continuity of service while procuring a replacement contract. The parties may agree to extend the Contract after this 181day period to provide continuity of service until a new contract is awarded or either party wishes to terminate this Contract via written notice.

3.11. PRICE ADJUSTMENT

(A) PRICE ADJUSTMENT FOR ALL COSTS EXCLUDING LABOR

Original bid prices set forth on the Proposal Pages of the Contract will remain in effect for the first twelve (12) months of the Contract term. Contractor is not entitled to any price adjustment during this 12 month time period. Contractor should factor in commodity and/or input price escalations, volatility, risks, and other factors in its proposed prices on the Proposal Pages for the initial twelve (12) month period from the start date of this Contract.

After the initial twelve (12) month period, a price adjustment for Contractor's costs, other than labor, may be considered annually for each subsequent 12 month period. For purposes of determining any price adjustments for this Contract, the City and Contractor will look to changes in the Municipal Cost Index (MCI) as published by the American City & Country Magazine. Comprehensive MCI rates can be found at:

<http://americancityandcounty.com/images/archive/mcihistory.html>.

In order to receive any such adjustment, Contractor must identify the portion of the fully loaded monthly rates as well as the fully loaded hourly rates stated on the bid pages that is paid as wages to Contractor's employees. This amount, i.e., the portion of the fully-loaded rate paid as wages, shall be adjusted pursuant to the Illinois Department of Labor's "**Janitorial Prevailing Wage Rates by County: Cook County,**" for that portion of the fully-loaded rate paid to janitorial services workers, and shall be adjusted pursuant to the Illinois Department of Labor's "**Illinois Prevailing Wage Rates: Window Washer,**" for that portion of the fully-loaded rate paid to window washer employees. Failure to provide the required information with the bid will disqualify Contractor from receiving any price adjustment during the term of the Contract. This price adjustment for all costs excluding labor shall apply to the difference between the fully loaded monthly rate, as well as the fully loaded hourly rate, and the portion of the fully loaded monthly rate, and the fully loaded hourly rate, stated on bid pages that is paid as wages to Contractor's janitorial and window washer employees.

If, during the term of the Contract, the manner in which the MCI as determined by American City & Country Magazine is substantially revised, including a change in the base index year, the City will make an adjustment in the revised index that would produce results equivalent, as nearly as possible, to those that would have been obtained if the MCI had not been so revised. If the MCI becomes unavailable to the public because publication is discontinued, or otherwise, or if equivalent data are not readily available to enable the City to make the adjustment, then the City will substitute a comparable index based upon changes in the cost of living or purchasing power of the consumer dollar published by any other governmental agency or, if no such index is available, then a comparable index published by a major bank or other financial institution, by a university or a recognized financial publication.

The Contractor must submit a written request for a positive price adjustment no later than thirty (30) calendar days after the expiration of initial twelve (12) month term and within thirty (30) calendar days of each twelve (12) month anniversary of the Contract thereafter. If the Contractor does not request a price increase within such thirty (30) calendar day period, the Contractor will not be entitled to a price increase for the relevant 12 month period.

After the initial twelve (12) month term, if the MCI has decreased, resulting in a reduction of contract prices, the City will notify the vendor in writing within 60 days of the Contract's anniversary stating the City's intention to reduce prices retroactive to the anniversary date of the Contract. The City will adhere to such notification requirement for any price decreases for each subsequent twelve (12) month anniversary of the Contract thereafter.

The Contractor's unit prices for line items will be adjusted beginning the thirteenth (13) month of the Contract and each year thereafter by an amount determined in accordance with the following formula, or .05, e.g. five percent (5%), whichever absolute value is smaller for each subsequent one (1) year period:

New Contract Price (each item) = Original Bid Price for line items x (1 + percentage change in the MCI)

The percentage change in the MCI should be expressed as a decimal point and rounded to the nearest thousandth (e.g. .015). Please note that the percentage change in the MCI may be positive or negative, but will never be more than .05, therefore any new price will never be greater than 105% or less than 95% of the current contract price. For purposes of determining the first percentage change in the MCI, the base MCI will be the MCI effective the month of Contract award, which will be compared to the MCI in the 12th completed month of the Contract. Subsequent price changes will be based on the year over year percentage change in the MCI

If approved by the Chief Procurement Officer, the price adjustment must be signed by the Chief Procurement Officer reflecting the price adjustment and the effective date for the change. Any such item(s) or services delivered by the Contractor, without written notification signed by the Chief Procurement Officer, are delivered entirely at the Contractor's risk. Consequently, in the event that such written approval by the Chief Procurement officer is not executed, the Contractor hereby releases the City from any liability whatsoever to pay for any item(s) or services delivered prior to the Contractor's receipt of the fully signed approval.

It is the Contractor's responsibility to request the increase. If the Contractor delivers product after the date requested for the escalation to begin (the anniversary date of the start of the Contract) but prior to the increase being granted, the Contractor may retroactively bill the City for the difference if and when the request is formally approved. In the interim the Contractor must bill the City at the prices currently in effect in the Contract.

(B) LABOR RATE ADJUSTMENT

The original bid prices will be valid and firm for, at minimum, the initial twelve months (12) of the Contract period. After the initial twelve months of the Contract period, but not more than once per calendar year for janitors and for window-washers, the Chief Procurement Officer will consider, upon written request from the Contractor, a Unit Price Adjustment to offset increases in specified labor related expenses on the part of the Contractor and directly related to services performed through this contract. Unit Price Adjustments are subject to acceptable performance by the Contractor and contingent upon the appropriation of sufficient funds for the procurement of services provided for in this Contract.

Annual increases of the contract pricing must be requested in writing, on Contractor's letterhead from the Contractor, to the Department of Aviation and the Department of Procurement Services. If adjustments to the labor rate are approved, Contractor is required to pass the full amount of the adjustment on to its employees.

For janitorial services, the contractor's price adjustment must comply with the following requirements: The Contractor must submit its request for a Unit Price Adjustment within the same calendar year that it incurred an increase in labor related expenses as a result of increases in wages, employee pension and employee health and welfare expenses, as and must submit documentation acceptable to the Commissioner of the increase. The price increase will equal the increase in janitorial wages paid on State of Illinois contracts as listed on the Illinois Department of Labor (IDOL) website under "Janitorial Prevailing Wage Rates by County: Cook County" and will be calculated as shown on the calculation of bid price worksheet and as stated below. The website link for the list currently is:

<http://www.state.il.us/agency/idol/rates/otherR/JAN/JNCOOK.HTM>

In order to receive an adjustment in price for janitorial services, Contractor must identify the portion of the fully loaded monthly hourly rate as well as the fully loaded hourly rate stated on the bid pages that is paid as wages to Contractor's janitorial services employees. This amount, i.e., the portion of the fully-loaded monthly rate as well as the fully loaded hourly rate paid as wages, and this amount only, shall be adjusted. Failure to provide the required information with the bid will disqualify Contractor from receiving any price adjustment during the term of the Contract.

In the case where janitors are in a tiered wage scale based on length of employment, the change from year to year will not be included in the increase for wages. For example, a year 1 janitor wage is \$11.90/hour while the year 2 janitor wage is \$12.40, this \$0.50 increase will not be included in the calculation. Only actual changes in wage within the classification. If the increase in cents is not the same over all; currently five categories of janitor wages, an average of the increase for all categories will be used to determine the increase amount for janitor wages.

For window washing services, the contractor's price adjustment must comply with the following requirements: The Contractor must submit its request for a Unit Price Adjustment within the same calendar year that it incurred an increase in labor related expenses as a result of increases in wages, employee pension and employee health and welfare

expenses and must submit documentation acceptable to the Commissioner of the increase. The price increase will equal the increase in window washer wages paid on State of Illinois contracts as listed on the Illinois Department of Labor (IDOL) website under the section entitled "Illinois Prevailing Wage Rates: Window Washer" and will be calculated as shown on the calculation of bid price worksheet and as stated below. The website link is: <http://www.state.il.us/agency/idol/rates/otherR/WW/WW.htm>

In order to receive an adjustment in price for window washing services, Contractor must identify the portion of the fully loaded monthly rate as well as the fully loaded hourly rate stated on the bid pages that is paid as wages to Contractor's window washer employees. This amount, i.e., the portion of the fully-loaded monthly rate, as well as the fully loaded hourly rate, paid as wages, and this amount only, shall be adjusted. Failure to provide the required information with the bid will disqualify Contractor from receiving any price adjustment during the term of the Contract.

The Illinois Department of Labor (IDOL) will be the primary source for calculating the amount of the Unit Price Adjustment. The amount of the Unit Price Adjustment will be based upon the difference between the published rates for janitorial services workers, or window washer employees, on the date of contract award, or the date of the last approved Unit Price Adjustment, and the rates published for janitorial services workers, or window washer employees, at the time the requested Unit Price Adjustment is approved by the Chief Procurement Officer. The timing of the Unit Price Adjustment will coincide with adjustments published on the Illinois Department of Labor (IDOL) website.

The Contractor may submit in writing to the Chief Procurement Officer a request for a Unit Price Adjustment to selected line items within the contract for which the contractor is compensated according to a Fully Loaded Monthly Rate, as well as a fully loaded hourly rate. All other line items will not be adjusted. No overtime or holiday rates will apply when calculating the increase amount. Furthermore, the Contractor's management personnel such as operations manager, supervisors and salaried employees will not be a factor in determining the unit price adjustment amount. Such adjustments are conditioned upon the provisions in the Contract. CDA must first approve any requests to adjust the Fully-Loaded Monthly Rate, as well as the fully loaded hourly rate, and the Department of Procurement Services will process a unilateral Contract modification.

The Chief Procurement Officer will only take the following labor related expenditures into consideration for a Unit Price Adjustment:

- Wage increases for employees performing services under this contract;
- Employer/Contractor contributions to health and welfare fund of employees performing services under this contract;
- Employer/Contractor contributions to pension fund of employees performing services under this contract.

All other Contractor expenditures, such as State Unemployment Insurance, Federal Unemployment Insurance, workers compensation cost increases, transportation expenses, fuel expenses, vacation time, funeral leave, sick pay and any other Contractor expenses will not be taken into consideration for a Unit Price Adjustment.

The Contractor must justify its request for an increase by submitting detailed pricing data, support documentation and any other information requested by the Chief Procurement Officer to verify the price increase request. CDA must first approve any requests to adjust the Fully-Loaded Monthly Rate, as well as the fully loaded hourly rate, and the Department of Procurement Services will process a unilateral Contract modification. Such changes which are mutually agreed upon by and between the City and the Contractor, will be incorporated in a written agreement to modify this contract, for example:

	Old FLHR	
	+	
Prevailing Wage Rate at Time of Modification	-	Prevailing Wage Rate at time of Contract Award
	+	
Employer Contribution to Pension Fund at Time of Modification	-	Employer Contribution at time of Contract Award
	+	
Employer Contribution to Health & Welfare Fund at Time of Modification	-	Employer Contribution to Health & Welfare Fund at time of Contract Award

	=	
	New FLHR	

The Fully-Loaded Monthly Rate, as well as the fully loaded hourly rate, listed in the contract will remain fixed until one or more Unit Price Adjustments, if any, is properly executed by the Chief Procurement Officer. The City will only be responsible for compensating the Contractor in accordance with the rates specified in the Contract. The effective date for price change will be retroactive to the first day of the month in which the rate changed on the IDOL website. The contractor may make their request within 60 days of the rate change on the IDOL website or the contractor will forfeit the opportunity to request an increase until the next change in IDOL wages. The City will not reimburse the Contractor for any expenses incurred in the event a Unit Price Adjustment is not approved by the City. When calculating the amount of the Unit Price Adjustment, the City will only take into account current Contractor labor related expenses. The City will not take into account any future costs that may be incurred by the Contractor during the term of the Contract.

If, during the term of the Contract, the manner in which the Custodian Janitorial Services rates, or the window washer rates, as determined by IDOL is substantially revised, the City will make an adjustment in the wage rates that would produce results equivalent, as nearly as possible, to those that would have been obtained if the IDOL rates had not been so revised. If the IDOL rates for Custodians/Janitors become unavailable to the public because publication is discontinued, or otherwise, or if equivalent data is not readily available to enable the City to make the adjustment, then the City will substitute for it a comparable index based upon changes in the cost of services published by a governmental agency or, if no such index is available, then a comparable index published by a university or a recognized trade publication.

3.12. CLEAN UP

The Contractor must, during the progress of the Work, remove and dispose of all materials and the resultant dirt and debris on a daily basis and keep the work site(s) and adjacent premises in a clean condition satisfactory to the City. Upon completion of work, the Contractor must remove all material, tools and machinery and restore the site to the same general condition that existed prior to the commencement of its operation.

3.13. PROTECTION OF WORK, DAMAGES, AND REPAIRS

The Contractor must provide protection for all uncompleted work under this contract until the work has been completed and accepted by the City.

The Contractor is responsible for and must repair and pay for damages to new and existing structures, material, equipment, plant, stock, and apparatus during the course of the work, where such damage is directly due to work performed by the Contractor under this Contract, or where such damage is the result of the negligence, or carelessness on the part of the Contractor or of its employees, or on the part of the Contractor's subcontractor or its employees. Immediate notification must be given to the Commissioner when damage is done to any property.

3.14. ENVIRONMENTAL CONTROL

In performing the work under this Contract, the Contractor will become thoroughly familiar and comply with all Federal, State and local statutes, ordinances, rules, regulations, orders, decrees, and directives ("Environmental Laws") with respect to the elimination of excessive noise and pollution of air and water and the handling of hazardous wastes or materials due to the Contractor's work and other operations. The Contractor will also reduce the noise, dust, smoke and fumes from its heavy equipment and its other operations on the work site and created by its heavy truck operations over City streets. In accordance with these Environmental Laws and orders of the City of Chicago's authorized representative, the discharge of oily, greasy and chemical wastes into waterways and City sewers will not be permitted. Failure to comply with Environmental Laws will be considered an event of default under this Contract.

Specifically, the work under this Contract requires strict compliance with the applicable portions of all Environmental Laws set forth by the United States Environmental Protection Agency (USEPA) and the Illinois Environmental Protection Agency (IEPA) to protect the stratospheric ozone layer, including but not limited to 42 U.S.C. § 7671 and corresponding regulations. In compliance with these requirements, the Contractor is required to eliminate the emission of

chlorofluorocarbons (CFC's) and/or any other refrigerant gases, pollutants and toxic chemicals detrimental to the ozone layer.

3.15. DISPOSAL OF MATERIALS- NO OPEN DUMPING

The Contractor is responsible for the legal disposal of all materials, construction debris, soil and other waste items. Hauling and disposal by a subcontractor does not relieve the Contractor from the responsibility of legal disposal. Disposal of all materials, construction debris, soil, and other wastes will be at a disposal site that is properly licensed and permitted to accept the particular materials, construction debris, soil and other wastes delivered to it in accordance with all applicable Environmental Laws.

The Contractor must provide the Commissioner or his designated representative with copies of all dump tickets, manifests, bills of lading, scale tickets, etc. if requested. When requested by the Chief Procurement Officer, the Contractor will provide copies of all permits and/or licenses for the transfer station and/or landfill they are proposing. In the event the transfer station and/or landfill proposed for use by the Contractor does not possess the necessary permits and/or licenses to accept the materials, construction debris, soil, or other wastes, the Contractor will replace the transfer station and/or landfill submitted as part of their bid proposal at no additional cost to the City. If the Contractor is found disposing of materials, construction debris, soil or other wastes at a site which is not in compliance with all applicable laws, the Contractor will be responsible for all costs associated with the removal of the waste to a properly licensed/permitted landfill or disposal site at no additional cost to the City.

The Contractor must notify the Commissioner within 24 hours of receipt, of any environmental problems, complaints, fines, citations, violations or issues, by any governmental body or regulatory agency against the contractor relating to the loading, hauling or disposal of materials, construction debris, soil and other wastes. The Contractor will provide evidence to the Commissioner that these problems and issues have been satisfactorily addressed.

The Contractor must supply notice of any community meetings, media involvement or media coverage related to the loading, hauling or disposal of materials, construction debris, soil and other wastes under this contract in which Contractor is asked to participate.

The Contractor must provide periodic verification as requested by the Commissioner that all materials, construction debris, and other waste accepted by the Contractor, from the City of Chicago, has been disposed of in compliance with all Environmental Laws.

4. SPECIAL CONDITIONS REGARDING MINORITY BUSINESS ENTERPRISE AND WOMEN BUSINESS ENTERPRISE

4.1. POLICY AND TERMS

- A. It is the policy of the City of Chicago that Local Businesses certified as Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) in accordance with Section 2-92-420 et seq. of the Municipal Code of Chicago and Regulations Governing Certification of Minority and Women-owned Businesses, and all other Regulations promulgated under the aforementioned sections of the Municipal Code will have the maximum opportunity to participate fully in the performance of this agreement. Therefore, the Contractor will not discriminate against any person or business on the basis of race, color, national origin or sex, and will take affirmative action to ensure that women and minority businesses will have the maximum opportunity to compete for and perform subcontracts for supplies or services.

The Chief Procurement Officer has established a goal of awarding not less than twenty-five percent (25%) of the annual dollar value of all non-construction contracts to certified MBEs and five percent (5%) of the annual dollar value of all non-construction contracts to certified WBEs.

- B. Accordingly, the Contractor commits to expend at least the following percentages of the total contract price (inclusive of any and all modifications and amendments), if awarded, for contract participation by MBEs and WBEs:

<u>MBE Percentage</u>	<u>WBE Percentage</u>
25.0%	5.0%

- C. This commitment is met by the Contractor's status as a MBE or WBE, or by a joint venture with one or more MBEs or WBEs as prime contractor (to the extent of the MBE or WBE participation in such joint venture), or by subcontracting a portion of the work to one or more MBEs or WBEs, or by the purchase of materials used in the performance of the contract from one or more MBEs or WBEs, or by the indirect participation of MBEs or WBEs in other aspects of the Contractor's business (but no dollar of such indirect MBE or WBE participation will be credited more than once against a Contractor's MBE or WBE commitment with respect to all Contracts of such Contractor), or by any combination of the foregoing. Note: MBE/WBE participation goals are separate and those businesses certified with the City of Chicago as both a MBE/WBE will not be credited more than once against a Contractor's MBE or WBE commitment in the performance of the Contract.
- D. As noted above, the Contractor may meet all or part of this commitment by contracting with MBEs or WBEs for the provision of goods or services not directly related to the performance of this Contract. However, in determining the manner of MBE/WBE participation, the Contractor will first consider involvement of MBEs/WBEs as joint venture partners, subcontractors, and suppliers of goods and services directly related to the performance of this Contract. In appropriate cases, the Chief Procurement Officer will require the Contractor to demonstrate the specific efforts undertaken by it to involve MBEs and WBEs directly in the performance of this Contract.
- E. The Contractor also may meet all or part of this commitment through credits received pursuant to Section 2-92-530 of the Municipal Code of Chicago for the voluntary use of MBEs or WBEs in private sector projects.

4.2. DEFINITIONS

- A. **"Minority Business Enterprise"** or **"MBE"** means a firm awarded certification as a minority owned and controlled business in accordance with City Ordinances and Regulations.
- B. **"Women Business Enterprise"** or **"WBE"** means a firm awarded certification as a women owned and controlled business in accordance with City Ordinances and Regulations.
- C. **"Directory"** means the Directory of Certified "Disadvantaged Business Enterprises", "Minority Business Enterprises" and "Women Business Enterprises" maintained and published by the Contract Compliance Administrator. The Directory identifies firms that have been certified as MBEs and WBEs, and includes both the date of their last certification and the area of specialty in which they have been certified. Contractors are responsible for verifying the current certification status of all proposed MBE and WBE firms.
- D. **"Area of Specialty"** means the description of a MBE or WBE firm's business which has been determined by the Chief Procurement Officer to be most reflective of the MBE or WBE firm's claimed specialty or expertise. Each MBE/WBE letter of certification contains a description of its Area of Specialty. This information is also contained in the Directory. Credit toward this contract's MBE and WBE participation goals shall be limited to the participation of firms performing within their Area of Specialty.

NOTICE: The City does not make any representation concerning the ability of any MBE/WBE to perform work within their Area of Specialty. It is the responsibility of all contractors to determine the capability and capacity of MBEs/WBEs to satisfactorily perform the work proposed.

- E. **"Joint Venture"** means an association of two or more businesses to carry out a single business enterprise for profit, and for which purpose they combine their expertise, property, capital, efforts, skill and knowledge. Contractors may develop joint venture agreements as an instrument to provide participation by MBEs and WBEs in contract work. A joint venture seeking to be credited for MBE/WBE participation may be formed among certified MBE/WBE firms or between certified MBE/WBE firm(s) and non-MBE/WBE firm(s).

A joint venture is eligible for MBE/WBE credit if the MBE/WBE partner(s) share in the ownership, control, management responsibilities, risks and profits of the joint venture, and are responsible for a clearly defined portion of work to be performed, in proportion with the MBE/WBE ownership percentage.

- F. **"Contract Compliance Administrator"** means the officer appointed pursuant to Section 2-92-490 of the Municipal Code of Chicago.

4.3. COUNTING MBE/WBE PARTICIPATION TOWARD THE CONTRACT GOALS

- A. The inclusion of any MBE or WBE in the contractor's MBE/WBE Utilization Plan shall not conclusively establish the contractor's right to full MBE/WBE credit for that firm's participation in the contract.
- B. The Chief Procurement Officer reserves the right to deny or limit MBE/WBE credit to the contractor where any MBE or WBE is found to be engaged in substantial subcontracting or pass-through activities with others. In this regard, a contractor may count toward its MBE and WBE goals only expenditures to firms that perform a commercially useful function. A firm is considered to perform a commercially useful function when it is responsible for the performance of a clearly defined and distinct element of work and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To determine whether a firm is performing a commercially useful function, the Chief Procurement Officer shall evaluate the amount of work subcontracted, industry practices, and other relevant factors. The amount of MBE/WBE participation credit shall be based upon an analysis by the Chief Procurement Officer of the specific duties that will be performed by the MBE or WBE. Each MBE/WBE shall be expected to actually perform a substantial (i.e., more than eighty-five percent (85%)) portion of the work contemplated for it by any subcontract or agreement through the use of its own employees and equipment.

Requested information may include, without limitation: (1) specific information concerning broker's fees

and/or commissions; (2) intended sub-suppliers or other sources of goods and/or services; and (3) specific financial or other risks to be assumed by the MBE/WBE.

- C. The participation of MBEs and WBEs who have been certified as "brokers" shall no longer be considered eligible to participate on contracts awarded by the City in 1993 and thereafter until further notice for any consideration of MBE or WBE credit.
- D. Credit for the participation of MBEs/WBEs as joint venture partners shall be based upon an analysis of the duties, responsibilities and risks undertaken by the MBE/WBE as specified by the joint venture's executed joint venture agreement. The Chief Procurement Officer reserves the right to deny or limit MBE/WBE credit to the contractor where any MBE/WBE joint venture partner is found to have duties, responsibilities, risks or loss and management control over the joint venture that is not commensurate with or in proportion to its joint venture ownership.
- E. When a MBE or WBE subcontracts part of the work of its contract to another firm, the value of the subcontracted work may be counted toward the contract specific goals only if the MBE's or WBE's subcontractor is itself a MBE or WBE. Work that a MBE or WBE subcontracts to a non-MBE or WBE does not count towards the contract specific goals.

4.4. REGULATIONS GOVERNING REDUCTIONS TO OR WAIVER OF MBE/WBE GOALS

The following Regulations set forth the standards to be used in determining whether or not a reduction or waiver of the MBE/WBE commitment goals of a particular contract is appropriate. If a bidder or proposer determines that it is unable to meet the MBE and/or WBE percentage on a City of Chicago contract, a written request for the reduction or waiver of the commitment must be included in the bid or proposal.

The written request for reduction or waiver from the commitment must be in the form of a signed petition for grant of relief from the MBE/WBE percentages submitted on the bidder/proposer's letterhead, and must demonstrate that all required efforts as set forth in this document were taken to secure eligible Minority and Women Business Enterprises to meet the commitments. The Chief Procurement Officer or designee shall determine whether the request for the reduction or waiver will be granted.

Bidders/proposers will be considered responsive to the terms and conditions of these Regulations if a waiver request and proof of notification to an assist agency is submitted at the time of bid/proposal opening. Once the bids have been opened, the lowest responsive and responsible bidder so deemed by the Chief Procurement Officer or authorized designee will have no more than fourteen (14) calendar days to submit to the Department of Procurement complete documentation that adequately addresses the conditions for waiver described herein. Proposers responding to Request for Proposals (RFPs) who have been identified as a short listed candidate and/or a prospective awardee will be given a designated time allowance, but no more than fourteen (14) calendar days to submit to the Department of Procurement complete documentation that adequately addresses the conditions for waiver described herein. Respondents to Request for Information and or Qualifications (RFI/RFQs) deemed by the Chief Procurement Officer or authorized designee to be the most responsive and responsible shall submit documentation that adequately addresses the conditions for waiver described herein during negotiations. Failure to submit documentation sufficient to support the waiver request will cause the bid/proposal to be found non-responsive by the Chief Procurement Officer, and the bid/proposal will be rejected. In such cases the remedies to be taken by the Chief Procurement Officer, in his discretion, may include, but are not limited to, forfeiture of bid deposit; negotiating with the next lowest bidder/proposer; or re-advertising the bid/proposal. All bidders/proposers are encouraged to submit all required documents at the time of bid opening to expedite the contract award.

A. Direct/Indirect Participation

Each of the following elements must be present in order to determine whether or not such a reduction or waiver is appropriate.

1. The bidder/proposer has documented the unsuccessful solicitation for either subcontractors or joint venture partners of at least 50% (or at least five when there are more than eleven certified firms in the commodity area) of the appropriate certified MBE/WBE firms to perform any direct or indirect work identified or related to the advertised bid/proposal. Direct participation involves subcontracting a portion of the goods/services specifically required in the bid/proposal. Indirect participation is the subcontracting of goods/services not specifically related to the performance of this contract. Documentation must include but is not necessarily limited to:
 - a. A detailed statement of efforts to identify and select portions of work identified in the bid solicitation for subcontracting to certified MBE/WBE firms;
 - b. A listing of all MBE/WBE firms contacted that includes:
 1. Names, address and telephone numbers of MBE/WBE firms solicited;
 2. Date and time of contact;
 3. Method of contact (written, telephone, transmittal of facsimile documents, etc.)
 - c. Copies of letters or any other evidence of mailing that substantiates outreach to MBE/WBE vendors that includes:
 1. Project identification and location;
 2. Classification/commodity of work items for which quotations were sought;
 3. Date, item and location for acceptance of subcontractor bid proposals;
 4. Detailed statement which summarizes direct negotiations with appropriate MBE/WBE firms for specific portions of the work and indicates why negotiations were unsuccessful;
 5. Affirmation that good faith efforts have been demonstrated by choosing subcontracting opportunities likely to achieve MBE/WBE goals by not imposing any limiting conditions which were not mandatory for all subcontractors; or denying the benefits ordinarily conferred on MBE/WBE subcontractors for the type of work that was solicited.

OR

2. Subcontractor participation will be deemed excessively costly when the MBE/WBE subcontractor proposal exceeds the average price quoted by more than twenty percent (20%). In order to establish that a subcontract's quote is excessively costly, the bidder/proposer must provide the following information:
 - a. A detailed statement of the work identified for MBE/WBE participation for which the bidder/proposer asserts the MBE/WBE quote(s) were excessively costly (in excess of 20% higher).
 1. A listing of all potential subcontractors contacted for a quotation on that work item;
 2. Prices quoted for the subcontract in question by all such potential subcontractors for that work item.
 - b. Other documentation which demonstrates to the satisfaction of the Chief Procurement Officer that the MBE/WBE proposals are excessively costly, even though not in excess of 20% higher than the average price quoted. This determination will be based on factors that include, but are not limited to the following:
 1. The City's estimate for the work under a specific subcontract;
 2. The bidder/proposers own estimate for the work under the subcontract;
 3. An average of the bona fide prices quoted for the subcontract;
 4. Demonstrated increase in other contract costs as a result of subcontracting to the M/WBE or other firm.

B. Assist Agency Participation

Every waiver and/or reduction request must include evidence that the bidder/proposer has provided timely notice of the need for subcontractors to an appropriate association/assist agency representative of the MBE/WBE business community.

The notice requirement of this Section will be satisfied if a bidder/proposer contacts at least one of the associations on Attachment A to these Regulations when the prime contractor seeks a waiver or reduction in the utilization goals. Attachment B to these Regulations provides the letter format that a prime contractor may use. Proof of notification prior to bid submittal (e.g. certified mail receipt or facsimile transmittal receipt) will be required for any bid/proposal submitted to be deemed responsive on the date of bid opening. If deemed appropriate, the Chief Procurement Officer or Contract Compliance Officer may contact the assist agency for verification of notification.

C. Impracticability

1. If the Chief Procurement Officer determines that a lesser MBE and/or WBE percentage standard is appropriate with respect to a particular contract subject to competitive bidding prior to the bid solicitations for such contract, bid specifications shall include a statement of such revised standard.
2. The requirements set forth in these Regulations shall not apply where the Chief Procurement Officer determines prior to the bid solicitations that MBE/WBE subcontractor participation is impracticable.

This may occur whenever the Chief Procurement Officer determines that for reasons of time, need, industry practices or standards not previously known by the Procurement Department administrator, or such other extreme circumstances as may be deemed appropriate, such a Waiver is in the best interests of the City. This determination may be made in connection with a particular contract, whether before the contract is let for bid, during the bid or award process, before or during negotiation of the contract, or during the performance of the contract.

For all notifications required to be made by bidders/proposers, in situations where the Chief Procurement Officer has determined that time is of the essence, documented telephone contact may be substituted for letter contact.

4.5. PROCEDURE TO DETERMINE BID COMPLIANCE

The following Schedules and described documents constitute the bidder's MBE/WBE proposal, and must be submitted in accordance with the guidelines stated:

A. Schedule C-1: Letter of Intent from MBE/WBE to Perform as Subcontractor, Supplier and/or Consultant.

A Schedule C-1 executed by the MBE/WBE (or Schedule B/Joint Venture Subcontractor) must be submitted by the bidder/proposer for each MBE/WBE included on their Schedule D-1 and must accurately detail the work to be performed by the MBE/WBE and the agreed rates and prices to be paid. An executed Schedule C-1 must be submitted by the bidder for each MBE and WBE included on the Schedule D-1 within five (5) business days after the date of bid opening when a facsimile copy of the Schedule C-1 has been submitted with the bid. (All post bid/proposal submissions must have original signatures on all documents). Failure to submit a completed Schedule C-1 in accordance with this section shall entitle the City to deem the bid/proposal non-responsive and therefore reject the bid/proposal.

B. Letters of Certification.

A copy of each proposed MBE/WBE firm's current Letter of Certification from the City of Chicago must be submitted with the bid/proposal. All Letters of Certification issued by the City of Chicago include a statement of the MBE/WBE firm's Area of Specialty. The MBE/WBE firm's scope of work, as detailed by their Schedule C-1, must conform to their stated Area of Specialty.

C. Joint Venture Agreements.

If the bidder's/proposer's MBE/WBE proposal includes the participation of a MBE/WBE as joint venture on any tier (either as the bidder/proposer or as a subcontractor), the bidder/proposer must provide a copy of the joint venture agreement and a Schedule B. In order to demonstrate the MBE/WBE partner's share in the ownership, control, management responsibilities, risks and profits of the joint venture, the proposed joint venture agreement must include specific details related to: (1) contributions of capital and equipment; (2) work responsibilities or other performance to be undertaken by the MBE/WBE; and (3) the commitment of management, supervisory and operative personnel employed by the MBE/WBE to be dedicated to the performance of the contract. The joint venture agreement must also clearly define each partner's authority to contractually obligate the joint venture and each partner's authority to expend joint venture funds (e.g., check signing authority).

D. Required Schedules Regarding DBE/MBE/WBE Utilization.

Bidders must submit, together with the bid, a completed Schedule D-1 committing them to the utilization of each listed MBE/WBE firm. Except in cases where the bidder/proposer has submitted a request for a complete waiver of or variance from the MBE/WBE commitment in accordance with Section 4.4. herein, the bidder/proposer must commit to the expenditure of a specific dollar amount of participation by each MBE/WBE firm included on their Schedule D-1. The total dollar commitment to proposed MBEs must at least equal the MBE goal, and the total dollar commitment to proposed WBEs must at least equal the WBE goal. Bidders are responsible for calculating the dollar equivalent of the MBE and WBE goals as percentages of their total base bids or in the case of Term Agreements, as percentages of the total estimated usage. All commitments made by the bidder's Schedule D-1 must conform to those presented in the submitted Schedule C-1. If Schedule C-1 is submitted after the opening (See Section 4.5A. above), the bidder/proposer may submit a revised Schedule D-1 (executed and notarized to conform with the Schedules C-1). Except in cases where substantial and documented justification is provided, bidders/proposers will not be allowed to reduce the dollar commitment made to any MBE or WBE in order to achieve conformity between the Schedules C-1 and D-1.

All commitments for joint venture agreements must be delineated in the Schedule B.

4.6. REPORTING REQUIREMENTS DURING THE TERM OF THE CONTRACT

- A. The Contractor will, not later than thirty (30) calendar days from the award of a contract by the City, execute formal contracts or purchase orders with the MBEs and WBEs included in their approved MBE/WBE Utilization Plan. These written agreements will be made available to the Chief Procurement Officer upon request.
- B. In the case of one (1) time procurements of supplies with either single or multiple deliveries to be performed in less than one (1) year from the date of contract award, a "MBE/WBE Utilization Report", indicating final MBE and WBE payments will be submitted directly to the Department of Procurement Services so as to assure receipt either at the same time, or before the using Department receives contractors final invoice. **(NOTICE: Do not submit invoices with "MBE/WBE Utilization Reports.")** Final payments may be held until the Utilization Reports have been received.
- C. During the term of the contract, the Contractor will submit quarterly "MBE/WBE Utilization Reports", a copy of which is attached. The frequency with which these reports are to be submitted will be in no case less often than on a quarterly basis. In the absence of written notice from the Chief Procurement Officer, the contractors first MBE/WBE Utilization Report will be due ninety (90) calendar days after the date of contract award, and reports will be due quarterly thereafter.
- D. MBE/WBE Utilization Reports are to be submitted directly to: Department of Procurement Services, Division of Vendor Relations, City Hall, Room 400, 121 N. LaSalle Street, Chicago, Illinois 60602.
- E. The Contract Compliance Administrator will be entitled to examine, on five (5) business days notice, the contractors books and records including without limitation payroll records, tax returns and records, and books of account, to determine whether the contractor is in compliance with its commitment to MBE/WBE

participation and the status of any MBE or WBE performing any portion of the contract. Such rights are in addition to any other audit inspection rights contained in the contract.

4.7. MBE/WBE SUBSTITUTIONS

Changes by the contractor of the commitments earlier certified in the Schedule D-1 are prohibited. In some cases, however, it may become necessary to substitute a new MBE or WBE in order to actually fulfill the MBE/WBE requirements.

The Contractor must notify the Chief Procurement Officer immediately in writing of the necessity to reduce or terminate a MBE/WBE subcontract and to utilize a substitute firm for some phase of work. The contractor's notification should include the name, address and principal official of the substitute MBE/WBE and the dollar value and scope of work of the subcontract. Attached should be all the requisite MBE/WBE affidavits and documents, as enumerated above in Section 5, "Procedure to Determine Bid Compliance."

The City will not approve extra payment for escalated costs incurred by the contractor when a substitution of subcontractors becomes necessary for the contractor in order to comply with MBE/WBE contract requirements.

After award of contract, no relief of the MBE/WBE requirements will be granted by the City except in exceptional circumstances. Requests for complete or partial waiver of the MBE/WBE requirements of this contract must be made in writing, stating all details of the request, the circumstances, and any additional relevant information. The request must be accompanied by a record of all efforts taken by the contractor to locate specific firms, solicit MBE/WBE bids, seek assistance from technical assistance agencies, etc., as outlined above in the section entitled "Regulations Governing Reductions To or Waiver of MBE/WBE Goals."

4.8. NON-COMPLIANCE AND DAMAGES

The following constitutes a material breach of this contract and shall entitle the City to declare a default, terminate the contract and exercise those remedies provided for in the contract, at law or in equity:

- A. Failure to satisfy the MBE/WBE percentages required by the contract; and
- B. The contractor or subcontractor is disqualified as a MBE or WBE, such status was a factor in contract award, and was misrepresented by the contractor.

In the event that the contractor is determined not to have been involved in any misrepresentation of the status of the disqualified subcontractor or supplier, the contractor shall seek to discharge the disqualified subcontractor or supplier, upon proper notification to the Chief Procurement Officer and/or Contract Compliance Administrator and make every effort to identify and engage a qualified MBE or WBE as its replacement. Furthermore, continued eligibility to enter into future contracting arrangements with the City may be jeopardized as a result of non-compliance. Payments due to the contractor may be withheld until corrective action is taken.

4.9. ARBITRATION

- A. In the event a contractor has not complied with the contractual MBE/WBE percentages in its Schedule D, underutilization of MBEs/WBEs shall entitle the affected MBE/WBE to recover from the contractor damages suffered by such entity as a result of being underutilized; provided, however, that this provision shall not apply to the extent such underutilization occurs pursuant to a waiver or substitution approved by the City. The Ordinance and contracts subject thereto provide that any disputes between the contractor and such affected MBEs/WBEs regarding damages shall be resolved by binding arbitration before an independent arbitrator other than the City, with reasonable expenses, including attorney's fees, being recoverable by a prevailing MBE/WBE in accordance with these regulations. This provision is intended for the benefit of any MBE/WBE affected by underutilization and grants such entity specific third party beneficiary rights. Any rights conferred by this regulation are non-waivable and take precedence over any agreement to the contrary, including but not limited to those contained in a subcontract, suborder, or

communicated orally between a contractor and a MBE/WBE.

- B. An MBE/WBE desiring to arbitrate shall contact the contractor in writing to initiate the arbitral process. Except as otherwise agreed to in writing by the affected parties subject to the limitation contained in the last sentence of the previous paragraph, within ten (10) calendar days of the contractor receiving notification of the intent to arbitrate from the MBE/WBE the above-described disputes shall be arbitrated in accordance with the Commercial Arbitration Rules of the American Arbitration Association (AAA), a not-for-profit agency, with an office at 225 North Michigan Avenue, Suite 2527, Chicago, Illinois 60601-7601 [Phone: (312) 616-6560; Fax: (312) 819-0404]. All such arbitrations shall be initiated by the MBE/WBE filing a demand for arbitration with the AAA; shall be conducted by the AAA; and held in Chicago, Illinois.
- C. All fees of the arbitrator are the initial responsibility of the MBE/WBE; provided, however, that the arbitrator is authorized to award reasonable expenses, including attorney's and arbitrator fees, as damages to a prevailing MBE/WBE.
- D. The MBE/WBE must send the City a copy of the Demand for Arbitration within ten (10) calendar days after it is filed with the AAA. The MBE/WBE also must send the City a copy of the decision of the arbitrator within ten (10) calendar days of receiving such decision. Judgment upon the award rendered by the arbitrator may be entered in any court of competent jurisdiction.

4.10. RECORD KEEPING

The Contractor shall maintain records of all relevant data with respect to the utilization of MBEs/WBEs, retaining these records for a period of at least three (3) years after final acceptance of the work. Full access to these records shall be granted to the City of Chicago, Federal or State authorities in this project, the U.S. Department of Justice, or any duly authorized representatives thereof.

4.11. INFORMATION SOURCES

Small business guaranteed loans; surety bond guarantees; 8 (a) certification:

U.S. Small Business Administration
500 W. Madison Street, Suite 1250
Chicago, Illinois 60661
General Information
(312) 353-4528

S.B.A. - Bond Guarantee Program Surety Bonds
500 West Madison, Suite 1250
Chicago, IL 60661
Attention: Carole Harris
(312) 353-4003

S.B.A. - Procurement Assistance
500 West Madison, Suite 1250
Chicago, Illinois 60661
Attention: Robert P. Murphy, Area Regional Administrator
(312) 353-7381

Project information and general MBE/WBE information:

City of Chicago
Department of Procurement
Vendor Relations
City Hall - Room 403
Chicago, Illinois 60602
Attention: Monica Cardenas
(312) 744-0845

Directory of Certified Disadvantaged, Minority and Women Business Enterprises:

City of Chicago
Department of Procurement
Certification Unit
City Hall - Room 403
Chicago, Illinois 60602
Attention: Deputy Procurement Officer of Compliance
(312) 744-4909

Information on MBE/WBE availability in the manufacturing, sales or supplies, and related fields (direct assistance from 42 regional affiliates located throughout the U.S.):

National Minority Suppliers Development Council, Inc.
1040 Avenue of the Americas, 2nd Floor
New York, New York 10018
Attention: Harriet R. Michel
(212) 944-2430

Chicago Minority Business Development Council
1 East Wacker Drive
Suite 1200
Chicago, Illinois 60601
Attention: Tracey Smith, Executive Director
(312) 755-8880

5. ATTACHMENT A - ASSIST AGENCY

CITY OF CHICAGO
Department of Procurement Services
Assist Agencies

Alliance of Business Leaders & Entrepreneurs (ABLE)

150 N. Michigan Ave. Suite 2800
Chicago, IL 60601
Phone: (312) 624-7733
Fax: (312) 624-7734
Web: www.ablechicago.com

Alliance of Minority and Female Contractors

c/o Federation of Women Contractors
5650 S. Archer Avenue
Chicago, IL 60638
Phone: (312) 360-1122
Fax: (312) 360-0239

American Brotherhood of Contractors Business Development Center

11509 S. Elizabeth
Chicago, IL 60643
Phone: (773) 928-2225
Fax: (773) 928-2209
Web: www.american-brotherhood.org

Asian American Institute

4753 N. Broadway St. Suite 904
Chicago, IL 60640
Phone: (773) 271-0899
Fax: (773) 271-1982
Web: www.aaichicago.org

Association of Asian Construction Enterprises

333 N. Ogden Avenue
Chicago, IL 60607
Phone: (847) 525-9693
Email: nakmancorp@aol.com

Black Contractors United

400 W. 76th Street, Suite 200
Chicago, IL 60620
Phone: (773) 483-4000
Fax: (773) 483-4150
Web: www.blackcontractorsunited.com

Chatham Business Association Small Business Development, Inc.

8441 S. Cottage Grove Avenue
Chicago, IL 60619
Phone: (773) 994-5006
Fax: (773) 994-9871
Web: www.cbaworks.org

Chicago Area Gay & Lesbian Chamber of Commerce

3656 N. Halsted
Chicago, IL 60613
Phone: (773) 303-0167
Fax: (773) 303-0168
Web: www.glchamber.org

Chicago Minority Supplier Development Council, Inc.

105 W. Adams, Suite 2300
Chicago, IL 60603-6233
Phone: (312) 755-8880
Fax: (312) 755-8890
Web: www.chicagomsdc.org

Chicago Urban League

4510 S. Michigan Ave.
Chicago, IL 60653
Phone: (773) 285-5800
Fax: (773) 285-7772
Web: www.cul-chicago.org

Cosmopolitan Chamber of Commerce

203 N. Wabash, Suite 518
Chicago, IL 60601
Phone: (312) 499-0611
Fax: (312) 332-2688
Web: www.cosmochamber.org

Federation of Women Contractors

5650 S. Archer Avenue
Chicago, IL 60638
Phone: (312) 360-1122
Fax: (312) 360-0239
Web: www.fwcchicago.com

Hispanic American Construction Industry Association (HACIA)

901 West Jackson Boulevard, Suite 205
Chicago, IL 60607
Phone: (312) 666-5910
Fax: (312) 666-5692
Web: www.haciaworks.org

Illinois Hispanic Chamber of Commerce

855 W. Adams, Suite 100
Chicago, IL 60607
Phone: (312) 425-9500
Fax: (312) 425-9510
Web: www.ihccbusiness.net

Latin American Chamber of Commerce

3512 West Fullerton Avenue
Chicago, IL 60647
Phone: (773) 252-5211
Fax: (773) 252-7065
Web: www.latinamericanchamberofcommerce.com

National Association of Women Business Owners

Chicago Chapter
230 E. Ohio, Suite 400
Chicago, IL 60611
Phone: (312) 224-2605
Fax: (312) 6448557
Web: www.nawbochicago.org

Rainbow/PUSH Coalition

International Trade Bureau
930 E. 50th Street
Chicago, IL 60615
Phone: (773) 256-2781
Fax: (773) 373-4104
Web: www.rainbowpush.org

Suburban Minority Contractors Association

1250 Grove Ave. Suite 200
Barrington, IL 60010
Phone: (847) 852-5010
Fax: (847) 382-1787
Web: www.suburbanblackcontractors.org

Uptown Center Hull House

4520 N. Beacon Street
Chicago, IL 60640
Phone: (773) 561-3500
Fax: (773) 561-3507
Web: www.hullhouse.org

Women Construction Owners & Executives (WCOE)

Chicago Caucus
308 Circle Avenue
Forest Park, IL 60130
Phone: (708) 366-1250
Fax: (708) 366-5418
Web: www.wcoeusa.org

Women's Business Development Center

8 South Michigan Ave., Suite 400
Chicago, IL 60603
Phone: (312) 853-3477
Fax: (312) 853-0145
Web: www.wbdc.org

Chicago Women in Trades (CWIT)

4425 S. Western Blvd.
Chicago, IL 60609-3032
Phone: (773) 376-1450
Fax: (312) 942-0802
Web: www.chicagowomenintrades.org

Coalition for United Community Labor Force

1253 W. 63rd Street
Chicago, IL 60636
Phone: (773) 863-0283

Englewood Black Chamber of Commerce

P.O. Box 21453
Chicago, IL 60621

South Shore Chamber, Incorporated

Black United Funds Bldg.
1813 E. 71st Street
Chicago, IL 60649-2000
Phone: (773) 955- 9508

United Neighborhood Organization (UNO)

954 W. Washington Blvd., 3rd Floor
Chicago, IL 60607
Phone: (312) 432-6301
Fax: (312) 432-0077
Web: www.uno-online.org

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6. ATTACHMENT B

On Bidder/proposer's Letterhead

RETURN RECEIPT REQUESTED

(Date)

Re: Specification No.: _____

Description: _____

(Assist Agency Name and Address)

Dear _____:

_____ (Bidder/Proposer) intends to submit a bid/proposal in response to the above referenced specification with the City of Chicago. Bids are due _____ advertised specification with the City of Chicago.

The following areas have been identified for subcontracting opportunities on both a direct and indirect basis:

Our efforts to identify potential Subcontractors have not been successful in order to meet the Disadvantaged/Minority/Women Business Enterprise contract goal. **Due to the inability to identify an appropriate DBE/MBE/WBE firm certified by the City of Chicago to participate as a Subcontractor or joint venture partner, a request for the waiver of the contract goals will be submitted.** If you are aware of such a firm, please contact

_____ at _____
Name of Company Representative Address/Phone

within (10) ten working days of receipt of this letter.

Under the City of Chicago's MBE/WBE/DBE Ordinance, your agency is entitled to comment upon this waiver request to the City of Chicago. Written comments may be directed within ten (10) working days of your receipt of this letter to:

Monica Cardenas, Deputy Procurement Officer
Department of Procurement Services
City of Chicago
121 North La Salle Street, Room 403
Chicago, Illinois 60602

If you wish to discuss this matter, please contact the undersigned at _____.

Sincerely,

7. SCHEDULE B: MBE/WBE AFFIDAVIT OF JOINT VENTURE

This form need not be submitted if all joint venturers are MBEs and/or WBEs. In such a case, however, a written joint venture agreement among the MBE and WBE venturers must be submitted. In all proposed joint ventures, each MBE and/or WBE venturer must submit a copy of their current Letter of Certification.

All information requested on this schedule must be answered in the spaces provided. Do not refer to your joint venture agreement except to expand on answers provided on this form. If additional space is required, additional sheets may be attached.

- I. Name of joint venture: _____
Address of joint venture: _____
Phone number of joint venture: _____

- II. Identify each non-MBE/WBE venturer(s): _____
Name of Firm: _____
Address: _____
Phone: _____
Contact person for matters concerning MBE/WBE compliance: _____

- III. Identify each MBE/WBE venturer(s): _____
Name of Firm: _____
Address: _____
Phone: _____
Contact person for matters concerning MBE/WBE compliance: _____

- IV. Describe the role(s) of the MBE and/or WBE venturer(s) in the joint venture:

- V. Attach a copy of the joint venture agreement. In order to demonstrate the MBE and/or WBE joint venture partner's share in the capital contribution, control, management, risks and profits of the joint venture is equal to its ownership interest, the proposed joint venture agreement must include specific details related to: (1) the contributions of capital, personnel and equipment and share of the costs of bonding and insurance; (2) work items to be performed by the MBE/WBE's own forces; (3) work items to be performed under the supervision of the MBE/WBE venturer; and (4) the commitment of management, supervisory and operative personnel employed by the MBE/WBE to be dedicated to the performance of the project.

- VI. Ownership of the Joint Venture.
 - A. What is the percentage(s) of MBE/WBE ownership of the joint venture? _____
MBE/WBE ownership percentage(s) _____
Non-MBE/WBE ownership percentage(s) _____

 - B. Specify MBE/WBE percentages for each of the following (provide narrative descriptions and other details as applicable):
 - 1. Profit and loss sharing: _____

 - 2. Capital contributions:
 - (a) Dollar amounts of initial contribution: _____
 - (b) Dollar amounts of anticipated on-going contributions: _____

SCHEDULE B: MBE/WBE Affidavit of Joint Venture

C. Contributions of equipment (Specify types, quality and quantities of equipment to be provided by each venturer):

D. Other applicable ownership interests, including ownership options or other agreements which restrict or limit ownership and/or control:

E. Provide copies of all written agreements between venturers concerning this project.

F. Identify each current City of Chicago contract and each contract completed during the past two years by a joint venture of two or more firms participating in this joint venture:

VII. Control of and Participation in the Joint Venture. Identify by name and firm those individuals who are, or will be, responsible for, and have the authority to engage in the following management functions and policy decisions. Indicate any limitations to their authority such as dollar limits and co-signatory requirements.:

A. Joint venture checks signing:

B. Authority to enter contracts on behalf of the joint venture:

C. Signing, co-signing and/or collateralizing loans:

D. Acquisition of lines of credit:

E. Acquisition and indemnification of payment and performance bonds:

SCHEDULE B: MBE/WBE Affidavit of Joint Venture

F. Negotiating and signing labor agreements:

G. Management of contract performance. (Identify by name and firm only):

1. Supervision of field operations: _____
2. Major purchases: _____
3. Estimating: _____
4. Engineering: _____

VIII. Financial Controls of joint venture:

A. Which firm and/or individual will be responsible for keeping the books of account?

B. Identify the "managing partner," if any, and describe the means and measure of his/her compensation:

C. What authority does each venturer have to commit or obligate the other to insurance and bonding companies, financing institutions, suppliers, Subcontractors, and/or other parties participating in the performance of this contract or the work of this project?

IX. State the approximate number of operative personnel by trade needed to perform the joint venture's work under this contract. Indicate whether they will be employees of the non-MBE/WBE firm, the MBE/WBE firm, or the joint venture.

Trade	Non-MBE/WBE Firm (Number)	MBE/WBE (Number)	Joint Venture (Number)

Note: If any personnel proposed for this project will be employees of the joint venture:

A. Are any proposed joint venture employees currently employed by either venturer? _____ Currently employed by non-MBE/WBE venturer (number) _____ Employed by MBE/WBE venturer _____

B. Identify by name and firm the individual who will be responsible for hiring joint venture employees:

C. Which venturer will be responsible for the preparation of joint venture payrolls:

SCHEDULE B: MBE/WBE Affidavit of Joint Venture

The undersigned affirms that the foregoing statements are correct and include all material information necessary to identify and explain the terms and operations of our joint venture and the intended participation of each venturer in the undertaking. Further, the undersigned covenant and agree to provide to the City current, complete and accurate information regarding actual joint venture work and the payment therefore, and any proposed changes in any provision of the joint venture agreement, and to permit the audit and examination of the books, records and files of the joint venture, or those of each venturer relevant to the joint venture by authorized representatives of the City or the Federal funding agency.

Any material misrepresentation will be grounds for terminating any contract that may be awarded and for initiating action under federal or state laws concerning false statements.

Note: If, after filing this Schedule B and before the completion on the joint venture's work on the project, there is any change in the information submitted, the joint venture must inform the City of Chicago, either directly or through the prime contractor if the joint venture is a Subcontractor.

Name of MBE/WBE Partner Firm

Name of Non-MBE/WBE Partner Firm

Signature of Affiant

Signature of Affiant

Name and Title of Affiant

Name and Title of Affiant

Date

Date

On this _____ day of _____, 20 ____ , the above-signed officers

(names of affiants)

personally appeared and, known to me be the persons described in the foregoing Affidavit, acknowledged that they executed the same in the capacity therein stated and for the purpose therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Signature of Notary Public

My Commission Expires: _____(Seal)

8. SCHEDULE C-1 (Non-Construction)

**MBE/WBE Letter of Intent to Perform as a
SUBCONTRACTOR, SUPPLIER OR CONSULTANT**

Project Name: _____ Specification Number: _____

From: _____
(Name of MBE or WBE Firm)

To: _____ and the City of Chicago:
(Name of Prime Contractor)

The undersigned is prepared to perform the following services or supplies in connection with the above named project/contract. On a separate sheet, fully describe the MBE or WBE proposed scope of work and/or payment schedule, including a description of the commercially useful function being performed. Attach additional sheets as necessary:

The above described performance is offered for the following price and described terms of payment:

SUB-SUBCONTRACTING LEVELS - A zero (0) must be shown in each blank if the MBE or WBE will not be subcontracting any of the work listed or attached to this schedule.

_____ % of the dollar value of the MBE or WBE subcontract that will be subcontracted to non-MBE/WBE contractors.

_____ % of the dollar value of the MBE or WBE subcontract that will be subcontracted to MBE or WBE contractors.

NOTICE: If any of the MBE or WBE scope of work will be subcontracted, list the name of the vendor and attach an explanation and description of the services of the work that will be subcontracted. MBE/WBE credit will not be given for work subcontracted to non-MBE/WBE contractors, except for as allowed in the Special Conditions Regarding Minority Business Enterprise Commitment and Women Business Enterprise Commitment.

The undersigned will enter into a formal written agreement for the above work with you as a Prime Contractor, conditioned upon your execution of a contract with the City of Chicago, within three (3) business days of your receipt of a signed contract from the City of Chicago.

NOTICE: THIS SCHEDULE AND ATTACHMENTS REQUIRE ORIGINAL SIGNATURES.

Signature of Owner, President or Authorized Agent of MBE or WBE Date

Name /Title (Print)

Phone Number

Email Address

9. SCHEDULE D-1 affidavit of MBE/WBE goal implementation plan

Project Name: CUSTODIAL AND WINDOW WASHING SERVICES FOR OUTLYING BUILDINGS for CHICAGO O'HARE INTERNATIONAL AIRPORT

Specification No.: 100307

State of _____

County (City) of _____

I HEREBY DECLARE AND AFFIRM that I am duly authorized representative of:

Name of Bidder/Proposer

and that I have personally reviewed the material and facts set forth herein describing our proposed plan to achieve the MBE/WBE goals of this contract.

All MBE/WBE firms included in this plan have been certified as such by the City of Chicago (Letters of Certification Attached).

I. Direct Participation of MBE/WBE Firms

(Note: The bidder/proposer shall, in determining the manner of MBE/WBE participation, first consider involvement with MBE/WBE firms as joint venture partners, Subcontractors, and suppliers of goods and services directly related to the performance of this contract.)

A. If bidder/proposer is a certified MBE or WBE firm, attach copy of the City of Chicago Letter of Certification. (Certification of the bidder/proposer as a MBE satisfies the MBE goal only. Certification of the bidder/proposer as a WBE satisfies the WBE goal only.)

B. If bidder/proposer is a joint venture and one or more joint venture partners are certified MBEs or WBEs, attach copies of Letters of Certification and a copy of Joint Venture Agreement clearly describing the role of the MBE/WBE firm(s) and its ownership interest in the joint venture.

C. MBE/WBE Subcontractors/Suppliers/Consultants:

1. Name of MBE/WBE: _____
Address: _____
Contact Person: _____ Phone: _____
Dollar Amount Participation: \$ _____
Percent Amount of Participation: _____ %
Schedule C-1 attached? Yes ____ No ____* *(see next page)

2. Name of MBE/WBE: _____
Address: _____
Contact Person: _____ Phone: _____
Dollar Amount Participation: \$ _____
Percent Amount of Participation: _____ %
Schedule C-1 attached? Yes ____ No ____*

3. Name of MBE/WBE: _____
Address: _____
Contact Person: _____ Phone: _____
Dollar Amount Participation: \$ _____
Percent Amount of Participation: _____ %
Schedule C-1 attached? Yes ____ No ____*

4. Name of MBE/WBE: _____
Address: _____
Contact Person: _____ Phone: _____
Dollar Amount Participation: \$ _____
Percent Amount of Participation: _____ %
Schedule C-1 attached? Yes ____ No ____*

5. Name of MBE/WBE: _____
Address: _____
Contact Person: _____ Phone: _____
Dollar Amount Participation: \$ _____
Percent Amount of Participation: _____ %
Schedule C-1 attached? Yes ____ No ____*

6. Attach additional sheets as needed

*All Schedule C-1s and Letters of Certification not submitted with bid/proposal must be submitted so as to assure receipt by the Contract Administrator within ten (10) business days after bid opening (or proposal due date.)

II. Indirect Participation of MBE/WBE Firms

(Note: This Section need not be completed if the MBE/WBE goals have been met through the direct participation outlined in Section I. If the MBE/WBE goals have not been met through direct participation, Contractor will be expected to demonstrate that the proposed MBE/WBE direct participation represents the maximum achievable under the circumstances. Only after such a demonstration will indirect participation be considered.)

MBE/WBE Subcontractors/Suppliers/Consultants proposed to perform work or supply goods or services where such performance does not directly relate to the performance of this contract:

A. Name of MBE/WBE: _____
Address: _____
Contact Person: _____ Phone: _____
Dollar Amount Participation: \$ _____
Percent Amount of Participation: _____ %
Schedule C-1 attached? Yes ____ No ____* *(see next page)

B. Name of MBE/WBE: _____
 Address: _____
 Contact Person: _____ Phone: _____
 Dollar Amount Participation: \$ _____
 Percent Amount of Participation: _____ %
 Schedule C-1 attached? Yes ____ No ____*

C. Name of MBE/WBE: _____
 Address: _____
 Contact Person: _____ Phone: _____
 Dollar Amount Participation: \$ _____
 Percent Amount of Participation: _____ %
 Schedule C-1 attached? Yes ____ No ____*

D. Name of MBE/WBE: _____
 Address: _____
 Contact Person: _____ Phone: _____
 Dollar Amount Participation: \$ _____
 Percent Amount of Participation: _____ %
 Schedule C-1 attached? Yes ____ No ____*

E. Attach additional sheets as needed.

*All Schedule C-1s and Letters of Certification not submitted with bid/proposal must be submitted so as to assure receipt by the Contract Administrator within ten (10) business days after bid opening (or Proposal due date).

III. Summary of MBE/WBE Proposal:

A. MBE Proposal

1. MBE Direct Participation (from Section I.)

MBE Firm Name	Dollar Amount of Participation	Percent Amount of Participation
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
Total Direct MBE Participation	\$ _____	_____ %

2. MBE Indirect Participation (from Section II.)

MBE Firm Name	Dollar Amount of Participation	Percent Amount of Participation
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %

Total Indirect MBE Participation \$ _____ %

B. WBE Proposal

1. WBE Direct Participation (from Section I.)

MBE Firm Name	Dollar Amount of Participation	Percent Amount of Participation
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
Total Direct WBE Participation	\$ _____	_____ %

2. WBE Indirect Participation (from Section II.)

MBE Firm Name	Dollar Amount of Participation	Percent Amount of Participation
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
Total Indirect WBE Participation	\$ _____	_____ %

To the best of my knowledge, information and belief, the facts and representations contained in this Schedule are true, and no material facts have been omitted.

The Contractor designates the following person as their MBE/WBE Liaison Officer:

Name: _____ Phone Number: _____

I do solemnly declare and affirm under penalties of perjury that the contents of the foregoing document are true and correct, and that I am authorized, on behalf of the Contractor, to make this affidavit.

Signature of Affiant (Date)

State of _____

County of _____

This instrument was acknowledged before me on _____ (date)

by _____ (name /s of person/s)

as _____ (type of authority, e.g., officer, trustee, etc.)

of _____ (name of party on behalf of whom instrument executed)

Signature of Notary Public

Commission Expires: _____ (Seal)

10. DBE/MBE/WBE UTILIZATION REPORT

NOTICE: THIS REPORT IS NOT TO BE COMPLETED AT THE TIME OF BID OR PROPOSAL SUBMISSION. IF AWARDED A CONTRACT WITH AN APPROVED DBE/MBE/WBE PLAN, THE PRIME CONTRACTOR WILL BE REQUIRED TO SUBMIT THIS REPORT IN ACCORDANCE WITH THE REPORTING REQUIREMENTS STATED IN THE SPECIAL CONDITION REGARDING DISADVANTAGED OR MINORITY AND WOMEN BUSINESS ENTERPRISE COMMITMENT.

Contract Administrator: _____ Specification No. 100307
 Phone No. _____ Contract No. _____
 Date of Award: _____
 Utilization Report No. _____

STATE OF: (_____)

COUNTY (CITY) OF: (_____)

In connection with the above-captioned contract:

I HEREBY DECLARE AND AFFIRM that I am the _____
 (Title - Print or Type)

and duly authorized representative of _____
 (Name of Company - Print or Type)

 (Address of Company) (Phone)

and that the following Disadvantaged, Minority and Women Business Enterprises have been contracted with, and have furnished, or are furnishing and preparing materials for, and rendering services stated in the Contract agreement.

The following Schedule accurately reflects the value of each DBE/MBE/WBE sub-agreement and the amounts of money paid to each to date.

DBE/MBE/WBE Firm Name	Indicate Type of Firm (DBE/MBE/WBE)	Amount of Contract	Amount Paid To-Date
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____

Amount Billed to City: \$ _____

Amount Paid to Prime Contractor: \$ _____

For each DBE/MBE and/or WBE listed on this report, briefly describe the work or goods/services provided in relation to this contract. (Indicate line items, if applicable)

DBE/MBE/WBE Name Description of Work/Services and/or Goods Provided

DBE/MBE/WBE Name	Description of Work/Services and/or Goods Provided

I do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing document are true and correct, and that I am authorized, on behalf of the Contractor, to make this affidavit.

Name of Contractor: _____
(Print or Type)

Signature: _____
(Signature of affiant)

Name of Affiant: _____
(Print or Type)

Date: _____
(Print or Type)

State of _____

County (City) of _____

This instrument was acknowledged before me on _____ (date)

by _____ (name/s of person/s)

as _____ (type of authority, e.g., officer, trustee, etc.)

of _____ (name of party on behalf of whom instrument was executed).

Signature of Notary Public

Commission Expires: _____ (Seal)

11. DETAILED SPECIFICATIONS

11.1 GENERAL SCOPE OF WORK

The custodial, window washing, paper hand towel dispensers, toilet paper dispensers, hand soap dispensers, hand sanitizer dispensers, sanitary napkin/tampon dispensers, paper toilet seat covers and dispensers, maintenance and service of wall mounted sharps disposal systems and wall mounted air freshener services provided under this contract shall include all management, supervision, labor, parts, equipment, material, consumable supplies, tools, transportation, safety equipment (PPE) in order to provide the services described in the Detailed Specifications on a 365 day per year / 7 day per week / 24 hour per day basis at O'Hare International Airport ("Airport") Outlying Buildings (**Exhibit 1**) in accordance with the terms and conditions of this specification, and as required by the Chicago Department of Aviation ("CDA"). In addition, the Contractor must furnish, install, maintain and service the sanitary napkin/tampon dispensers, paper toilet seat cover dispensers, wall mounted sharps disposal systems and wall-mounted air freshener systems at the Airport Outlying Buildings.

11.2 AREAS OF RESPONSIBILITY

This specification requires Custodial and Window Cleaning Services for the Outlying Buildings. The Commissioner reserves the right to add or delete locations as required, or to limit areas based on operational characteristics without formal modification to the contract. The areas include but are not limited to:

Outlying City of Chicago Buildings: H&R Plant (Heating & Refrigeration Plant), AMB/Warehouse (Skilled Trades Center and City Warehouse), AMC, Radio Shop, Police Station/Building (Burlington Bldg.), four (4) Fire Houses and ARFF Training Control Center, South Airfield Trailers (SAF); Buildings: Administration (AAB)/8004, Safety-Security/0850 and Triage Mobile Unit, 303/O'Hare Training Complex, fifteen (15) Aviation Security Posts, ATS City of Chicago Office, Taxi/Limo Lot, and VIP Trailer.

Note: The term Outlying Buildings will be defined as those buildings listed in the above paragraph and any other buildings that may be added during the course of the contract.

The Outlying Buildings are divided into the North (Zone 1) and South (Zone 2) areas of the Airport for the roving crew that will provide cleaning services for the following buildings:

Zone 1-North Airport Area: Aviation Security Posts 1, 2, 2A, 12, 14, 15, Fire House #2 (702), Fire House #4 (701), ARFF Training Control Center (704), Radio Shop, ATS City Office in Remote Parking Lot E, and VIP Trailer (Post 1). Custodial services performed will be cleaning of security booths, City offices, restrooms, locker rooms, lunch rooms, break rooms, stairs, and elevators. Window Washers will clean all interior and exterior glass.

Zone 2-South Airport Area: Aviation Security Posts 3, 4, 5, 5A, 7, 8, 10, 11, 14A, Snow Trailer-Post 11 (seasonal), Fire House #1 (602), and Fire House #3 (475). Custodial services performed will be cleaning of security booths, City offices, restrooms, locker rooms, lunch rooms, break rooms, stairs, and elevators. Window Washers will clean all interior and exterior glass.

Exception: Custodial Services for Fire Houses #1-2-3-4 will consist of quarterly stripping and waxing of the kitchens, hallways, offices and sleeping quarters. Custodial services performed for the ARFF Training Control Center will be detailed cleaning of the restroom, control office and stairs.

Custodians will be required to perform cleaning and custodial duties indoors only. **NO** custodial work will be required to be performed on the exterior of the Outlying Buildings, except for window cleaning services, which must be performed by window cleaners.

The Outlying Buildings' operational and occupant capacity, building layout, and maintenance requirements described in the Detailed Specifications may change and/or grow over time. Factors driving possible growth, relocation and changes may include:

- Expanded and changing Federal Aviation Security requirements
- Aviation operational growth and expansion

- Significant, ongoing business and operational changes in the airline industry

The selected contractor must be prepared to operate in this dynamic, customer-oriented work environment and must be flexible, innovative and prepared to adapt to these changes. There are approximately 400,480 cleanable square feet in the Outlying Buildings (**Exhibit 2**). The square footage may be increased by up to 2% (two percent) and the cleanable square footage may be increased to an additional 8,010 square feet at no additional cost to the monthly maintenance.

ADJUSTMENT OF MONTHLY PRICE FOR ADDING OR DELETING SQUARE FOOTAGE IN EXCESS OF 8,010 SQUARE FEET:

The CDA may add or remove up to 8,010 square feet of cleanable square footage on a permanent or temporary basis with no adjustment to the all inclusive monthly price for services. For any square footage in excess of 8,010 square feet, added or removed, either permanently or temporarily, the Contractor's original monthly price (or current monthly price as adjusted pursuant to annual price adjustment language beyond year 1 of the contract) will be adjusted (increased or decreased) proportionally on a percentage basis.

For example, assuming a monthly bid price of \$1,000,000 and the CDA requesting to add 12,015 square feet beyond the 400,480 cleanable square feet included in the Contract, the Contractor would be allowed to request an increase of 1% (0.01) which is calculated as follows: the first 8,010 additional square feet are included at no additional cost. The next 4,005 square feet represent 1% (0.01) of the original 400,480 square feet included in the contract and as a result the monthly price would increase by \$10,000 (1% of the assumed bid price of \$1,000,000 per month) to \$1,010,000.

In calculating adjustments, all rounding will be to two (2) decimal places.

The request to increase price will require a formal contract modification and require a written price adjustment request from the Contractor to the Commissioner. In the event of a decrease in price, a formal modification will not be required.

Please note that regardless of the size of the increase or decrease, the Contractor still must meet the performance standards detailed in the contract.

11.3 MINIMUM PERFORMANCE REQUIREMENTS

The Contractor must maintain an overall acceptable level of cleanliness and quality of workmanship, as determined by the Commissioner of CDA, for all areas within the first month of the Contract period. That accepted level of cleanliness and quality of workmanship must, at minimum, be maintained throughout the entire Contract period and any Contract extension periods, if any. Without limiting the foregoing, all areas must be free from dirt, debris, spills, stains and trash/recycling. All responses to facility cleaning emergencies will be immediate. All materials will be fully stocked and work will be performed in an expeditious and professional manner.

The CDA will oversee all work being performed by the Contractor. At no time is the Contractor permitted to utilize its personnel who are actively working on other contracts to perform the services required under this Contract (i.e., the same work hour(s) for which other customers of Contractor are paying).

The Contractor must report status and condition of the Outlying Buildings on a daily basis including notification of a problem/deficiency, repair, and safety issue to CDA's representative. The Contractor will render and manage these services as a coordinated team, which is responsible for continuously clean, functional, safe, efficient, properly cleaned facilities and fully stocked restrooms as described in the Detailed Specifications. The Contractor will be directly accountable to, and directly supervised by, a CDA point of contact, for Contract tasks, additional tasks, and its overall performance of assigned tasks, duties, services (i.e., Contract performance).

The Contractor will meet with the CDA Contract Administrator on a daily, weekly and monthly basis to provide work status updates and service goals. Such updates will include reports on staffing levels, any safety issue, identified problem/deficiency, repair, with special emphasis on repair issues in the restrooms (i.e., non-working faucets, toilets, dispensers), and building facilities. Contractor's General Manager and Shift Managers will conduct continuous 24/7 inspections of the Outlying Building facilities and restrooms. Staffing shall be adjusted at the discretion of the CDA based upon Airport operational growth, building layouts, relocations, and other variables

effecting building allocation. Staffing levels may be adjusted at any time upon receipt of written notice from the CDA to the Contractor.

11.4 SUSTAINABILITY REQUIREMENTS

The Chicago Department of Aviation (CDA) is embracing the best possible environmental, social, and fiscally responsible practices to enhance the quality of life and complement the overall mission and goals of the City of Chicago. The Sustainable Airport Manual (“SAM”) is an integral part of Chicago’s ongoing efforts toward implementing more environmentally sustainable buildings and civil infrastructure, incorporating best practice guidance for planning, operations and maintenance of all City airport facilities and functions, and those of its tenants.

The purpose of the SAM is to integrate airport-specific sustainable planning and practices early in the design process, through planning, construction, operations, maintenance and all airport functions with minimal impact to schedule or budget. To achieve greater success, the SAM should be considered in every aspect of a project and daily activities. The SAM is available at www.airportgoinggreen.org/SAM.

To assist in implementation, monitoring and enforcement of these requirements, a representative from the CDA Environment Division will participate in routine meetings with the Contractor.

Sustainability: Administrative

For purposes of this Contract, the following SAM sustainability requirements apply to all Contractor Administrative Work associated with this contract, both on- and off-site:

SAM 2.0 Reference

Green Meetings

Green Meeting Practices guide meeting hosts, planners and attendees toward more eco-friendly meetings and incorporate environmental considerations into planning and conducting meetings in order to minimize the negative impact on the environment. Whenever applicable, Contractor must follow the green meeting practices outlined in SAM, or existing corporate sustainability policy, whichever is more stringent.

AP1

Document Reduction and Recycling Initiative (DRRI)

The DRRI is intended to reduce the volume of paper used and facilitate the recycling of documents. Contractors must implement the DRRI, which has the following main objectives in the context of the work under this specification: 1) Identify and issue only essential paper copies, 2) Provide a simple, yet effective means for recycling documents.

AP2

Corporate Sustainability Policy

Keeping with the spirit and intent of the SAM, Contractor working in support of CDA on this project must establish and adopt its own corporate policy on sustainable practices within 60 days of contract execution. Contractor is also required to identify and maintain an "Environmental Liaison" to facilitate the dissemination of environmental information within the workplace and create a link with CDA staff for environmental issues.

AP3

Recycled Content Paper

Intended to reduce the need for virgin materials, energy, and waste associated with the production of paper by promoting the use of recycled content paper. Contractor is required to purchase and utilize print/copy paper that is chlorine-bleach free.

AP5

AND

For all office paper purchased for routine daily business administration and operations, minimum 30% recycled content is required.

Storage and Collection of Recyclables

If administrative space is assigned and designated by CDA for Contractor use, Contractor must utilize dedicated area or areas that serve for the collection and storage of materials for recycling, including paper, corrugated cardboard, glass, plastics and metals. When CDA implements a composting program, an area must also be dedicated to collection and storage of compostable food waste for the Contractor.

None

Sustainability: Custodial

For purposes of this contract, the following sustainability requirements apply to all Contractor custodial Work:

Equipment Maintenance

In order to minimize the environmental impact of construction and maintenance equipment and associated maintenance activities, Contractor must follow the requirements of the CDA's Best Management Practices (BMP) Manual.

OM1.1

Green Cleaning: Sustainable Cleaning Equipment

Intended to reduce the exposure of occupants and maintenance personnel to potentially hazardous chemical, biological, and particulate contaminants, which adversely affect air quality, human health, and the environment. Contractor is required to implement a program for the use of janitorial equipment that reduces building contaminants and minimizes environmental impact. The cleaning equipment program must require the following:

- If any new equipment is purchased by the Contractor for provision of services under this contract, and Energy Star rated equipment is available that will provide the performance required for services, Contractor must purchase the Energy Star rated equipment. This requirement does not apply to any existing equipment. Vacuum cleaners are certified by the Carpet and Rug Institute "Green Label" Testing Program for vacuum cleaners and operate with a sound level of less than 70dBA.
- Carpet extraction equipment used for restorative deep cleaning is certified by the Carpet and Rug Institute's "Seal of Approval" Testing Program for deep-cleaning extractors.
- Powered floor maintenance equipment, including electric and battery-powered floor buffers and burnishers, is equipped with vacuums, guards and/or other devices for capturing fine particulates and operates with a sound level of less than 70dBA.
- Automated scrubbing machines are equipped with variable-speed feed pumps and on-board chemical metering to optimize the use of cleaning fluids.
- Powered equipment is ergonomically designed to minimize vibration, noise, and user fatigue.
- Equipment is designed with safeguards, such as rollers or rubber bumpers, to reduce potential damage to building surfaces.
- Contractor must maintain a log for all powered cleaning equipment to document the date of equipment purchase and all repair and maintenance activities and include vendor specification sheets for each type of equipment in use, for review by CDA as requested.

OM5.6.1

Implement Employee Sustainability Training Program

In keeping with the spirit and intent of the SAM, Contractor must establish, adopt and implement their own employee sustainability training program within 60 days of contract execution.

OM7.2

Staff Training

To support and encourage the operations, maintenance, upgrade, and project team integration for implementation of sustainability requirements, at least one principal participant of the project team must be LEED-credentialed or become LEED-credentialed within 180 days of contract execution.

OM7.3

Reduction of Plastic Waste: Biodegradable Trash Bags

Intended to reduce the amount of plastic that is sold and ultimately disposed within the Outlying Buildings, Contractor is required to use only biodegradable trash bags that, once at a landfill, break down at a faster rate than traditional trash bags.

CT12.9.3

Green Procurement Policy

Intended to reduce the environmental impact of products and services by developing a Green Purchasing Program. Contractor is required to purchase supplies, materials, equipment, and other products meeting or exceeding the minimum requirements of the Green Product Listing below, if such items are reasonably available that meet applicable OSHA, CDC, or similar public health requirements.

AP4

The Green Product Listing provides minimum bio-based content requirements and acceptable ranges for recovered fibers which the Contractor must meet.

Green Product Listing (SAM 2,0 Reference AP-A)

Product	Product Type	Content Levels
Cleaning Products		
Adhesive and Mastic Removers	---	58% minimum biobased content
Bathroom and Spa Cleaners	---	74% minimum biobased content
Carpet and Upholstery Cleaners - General Purpose	---	54% minimum biobased content
Carpet and Upholstery Cleaners – Spot Removers	---	7% minimum biobased content
Dust Suppressants	---	85% minimum biobased content
Floor Strippers	---	78% minimum biobased content
Glass Cleaners	---	49% minimum biobased content
Graffiti and Grease Removers	---	34% minimum biobased content
Hand Cleaners	---	64% minimum biobased content
Hand Sanitizers	---	73% minimum biobased content
Household Cleaners, General Purpose	---	39% minimum biobased content
Industrial Cleaners	---	41% minimum biobased content
Laundry Products - General Purpose	---	34% minimum biobased content
Laundry Products - Pretreatment/ Spot Removers	---	46% minimum biobased content
Multipurpose cleaners	---	56% minimum biobased content
Sorbents	---	89% minimum biobased content
Paper and Plastic Janitorial Supplies		
Bathroom tissue	---	20-100% recovered fiber, including 20-60% post consumer fiber
Facial tissue	---	10-100% recovered fiber, including 10-15% post consumer fiber
General purpose industrial wipers	---	40-100% recovered fiber, including 40% post consumer fiber
Paper towels	---	40-100% recovered fiber, including 40-60% post consumer fiber
Plastic trash bags	---	10-100% post consumer plastic
Industrial cleaners		
All	---	41% minimum biobased content

Sustainability: CDA & Tenant Assistance

At the discretion of CDA, the Contractor may be required to provide assistance directly to CDA and/or its tenants in the following areas. See SAM for additional details (www.airportsgoinggreen.org/SAM):

Solid Waste Management: Waste Stream Audit

During the term of this contract, CDA may wish to conduct a waste stream audit (conducted under separate contract), and Contractor may be asked to participate in completing CDA-provided forms addressing, for example, the number of trash/recycling pulls conducted by Contractor in a given week within the building(s).

Community Education

From time to time, CDA may request Contractor for information and assistance in promoting awareness of CDA Divisions and tenant environmental and sustainability initiatives.

Sustainability: Encouraged Activities

During the period of this Contract, the following Contractor activities are encouraged. See SAM for additional details (www.airportsgoinggreen.org/SAM):

Source Reduction and Repurposing of goods

Contractor is encouraged to change the purchase or use of material and products to reduce the amount of waste that is disposed of at landfills. This may include buying materials in concentrate, bulk, or products with reduced packaging or selecting supply chains that include “take-back” programs or provisions. Contractor is encouraged to find appropriate opportunities for reuse of materials, equipment and products to reduce demand for virgin materials and reduce waste, thereby lessening impacts associated with the extraction and processing of virgin resources.

Reduction of Plastic Waste: Plastic Bottles

Contractor is encouraged to use reusable containers or biodegradable bottles in place of single-use plastic bottles to reduce the amount of waste generated.

Alternative Commuting Transportation for Employees, SAM 2.0 Reference: OM1.8

Contractor is encouraged to promote the use of commuting by alternative transportation in order to reduce pollution and land development impacts from conventional automobile use for commuting trips.

Innovation in Operations & Maintenance, SAM 2.0 Reference: OM6.0

The CDA believes that in many cases, Contractors may know best how to enhance sustainability of their own activities and operations. Therefore, the CDA encourages innovation within the Contractor team to routinely review, identify and implement new ideas, purchasing policies and actions to improve overall sustainability.

DOCUMENTATION (SAM 2.0 Reference, OM8.1)

Documenting Sustainable Measures

To assist in implementation, monitoring and enforcement of these requirements, a representative from the CDA Environment Division will participate in routine meetings with the Contractor to ensure that the requirements included herein are implemented and to review progress with the Contractor regarding data collection and reporting requirements. Annually on the contract anniversary date, Contractor is required to document and report on their sustainability measures. CDA requires that the Contractor track these efforts over the life of the contract and provide CDA a comprehensive report documenting both successes and failures of pursuing the sustainability measures required and encouraged as part of this Contract. This report shall be submitted to the Commissioner of Aviation and copied to samdocs@cityofchicago.org.

SAM Rating System

In addition to any requirements included within the scope and work services agreement, all activities conducted within this Contract are subject to review and rating through the Operations & Maintenance Chapter of the SAM. Contractors are strongly encouraged to incorporate as many sustainable elements and practices into their efforts as possible. The SAM Operations & Maintenance Chapter is designed to certify the sustainability of ongoing building operations, operational and maintenance procedures, system upgrades, minor space-use changes, and minor facility alterations or additions, and training and educational programs. The SAM is available at www.airportsgoinggreen.org/SAM.

11.5 SAFETY

Contractor will develop and maintain a written safety policy and standard operating procedures, in accordance with OSHA (www.osha.gov), American Standards Institute ("ANSI") (www.ansi.org), and all other applicable standards. The Contractor's written safety policy and training program, subject to CDA Safety approval, must be provided to the CDA Safety Section for approval two (2) weeks prior to the start date of the contract. Contractor is responsible for the OSHA training of its employees, purchasing and maintenance of PPE (Personal Protective Equipment) for its employees.

Contractor will comply with all Federal, State and local regulatory requirements for all hazards. The Contractor will be responsible for disposal of all bloodborne pathogens within their area of responsibility in compliance of all elements contained in OSHA Bloodborne Pathogen Standard, 29 CFR 1910.1030. The Contractor will inform the CDA Safety Division in writing within 24 hours of any violation notice or opening conference by any regulatory agency within 24 hours of occurrence. The Contractor will furnish the CDA Safety Division a copy of all required annual tests. It will again inform the CDA Safety Division of any abatement and/or response given to any regulatory agency or insurance company simultaneously at the time the response is issued.

11.6 MATERIALS HANDLING AND STORAGE

The Contractor must be prepared to operate in the dynamic, customer-oriented work environment and must be flexible, innovative and prepared to adapt to these changes. This section addresses the external and internal movement of materials and equipment throughout the multi-building Airport area. The Contractor must, while rendering the services described in the Detailed Specifications, be prepared to address the following Airport general operational considerations:

- The AAB (8004) will be the main storage area (**Exhibit 3**).
- There is no storage at the Aviation Security Posts. There is limited storage at Outlying Buildings 0850, H&R Plant, AMB/Warehouse, AMC, Police Station/Burlington, South Airfield Trailers, and Taxi/Limo Lot. Limited storage is a janitorial closet with sink and shelving.
- Delivery hours of supplies and materials by truck/tractor trailer are to be scheduled between the hours of 7:00 a.m. to 4:00 p.m. Monday through Friday.
- All items (e.g. consumable goods, equipment, machinery) delivered through Aviation Security Posts will be inspected and screened before entry is permitted.
- Storage areas and supply rooms shall be kept free from accumulation of materials that constitute hazards from tripping, fire, explosion, or pest harborage. Contractor must comply with all City of Chicago Building Codes, so as not to constitute a Fire Code and/or Electrical Code violation in the storage of materials.
- Storage of material shall not create a hazard, for example, bundles, etc. stored in tiers shall be stacked, blocked, interlocked and limited in height so that they are stable and secure against sliding or collapse.
- Supplies and materials delivered to locations throughout the Airport using flat bed trucks, manual pallet jack, or powered pallet jack must have non-marking wheels.
- All material handling equipment must be operated in a safe manner and equipment inspections performed as required.
- CDA has authorized that freight elevators be used, whenever possible, to transport supplies and equipment.
- All delivery trucks and or trailers must have hydraulic tail gates to unload materials or supplies, not all Outlying Buildings have loading docks.
- Contractor is expected to keep on hand a minimum of a 7-day supply of consumable goods, and have the ability to replenish supplies within 24-hours to maintain an adequate inventory in the Outlying Buildings to cover all locations and shifts.
- Contractor will be responsible for shipping supplies, equipment, consumable goods, and materials to the Airport. Also, Contractor will be responsible for all receiving under the guidance of their on-site management staff, stocking and restocking using their own custodial staff.

11.7 COMMUNICATION

Contractor must provide a twenty-four (24) hour answering service to respond to inquiries from the CDA.

The Contractor must provide service and maintenance personnel communication devices that insure two-way communication between the Contractor's base and individuals on duty at the Airport.

CDA must be able to have direct contact with the Contractor's General Manager and management staff 365 days per year, 7 days per week / 24 hours per day basis by providing cellular, data, fax, and land lines at no additional cost to the City.

The CDA Management Staff will communicate on a daily and regular ongoing basis with the General Manager and Shift Managers employed by the Contractor concerning day-to-day and other routine and non-routine operational matters. If necessary, however, CDA Management Staff will communicate with the Contractor's management staff concerning other operational concerns.

11.8 UNIFORMS

Contractor's service personnel must wear appropriate colored uniforms provided by the Contractor at no additional cost to the City. The Commissioner has the right of approval of all uniforms. The uniforms are to reflect a professional appearance, and to be kept clean and neat.

Department of Aviation ID badges are required to be displayed (above the waist) at all times while on Airport property.

11.9 REPORTING

All complaints or comments received by the Contractor regarding the general cleanliness, restroom and dispenser repairs, maintenance or employees must be immediately submitted to the Commissioner's designee in writing or by electronic methods (i.e., Fax or E-Mail, Restroom Checklist, response to 311 calls/complaints, restroom repairs, work orders).

The Commissioner will be responsible for responding to all complaints and comments received.

The Contractor must not correspond or otherwise communicate with the public except as instructed in writing (i.e., Fax or E-Mail) by the Commissioner.

CDA reserves the right of approval on all reporting forms. CDA will notify the Contractor two (2) weeks in advance of any changes in the reporting system.

Other Reporting Processes:

- Contractor will issue a monthly Operational Report to CDA. The Operational Report will address work status updates and service goals along with planned tasks and outcomes, i.e., work completed, operational inspections due and completed in reporting month, and results from cleaning inspections.
- Contractor will advise and assist in the investigation of accidents, damage to City property and losses to determine causes.
- Contractor will report all accidents, incidents, and injuries in the Outlying Buildings and facilities, and follow all CDA policies and procedures for documenting promptly, accurately, and appropriately.

11.10 CUSTOMER SERVICE

Everyone who works at the Airport is an "Ambassador" of the City of Chicago, and the Chicago Airport System. Employee training, courteous demeanor and customer service are essential. A minimum of 2 hours of customer service training annually per employee is required. CDA must give advanced approval of the curriculum and the Contractor must provide documentation of training.

11.11 TRADE NAME

In cases where an item is identified by a manufacturer's name, trade name, catalog number, or reference, it is understood that the bidder proposes to furnish the item so identified and does not propose to furnish an equal unless the proposed "equal" is definitely indicated therein by the bidder.

Reference to a specific manufacturer, trade name, or catalog is intended to be descriptive but not restrictive and only to indicate to the prospective bidder items that will be satisfactory. Bids on other makes and catalogs will be considered, provided each bidder clearly states on the face of the proposal exactly what is proposed to furnish, or forwards with the bid, a cut, illustration, or other descriptive matter which will clearly indicate the character of the item covered by the bid.

11.12 SANITARY NAPKIN/TAMPON DISPENSERS, PAPER TOILET SEAT COVERS AND DISPENSERS, AIR FRESHENER SYSTEMS, AND WALL MOUNTED SHARPS DISPOSAL SYSTEMS INSTALLATION AND MAINTENANCE

All costs for the work and services described herein, including the napkin/tampon dispensers, paper toilet seat covers and dispensers, air freshener system, and sharps disposal system which may be increased as provided below, are incidental to the Contract. The price quoted on the Proposal Pages as the monthly price is the full bid price including delivery to destination, all transportation and handling charges, material or service costs, patent royalties, installation and all other overhead charges of every kind and nature.

The cost of all the vending machine dispensers, replacement parts, napkins, tampons, paper toilet seat covers and dispensers, air freshener system, odor counteractant refills, batteries, and daily service and maintenance must be included in the monthly cost. This is an all-inclusive cost including, but not limited to installation, procurement, repair, and servicing of these systems as well as the procurement of replacement parts and consumable supplies are to be incorporated in the monthly price. All vending machine dispensers, replacement parts, paper toilet seat cover dispensers, and air freshener systems become the property of the City at the conclusion of the contract. The wall mounted sharps disposal system will become the property of the City at the conclusion of the contract.

The napkin, tampon, paper toilet seat cover and air freshener systems currently installed in the restrooms are property of the City of Chicago Department of Aviation. The winning Contractor may use any or all of these items in the performance of the Contract, but will be responsible for repairing, replacing or installing in areas where the required equipment is not already in place.

1. Currently there are five (5) women's restrooms and one (1) locker room at the Outlying Buildings which have sanitary napkin/tampon vending machine dispensers. All are CDA owned and CDA installed. There are sixty-eight (68) women's, men's and non-gender restrooms and locker rooms at the Outlying Buildings which have paper toilet seat cover dispensers installed. All are CDA owned and installed. There are thirty-one (31) women's and men's restrooms and locker rooms at the Outlying Buildings which have air freshener systems installed. All are CDA owned and installed. **Exhibit 4** is a breakdown and location of the sanitary napkin/tampon vending machines, paper toilet seat cover dispensers, and air freshener systems at each building.

Five (5) women's restrooms and one (1) locker room have six (6) napkin/tampon vending dispensers. Sixty-eight (68) restrooms which include twenty (20) men's, twenty (20) women's restrooms, and twenty-eight (28) non-gender restrooms, have a total of one-hundred twenty-seven (127) paper toilet seat cover dispensers. Thirty-one (31) restrooms which include eight (8) men's, eight (8) women's and seven (7) non-gender restrooms, and four (4) men's and four (4) women's locker rooms have forty-seven (47) air freshener systems.

It is CDA's intention to have the Contractor, purchase, install, refill, and repair the napkin/tampon vending machine dispensers in the women's restrooms in the Outlying Buildings. It is CDA's intention to have the Contractor purchase, install, refill, and repair the paper toilet seat cover dispensers in the men's and women's restrooms in the Outlying Buildings. It is CDA's intention to have the Contractor purchase, install, refill, and repair the air freshener systems in the men's and women's restrooms in the Outlying Buildings.

2. Contractor will be responsible for procuring, installing and repairing the vending machine dispensers, paper toilet seat covers and dispensers, air freshener systems, sharps disposal systems, and all replacement parts; and procuring the napkins, tampons, odor counteractant refills, batteries, red sharps containers and wall mounted cabinets, and refill and service the vending machine dispensers, paper toilet seat cover dispensers, air freshener systems and sharps disposal systems on a 365 day per year / 7 day per week / 24 hour per day basis throughout the life of the contract. The Contractor may use the existing equipment in place or, at their own cost, remove and replace with other equipment. New equipment must be approved by the Commissioner prior to installation.

3. All vending machine monies will be collected and retained by the Contractor.

4. The CDA reserves the right to add or delete locations and vending machines, dispensing units, air fresheners and wall mounted sharps disposal systems during the Contract.

5. The Contractor may utilize all or part of the existing vending machine dispensers, paper toilet seat cover dispensers, and air freshener systems on a temporary or permanent basis provided the Contractor demonstrates its ability to service and maintain the existing systems. Any parts of the systems not utilized by the Contractor must be legally disposed of by the Contractor at no additional cost to the CDA. The Contractor is not allowed to dispose of material in CDA garbage.

6. Price per vend will not exceed the following during the entire Term of the Contract:

Sanitary Napkin	=	\$0.50/each
Tampon	=	\$0.50/each

7. Feminine napkins must be vended, individually wrapped or packaged, 100% flushable and biodegradable.

8. Tampons must be vended, individually wrapped or packaged, 100% flushable and biodegradable, seamless cardboard applicator, and cord sewn into the length of the tampon for secure removal.

9. The currently installed vending machines are:

a. Napkin/Tampon Dispenser: Rochester Midland J6-RC

10. There are five (5) restroom and one (1) locker room locations with a total of six (6) napkin/tampon vending dispensers at the inception of the Contract, in the Outlying Buildings. At the inception of the contract, in seven (7) women's restrooms the Contractor will install seven (7) napkin/tampon vending dispensers. The CDA reserves the right to add or delete napkin/tampon vending machine locations during the term of this Contract. The total number of napkin/tampon vending dispensers may be increased by two (2) and the number of restrooms may be increased to an additional two (2) at no additional cost to the monthly maintenance. The napkin/tampon vending dispensers will be included in the monthly cost.

11. There are sixty-eight (68) restroom locations with a total of one-hundred twenty-seven (127) paper toilet seat cover dispensers at the inception of the Contract, in the Outlying Buildings. At the inception of the contract, in ten (10) restrooms (four (4) women's, four (4) men's and two (2) non-genders) the Contractor will install ten (10) paper toilet seat covers and dispensers. The CDA reserves the right to add or delete paper toilet seat cover dispenser locations during the term of this Contract. The total number of paper toilet seat cover dispensers may be increased by thirteen (13) and the number of restrooms may be increased to an additional seven (7) at no additional cost to the monthly maintenance. The paper toilet seat covers and dispensers will be included in the monthly cost. The paper toilet seat covers will be biodegradable.

12. The currently installed air freshener dispenser system is:

a. Technical Concepts TCell #402092

13. There are thirty-one (31) restroom locations eight (8) men's, eight (8) women's and seven (7) non-gender restrooms) and four (4) men's and four (4) women's locker rooms with a total of forty-seven (47) air freshener systems at the inception of the Contract in the Outlying Buildings. CDA reserves the right to add or delete air freshener system locations during the term of this Contract. The total number of air freshener systems may be increased by four (4) and the number of restrooms may be increased to an additional four (4) at no additional cost to the monthly maintenance. The air freshener systems will be included in the monthly cost.

11.13 SHARPS DISPOSAL SYSTEM

It is CDA's intention for the Contractor to install wall mounted sharps disposal systems in designated men's and women's restrooms, currently totaling eighteen (18) restrooms, at O'Hare International Airport's Outlying Buildings. The Contractor will be responsible to purchase, install, repair, service, transport and dispose the sharps container boxes according to OSHA Bloodborne Pathogen Standard 1910.1030.

1. Contractor will inspect the sharps disposal systems daily checking for usage, cabinet repairs, locking mechanism, and any tampering.
2. Contractor will be solely responsible to ensure that the sharps disposal cabinets are locked at all times, and the locking mechanisms are fully operational. If a locking mechanism is not fully operational, and the cabinet and sharps disposal box cannot be secured, the sharps disposal box will be immediately removed until the cabinet lock is repaired or replaced. A printed courtesy sign will be placed over the top of the cabinet stating the cabinet is temporarily out of order, and to prevent sharps from being dropped into the cabinet.
3. Contractor will purchase a touchless deposit Wall Mounted Sharps Disposal System (Cabinet and 5 Qt. Sharps Container Red), Wall-Mounted Hardware and Keys for use at O'Hare International Airport as listed below or of equal specification:
 - a. PlastiProducts Locking Wall Cabinet #143002 (approx. 12.25"W x 5"D x 10"H (11" with container); 5 Qt. Sharps Container Red #141020.
 - b. Unimed Midwest UMISWMU100609 Biohazard Wall Cabinet for Sharp Objects, w/lid; 5 Qt. Sharps Container Red UMI SWMU100609.
 - c. Acu-Market Locking Wall Cabinet #707549; 5 Qt. Sharps Container Red #705152.
4. Key specifications for the touchless deposit wall mounted sharps disposal system are:
 - a. Cabinet must hold a minimum 5-Quart transparent sharps container
 - b. Cabinet must be made of heavy duty material (i.e., plastic or metal)
 - c. Cabinet must have a secure locking device
 - d. Cabinet allows for visual monitoring
 - e. Cabinet is installed with secure wall-mounted hardware
 - f. Sharps container is a minimum 5-Quart and transparent red for visual monitoring
 - g. Sharps container is horizontal drop that maximizes the container's volume
 - h. Sharps container with lid design that limits access and tampering
 - i. Sharps container that is leak proof
5. The wall-mounted sharps disposal system equipment and removal service will be included in the monthly cost.
6. At the inception of the contract, in eighteen (18) restrooms (nine (9) men's and nine (9) women's restrooms) the Contractor will install eighteen (18) sharps disposal systems in the Outlying Buildings. The CDA reserves the right to add or delete sharps disposal systems locations during the term of this Contract. The total number of sharps disposal systems may be increased by four (4) and the number of restrooms may be increased to an additional four (4) at no additional cost to the monthly maintenance. The sharps disposal systems will be included in the monthly cost.
7. Installation of the sharps system is to be completed within thirty (30) days of Contract start.

The Chief Procurement Officer hereby reserves the right to approve as an equal, or to reject as not being an equal, any item the bidder proposes to furnish which contains major or minor variations from specification requirements but which may comply substantially therewith.

11.14 PICTURES AND SPECIFICATIONS

The bidder is required to provide three (3) copies of each of the following informational items with its bid. If unavailable at the time of the bid, the bidder must provide the following materials prior to the award of the Contract.

- A. Current published literature, including renderings and pictures describing the napkin/tampon dispensers and the paper toilet seat cover dispensers if the Contractor elects to use different models than currently in use at O'Hare.

- B. Detailed manufacturer's specifications for the napkin/tampon dispensers and paper toilet seat cover dispensers if the Contractor elects to use different models than currently in use at O'Hare.

11.15 CUSTODIAL AND WINDOW CLEANING SERVICES

All custodial and window cleaning equipment (janitorial carts, mops, buckets, wringers, rags, brooms, dust pans, etc.), power equipment (floor scrubbers, lifts, booms, vacuums, etc.), carpet extractors, cleaning supplies (cleaning chemicals, spray cleaners and polishes, strippers, floor finishes, etc.), and consumable supplies (e.g., toilet tissue, paper towels, paper toilet seat covers, hand soap, hand sanitizer, waste receptacle liners, etc.) will be provided by the Contractor, at no extra cost. Contractors are required to use only biodegradable trash liners (bags) that, once at a landfill, break down at a faster rate than traditional trash liners. (See **Exhibits 5 and 5A** for current or acceptable equipment and supplies list.) CDA will provide storage for consumable goods and cleaning supplies, and Contractor is expected to keep on hand a minimum of a 7-day supply of consumable goods, and have the ability to replenish supplies within 24-hours. The Contractor will also provide Personal Protective Equipment (PPE) supplies (i.e., gloves, goggles, safety vests, harnesses, lanyards, ropes, respirators, masks, etc.) and training in their proper use to their labor work force at the Contractor's cost. The Contractor will be responsible to provide OSHA-documented training in Personal Protective Equipment 1910.132, and Hazard Communication 1910.1200. (Quoted from Title 29, Code of Federal Regulations Part 1910).

The Contractor will provide Custodial Services as further described below and Custodial Cleaning Specifications in **Exhibit 6** to ensure that the Outlying Building occupants are in a clean and fully supplied environment at all times. Custodial Services must meet the following **Performance Requirements** and include:

- Frequent cleaning of interior and exterior surfaces such as interior and exterior glass, metal finishes, floors and any other structural cleaning which the CDA deems necessary or desirable.
- Scheduled cleaning of elevators and elevator tracks.
- Annual cleaning of window shades/blinds in the Outlying Building offices. Prior to the removal of the window shades/blinds, Contractor will inventory and notify CDA in writing the condition of shades/blinds in regard to any missing or damaged shades/blinds. The window shades/blinds will be removed, cleaned off site (washed, not just vacuumed), and reinstalled. All materials, supplies, cleaning agents, and equipment used for this cleaning project will be at the Contractor's cost. There are a total of 528 blinds/shades, the inventory of shades/blinds is as follows:

<u>Building</u>	<u>Blinds</u>
ATS	7 Horizontal
8050	1 Vertical and 40 Horizontal
8004	248 Horizontal
SAF	39 Horizontal
CPD #519	2 Vertical and 21 Horizontal
AAB	20 Horizontal
ARFF (4)	136 Horizontal
H&R Plant	14 Vertical

- Supply of all consumable goods such as toilet paper, paper towels, paper toilet seat covers, hand soap, hand sanitizers and all corresponding dispensers, cleaning supplies, soaps, and towels. CDA reserves the right to set product standards, and to be informed in advance to review and approve product and dispenser changes (Section 1.4 "SAM Manual Compliance")
- Contractor will be responsible for disposal of all bloodborne pathogens within their area of responsibility in compliance of all elements contained in OSHA Bloodborne Pathogen Standard, 29 CFR 1910.1030.
- Refuse handling, to include the removal of refuse from the Outlying Buildings including trash, garbage, recycling and other waste. It must be properly disposed of at a centrally located dumpsite designated by CDA. All recyclable refuse such as aluminum cans, plastic bottles, newsprint, office paper, cardboard, etc., must be put in designated recycling waste receptacles and routed to exterior recycling compactors. CDA will provide all waste and recycling compactors, dumpsters and recycling receptacles. All such handling must be done in a neat, safe, sanitary, and environmentally sound manner, and in accordance

with all applicable laws, ordinances, and CDA/City rules, regulation, policies and procedures. All recycled materials will be collected, processed and stored in sealed plastic bags or as otherwise directed, until pick-up by the Airport's recycling contractor.

11.16 STAFFING PROCEDURES-STAFFING PLAN

The staff schedule will remain relatively regular, but the Commissioner assigns work as needed to the worker types as needed, to any of the locations covered under this Contract.

The Contractor's workers must be constant and dynamic. In other words, except for scheduled breaks, custodial and window cleaning services will be provided continuously without downtime throughout each shift. Unless the task is specified to be periodic – such as carpet cleaning or stripping and finishing (waxing) floors – it must be performed repeatedly throughout the man-hours assigned at each site, as determined within reason by the authorized representative of CDA.

The Contractor must provide such equipment for recording worker attendance (i.e., the installation of punch time clocks or computerized swipe systems at reasonably located areas), and have the capability to produce payroll attendance reports. The Contractor must provide such attendance reports with each invoice. Upon the award of the contract, CDA will install an alternative method for recording worker attendance (e.g., computerized swipe systems in designated Outlying Buildings) whereby Contractor's employees will use their ORD I.D. Badges to swipe in and out.

The Contractor must provide complete and accurate time sheets for each worker. Time sheets must accompany each invoice and must correlate to the attendance records (as described above).

Staffing Plan. The Contractor must provide all necessary personnel to perform the Detailed Specifications and provide qualified replacement personnel if necessary. The Contractor will provide on-site management coverage 365 days per year / 24 hours per day / 7 days per week including afternoons, nights, weekends (Saturday-Sunday), and holidays. Management staff must also be available on an on-call basis 365 days per year / 24 hours per day / 7 days per week. The Staffing Plan will reflect this extended management coverage. In the absence of a scheduled manager, the Contractor will provide CDA the name of the manager who will take the place of the absent manager.

The Staffing Plan must detail the number of personnel, titles, and shifts/hours of operation which the Contractor will implement and use in the provisions of the required services and must be adjusted annually based on any existing or expected changes in building occupancy. The staff must include general management, shift managers, custodial and window washing positions as listed in Section 11.17 "Staffing Positions".

All Key Personnel and the annual Staffing Plan must be approved by the CDA upon the award and prior to the start of the Contract. The Contractor must provide Key Personnel staffing of appropriate gender in order to conduct inspections of Men's and Women's Restrooms on all shifts. The CDA may, at will, disapprove the use of certain personnel on the Contract or require that certain personnel be replaced or reassigned to a different task or area.

11.17 STAFFING POSITIONS

CDA requires the Contractor to provide professional custodial and window cleaning service workers, a General Manager, and Shift Managers, and Window Washer Foreman as a resource of pre-screened and approved workers to provide regularly scheduled round-the-clock services at O'Hare International Airport ("Airport") Outlying Buildings, in accordance with the terms and conditions of this specification, and as required by CDA.

Because the General Manager and Shift Managers, and Window Washer Foreman will be required to communicate with CDA personnel on a regular basis verbally and in writing, personnel in those positions must be fluent in English, and be able to read and write in English at a high school level or better. Custodial workers are not required to be fluent in English, but the General Manager and Shift Managers, and Window Washer Foreman must be able to effectively communicate with the workers they directly supervise.

Below is a list of recommended Key Personnel who must be on site and dedicated to the facilities and Contract (Outlying Buildings). The Key Personnel will ensure that safe, secure, sanitary housekeeping conditions are maintained at all times through the Outlying Buildings and Facilities. The Key Personnel must have the following

experience and/or abilities: minimum high school or GED and advanced education preferred and/or desirable (Associate Degree or Bachelor's Degree); Career Level: Manager (Manager/Supervisor of Staff); fluent verbal and written English communication skills; excellent customer service skills; excellent organizational skills; ability to handle multiple tasks and work independently; excellent interpersonal skills; excellent leadership skills and a track record in developing employees to their full potential; professional appearance; available to work split shifts, nights, weekends, holidays; minimum two years work experience in the janitorial or service industry preferred.

11.18 GENERAL MANAGER DUTIES

The General Manager will have overall responsibility for the Contract, including all Subcontractors. The General Manager will be the primary contact person for the CDA, City of Chicago. He/She will be dedicated to the Contract, and will be based at the Airport. The General Manager will be responsible to ensure that all work is completed as outlined in the Detailed Specifications of this Contract, and that the quality of this work meets the standards established by CDA. Responsibilities will include: responsible for overall responsiveness of personnel and subcontractors and heads the on-site management team; complies all reports required under the Detailed Specifications; accountable for quality control, custodial/window washing and procedures, scheduled inspections, repairs and maintenance; develop and maintain effective client relations; is expected to keep on hand a minimum of a 7-day supply of consumable goods, and have the ability to replenish supplies within 24-hours to maintain an adequate inventory in the Outlying Buildings; assist the on-site Shift Managers when needed in handling customer complaints in a professional manner; train and develop Shift Managers and assist them in training and developing their employees in the assigned locations; train and develop a service-oriented team to provide excellent customer service; inspect, monitor, and manage the service and quality performance of the Shift Managers, Window Washer Foreman, custodial workers and window washers; provide positive leadership; comply with safety regulations to ensure a safe workplace; conduct site inspections to insure proper staffing levels are maintained in-house and with Subcontractors; keep CDA management advised of accidents-incidents, property damage, problems, repairs, deficiencies, and be punctual in returning all telephone calls; meet with CDA management on a daily basis; advise CDA management of his/her scheduled vacation and who will perform the General Manager duties in his/her absence. The General Manager will work as a liaison between CDA and the Contractor, and will be available 365 days per year / 24 hours per day / 7 days per week to respond to any problems that may arise at a work site. On-site hours will be between 8:00 a.m. and 4:00 p.m. Monday through Friday at a minimum.

11.19 SHIFT MANAGER DUTIES

The Shift Managers will be assigned to manage the Outlying Buildings on each of the three shifts, for a total of three (3) Shift Managers per day, to provide 365 days per year / 24 hours per day / 7 days per week coverage. The Shift Manager will work under the guidance of the General Manager, and will be dedicated to the Contract and shift, and will be based at the Airport. They will be responsible to ensure that all work is completed as outlined in the Detailed Specifications of this Contract, completes required reporting, and that the quality of this work meets the standards established by CDA. Responsibilities will include: develop and maintain effective client relations; assist the on-site Custodial Staff and Window Washer Foreman when needed in handling customer complaints in a professional manner; assist in training and developing custodial and window washing employees in the assigned locations; schedule employees to ensure proper coverage and smooth operations including Subcontractors; train and develop a service-oriented team to provide excellent customer service; provide positive leadership; direct and train staff to accomplish daily tasks; respond to on-site customer and telephone customer complaints in a timely manner as directed by CDA; comply with all safety regulations to ensure a safe workplace; complete accident-incidents reports and property damage to ensure all paperwork is filled out correctly and in a timely manner; continuous inspection of the Outlying Buildings and facilities, restrooms, Window Washer Foreman, and employees; inform General Manager and CDA of unusual incidents and make recommendations for improvements; handle special projects assigned by the General Manager and/or CDA; complete daily restroom inspection checklist noting any problems, repairs or deficiencies, and turn in daily to CDA; is expected to keep on hand a minimum of a 7-day supply of consumable goods, and have the ability to replenish supplies within 24-hours to maintain an adequate inventory in the Outlying Buildings; maintain custodial and window washing equipment in safe and efficient operation; meet with CDA management on a daily basis. The Shift Manager will be available 365 days per year / 24 hours per day / 7 days per week to respond to any problems that may arise at a work site. On-site hours and shifts will be: 6:00 a.m. to 2:30 p.m., 2:00 p.m. to 10:30 p.m., and 10:00 p.m. to 6:30 a.m. 365 days per year / 24 hours per day / 7 days per week.

11.20 MINIMUM ROUTINE CUSTODIAL SHIFT STAFFING ALLOCATIONS

Each shift is 8-1/2 hours. Each 8-1/2 hour shift includes one ½-hour unpaid “lunch break” and two 15-minute paid breaks. One 15-minute break is permitted before the lunch break and the other 15-minute break is permitted after the lunch break. Breaks cannot be combined to create one longer break. Contractor’s employees are not permitted to sit in private offices or cubicles, nor are they authorized to utilize CDA telephones, faxes and computers at any time. The authorized representative of CDA management will determine the time slots designated for lunch and breaks at each site and for each shift. (The intent is to ensure adequate coverage at various work areas during the break periods.)

The Contractor must provide the minimum staffing coverage based on a regular/routine shift. The routine shift schedule and man-power allocation for Minimum Staffing Coverage as described in **Exhibit 7** must be maintained 365 days per year / 24 hours a day / 7 days a week, or 24/7 coverage. The schedules given (**Exhibit 7**) are the minimum staffing required. If the Commissioner determines the required services as outlined in the Detailed Specifications are not being performed, additional staff must be provided at no cost to the CDA.

11.21 NON-ROUTINE OVERTIME STAFFING ALLOCATIONS – CUSTODIAL WORKERS

Overtime rates apply and will be paid to the Contractor on occasions when the authorized representative of CDA specifically requests the Contractor’s authorized representative to have the existing working staff (Custodial Worker) remain working for an additional period of time beyond the end of their regular 8-hour shift, and into the next shift, due to unscheduled unforeseen circumstances, for example, during severe weather when conditions require more cleaning coverage, or if a flooded restroom requires extra cleaning coverage, or if other accidents require a few extra back-up man-hours for cleaning.

11.22 WINDOW CLEANING STAFFING

The Contractor must provide a minimum of four (4) trained, professional window washers and one (1) working window washer Foreman on a daily basis Monday-Friday, excluding holidays, to perform interior and exterior window cleaning services in the Outlying Buildings, applicable to the area awarded to the Contractor.

The Commissioner will schedule where the window washers will work on a weekly basis and reserves the right to change locations on a daily basis as conditions dictate.

The Contractor will provide scissors lifts and articulating booms, ladders, and consumable supplies – including rubbers and sleeves for squeegees, and cleaning chemicals.

Rigging Equipment is specialized equipment to construct scaffolding or platforms that will be provided by the Contractor at no cost to CDA if needed. The Contractor will be responsible to provide OSHA-documented training in the use of Powered Platforms for Building Maintenance-Operations Training 1910.66, Personal Protective Equipment 1910.132, Hazard Communication 1910.1200, Aerial Personnel Baskets/Aerial Device 29 CFR 1910.67 and 29 CFR 1926.453, Fall Protection Plan for General Industry 29 CFR 1910.66, and Ladder Safety Program 29 CFR 1910.25 Portable Wood Ladders and 29 CFR 1910.26 Portable Metal Ladders.

The Contractor’s professional window cleaners must specialize in performing the following window cleaning tasks: sash and dry windows, glass partitions, glass display cases, mirrors (but NOT mirrors in restrooms), glass doors, glass partitions and other glass surfaces of an Outlying Building’s interior and exterior window or glass surfaces.

Note: Any dripping cleaning material or water must be wiped dry on all surfaces in the performance of window washing.

The Contractor is to provide at their own cost safety belts, hanging harnesses, lanyards, ropes, and other standard safety equipment common in the window cleaning industry which is required to clean upper and lower level building windows and adjacent window frames. Professional window cleaners must provide their own personal tools of the trade at no extra cost to CDA.

The Contractor must send all window cleaners to OSHA annual Fall and Ladder Protection Training at no cost to the City. The Contractor will provide documentation of the completed training to CDA.

The Contractor must send all window washers to OSHA annual Scissor Lift and Articulated Boom Training at no cost to CDA. The Contractor will provide documentation of the completed training to CDA.

11.23 WORKING WINDOW WASHER FOREMAN DUTIES

The Contractor's professional window cleaner working Foreman must notify CDA of any broken windows, glass, window frames, or sashes, loose or missing window pulleys, locks, supporting structure, and take the necessary precautions to minimize injury to any person, take down and re-install drapes, Venetian blinds, window shades, and all other window dressing fixtures or security devices, as may be required to clean windows, and remove icicles, snow, and salt from ledges, cornices, and balconies. The Working Foreman must also coordinate, monitor, and inspect window cleaning activities at assigned locations to ensure compliance with the requirements of the Contract, plan, schedule, and assign subordinate window cleaning workers to perform window cleaning duties, instruct its workers on the proper use and safety precautions when using equipment, and prepare and maintain time cards, assignment sheets, training records, and any other applicable records. Additional duties include ensuring all window cleaners observe safety rules, and performing window cleaning duties and related duties as required.

11.24 MINIMUM ROUTINE WINDOW WASHING SHIFT STAFFING ALLOCATIONS

Routine professional window cleaning must be performed at locations applicable to the areas awarded to the Contractor, during the 0600-1430 shift Monday-Friday, 365 days per year / 8 hours per day / 5 days per week except weekends and Holidays. The shift includes one ½ -hour unpaid "lunch break" and two 15-minute paid breaks. One 15-minute break is permitted before the lunch break and the other 15-minute break is permitted after the lunch break. Breaks cannot be combined to create one longer break. Contractor's employees are not permitted to sit in private offices or cubicles, nor are they authorized to utilize CDA telephones, faxes and computers at any time. The authorized representative of CDA management determines the time slots designated for lunch and breaks at each site and for each shift. (The intent is to know in advance exactly when NOT to expect the availability of workers during specified times per shift, and ensure adequate coverage at various work areas.)

The Contractor must provide minimum staffing coverage based on a regular/routine shift. The routine shift schedule and man-power allocation is listed in **Exhibit 7**, having levels of window washer worker staffing allocated following straight-time shifts, 365 days per year / 8 hours per day / 5 days per week except weekends and Holidays. The schedules given are the minimum staffing required. If the Commissioner determines the required services as outlined in the Detailed Specifications is not being performed, additional staff must be provided at no cost to the CDA.

11.25 SUPPLEMENTARY WORKER RESOURCE POOL REQUIREMENTS

The Contractor must establish an effective business process which results in always having a sufficient number of workers to be ready, willing, and able to provide coverage and minimum staffing in the event of any unplanned absenteeism (e.g., assigned workers who fail to report for work due to illness, funeral leave, etc.) any planned absence (e.g., planned vacation time, retirement, or resignation).

11.26 CONTRACTOR'S QUALIFICATIONS

Because of the nature of the work involved and the duration of this Contract, Contractor will be required to provide proof of its capabilities and competency to perform the work under this Contract. With the bid, the Contractor must provide a list containing a minimum of three (3) similar projects, including duration, location, scope, dollar value and a customer contact person and phone number.

Contractor must be regularly engaged and experienced in comprehensive custodial-window cleaning and related dispensing/disposal services. The Contractor must have demonstrated experience in cleaning and servicing multiple, high traffic areas in large-scale public and/or commercial peak driven facilities.

The Contractor must have the ability to supervise and perform work with that degree of skill, care and diligence normally exercised by experienced contractors performing the work of projects similar in scope.

11.27 CLEAN UP

The Contractor must, during the progress of work, remove and dispose of all materials and the resultant dirt and debris on a daily basis and keep the work site(s) and adjacent premises in a clean condition satisfactory to the

CDA. Upon completion of work, the Contractor must remove all materials, tools and machinery and restore the site to the same general condition that existed prior to the commencement of its operation.

11.28 PROTECTION OF WORK, DAMAGES AND REPAIRS

The Contractor will be responsible for and must repair and pay for damages to new and existing structures, material, equipment, plant, stock and apparatus during the term of the Contract, where such damage is directly due to the Contractor's operations under this contract, or where such damage is the result of the negligence, or carelessness on the part of the Contractor or of its employees, or on the part of the Contractor's Subcontractor or its employees. However, the Contractor must first immediately notify the Commissioner, or her authorized representative, and report the nature and extent of such damages prior to making any such necessary repairs.

If the Contractor is authorized to use City equipment, the City of Chicago will **NOT** be held liable for any injury incurred with use of its equipment. The Contractor is responsible to provide waivers to release the City of Chicago of any liability and the Contractor must provide accident insurance.

If the City of Chicago equipment is damaged, the CDA will arrange for repair services. However, the Contractor is responsible for the cost of repairs that result from the Contractor's workers' misuse or neglect. The cost of the repair services will be deducted from invoices submitted by the Contractor for the cost of custodial, window washing, and hygienic toilet services.

11.29 NOTICES FROM CONTRACTOR

Notices provided herein, unless expressly provided for otherwise in this Contract, will be in writing and must be delivered by United States mail, first class and certified, return receipt requested, with postage prepaid and addressed as follows:

O'Hare International Airport
10510 Zemke Road, Bldg. 400
Chicago, IL 60666

With Copies to:

Chief Procurement Officer
City Hall, Room 403
121 North LaSalle Street
Chicago, IL 60602

If to the Contractor:

Notices delivered by mail will be deemed effective three (3) calendar days after mailing in accordance with this Section. Notices delivered personally will be deemed effective upon receipt. The addresses stated herein may be revised without need for modification or amendment of this Contract, provided written notification is given in accordance with this Section.

11.30 BIDDER'S SUBMITTAL

The Bidder must submit to the City the following information/equipment on the Bid Opening Date in addition to all **"CONTRACT DOCUMENTS TO BE COMPLETED BY BIDDER"** within this specification:

The bidder is required to provide three (3) copies of each of the following informational items with its bid. If unavailable at the time of the bid, the bidder must provide the following materials prior to the award of the Contract:

1. Current published literature, including renderings and pictures describing the sanitary napkin/tampon dispensing unit, and paper toilet seat cover and dispensing unit if the Contractor elects to use different models than currently in use at O'Hare.

2. Detailed manufacturer's specifications for the sanitary napkin/tampon dispensing unit, and paper toilet seat cover and dispensing unit if the Contractor elects to use different models than currently in use at O'Hare.

Bidder must be familiar and experienced in the maintenance and servicing of vending and dispensing units and janitorial/window washing servicing field to furnish the services herein. The Bidder must have demonstrated experience in cleaning and servicing of high traffic areas and offices in large-scale public and/or commercial facilities. With their bid, the lowest responsive and responsible Bidder must:

Provide a listing of previous and/or current contracts. The list must include the following information:

- Company name
- Company address
- Contact person
- Contact person phone number
- Date(s) services provided
- Brief description of work including all services provided
- Dollar value of work

After contract award, but prior to installation, Contractor will provide copies of all permits or applications of permits required to perform the services under the Contract.

Provide a copy of the General Contractor's License for the Contractor performing the work.

Staffing Plan -

- The Contractor must submit, a project staff organizational chart, which includes the names of employees in key positions.

11.31 EXCEPTIONS

Any deviation from these specifications must be noted on the Proposal Page or Pages attached thereto, with the exact nature of the change outlined in sufficient detail. The reason for which deviations were made should also follow if not self explanatory. Failure of a bidder to comply with the terms of this paragraph may be cause for rejection.

The City reserves the right to disqualify bids, which do not completely meet outlined specifications. The impact of exceptions to the specification will be evaluated by the City in determining its need.

11.32 COMPLIANCE

The Contractor is subject to and must comply with the terms and conditions of the specifications during the entire Contract period and any extension periods, if any.

12.

PROPOSAL PAGES

City of Chicago
Catalog RFQ - No Group Lines
****PRELIMINARY****

RFQ Header Information

Custodial and Window Washing Services for
Outlying Buildings for Chicago O'Hare Int'l Airport,
RFQ Description Spec# 100307, Req# 62829
Special Instructions
Your Quote is Effective as of 1/6/2012
RFQ Status In Process

Please Respond By 1/6/2012

RFQ Number 3780

Ship To Location 085-1005 O'HARE

For More Information Please Contact THOMAS MAGNO

312-744-4941

Bid/Proposal pricing for all commodity and/or service line items must be based on the standard unit of measure indicated below. Pricing on alternate units of measure may not be accepted. Unit costs must be limited to three decimal places. Each quote must be signed and unit price, extended price and total price must be typed or written in ink.

Quotes on "or equal" items must be identified as "alternate" to specified item on the comment line. If quoting an alternate, indicate manufacturer name, model/part/catalog number and attach descriptive literature. Alternate items may not be accepted. Any exceptions to items specified or other terms must be clearly indicated on the bid.

RFQ Header Details

Contract Type WORK SERV-AVIATION
Target Market NO
Advertise Date
WEB BID Edit Rules ALL
Specification 100307
Procurement Type BID
Bid Deposit Required NO

Compliance Officer

Compliance Type Description

	Percentage Type Desc	Required %
Chicago Residency Ordinance	Target Percentage Rate	50.00 %
Minority Owned Business Enterprise	Target Percentage Rate	25.00 %
Women Owned Business Enterprise	Target Percentage Rate	5.00 %

City of Chicago
Catalog RFQ - No Group Lines
*******PRELIMINARY*******

Line No	Line Type	Item	Category	Commodity Desc	UOM	Estimated Usage	UOM Price	Discount or Markup %	Extended Price	Catalog # / ID, Date and Mfr	Comments
1	Work Services	9103912490	91039	JANITORIAL SERVICES - COMPREHENSIVE CUSTODIAL/ WINDOW CLEANING AND RELATED, HYGIENE AND DISPOSAL SERVICES AT O'HARE INTERNATIONAL AIRPORT	Month	60	\$	(N/A)	\$	(N/A)	
2	Work Services	9103912494	91039	JANITORIAL SERVICES - CUSTODIAL WORKER, OVERTIME, AS REQUESTED AND AUTHORIZED BY CITY	Hour	400	\$	(N/A)	\$	(N/A)	

Total Price \$ _____

**Custodial and Window Washing Services for Outlying Buildings for Chicago O'Hare International Airport
Specification No.: 100307**

CALCULATION OF BID PRICE WORKSHEET

	FULLY LOADED HOURLY W/BENEFITS	WORKERS/DAY	HOURS/DAY	PRICE/MONTH
Custodian (7 Days/Week 36.5 Days/Year)	\$	60	8	\$
Custodian (5 Days/Week)	\$	11	8	\$
Window Washer (5 Days/Week)	\$	4	8	\$
Window Washer Foreman (5 Days/Week)	\$	1	8	\$

SUB-TOTAL _____ MONTHLY PRICE _____
 Management Labor (Includes but not limited to Shift Managers, General Manager) \$ _____

Feminine Napkin Dispensers _____
 Sharps Disposal _____
 Air Fresheners _____
 Paper Products _____
 Plastic Liners _____
 Chemical/Cleaning Products _____
 Cleaning Equipment (buffers, vacuums, scrubbers) _____
 Lift Equipment _____
 Maintenance of Equipment _____

SUB-TOTAL _____
 TOTAL _____

Total of components must equal monthly bid price

Monthly Bid Price \$ _____ X 60 Months = _____ Bid Line 1 Price.

**Custodial and Window Washing Services for Outlying Buildings for Chicago O'Hare International Airport
Specification No.: 100307**

Amount of Bid Line 1 paid to Custodians as wages per month \$ _____ Average per hour per worker \$ _____
 Amount of Bid Line 1 paid to Window Washers as wages per month \$ _____ Average per hour per worker \$ _____
 Amount of Bid Line 1 paid to Window Washer Foreman as wages per month \$ _____ Average per hour per worker \$ _____
Total Labor Cost per Month subject to Section 3.11 (B) adjustment \$ _____*
 Amount of Bid Line 2 paid to Custodians as average per hour per worker \$ _____

Paid is defined as the average actual value of wages and benefits under Prevailing Wage requirements paid to the employee (and does not include Contractor overhead and profit).

* The difference between this number and overall monthly price in Bid Line Item 1 will be classified as non-labor costs subject to price adjustment under Section 3.11 "Price Adjustment (A) Price Adjustment for all Costs Excluding Labor". \$ _____

The example below is based on a \$1.00 per hour increase in Illinois Department of Labor Prevailing Wage Rates and Benefits for all job classifications.

The total of the four labor categories will be adjusted based on Section 3.11 (B) "Labor Rate Adjustment": The change in the prevailing labor rates for Custodians, Window Washers and the Window Washer Foreman will be multiplied by the minimum number of workers required then multiplied by the average number of days worked in a month then multiplied by eight hours per day then multiplied by the change in prevailing wage rates and benefits.

Custodians 7 Days/Week.....	30.40 days x 60 workers x 8 hours per day x \$1.00 =	\$14,592.00/month
Custodians 5 Days/Week.....	21.17 days x 11 workers x 8 hours per day x \$1.00 =	\$1,862.96 /month
Window Washers 5 Days/Week.....	21.17 days x 4 workers x 8 hours per day x \$1.00 =	677.44/month
Window Washer Foreman 5 Days/Week.....	21.17 days x 1 worker x 8 hours per day x \$1.00 =	169.36/month
	Total	\$17,301.76/month

30.40 days based on 365 days divided by 12 months.

21.17 days is based on 52 weeks x 5 days per week minus 6 holidays where these workers would not work divided by 12 months.

Based on the above example of a \$1.00 per hour increase for all labor categories, the monthly price would be increased by \$17,301.76.

BIDDER MUST FULLY COMPLETE BOTH PROPOSAL PAGES AND ADDITIONAL PROPOSAL PAGE IN THIS SECTION 12 and 12.1

12.1

ADDITIONAL PROPOSAL PAGE

PERSON TO CONTACT REGARDING BID:

NAME:

PHONE ())

ADDRESS:

INDICATE IF YOU ARE:

MANUFACTURER: _____ YES: _____ NO: _____

EXCLUSIVE DISTRIBUTOR*: _____ YES: _____ NO: _____

AUTHORIZED IDISTRIBUTOR*: _____ YES: _____ NO: _____

If an exclusive or authorized distributor, of the proposed manufacturer, Bidder must attach to the bid current written documentation from the proposed manufacturer verifying bidder's status.

MANUFACTURER'S NAME: _____

ADDRESS: _____

PHONE: (_____) _____

EXCEPTIONS (EXPLAIN):

13.

AFFIDAVIT OF CHICAGO BUSINESS

If this is a competitively bid Contract funded in whole by City funds, a Chicago business preference may be applicable. Bidder must complete this form if it desires to be considered for this preference. Bidders that do not complete this form will not be regarded as Chicago businesses.

1. Is bidder/proposer a "Chicago Business" as defined in the Special Conditions, Chicago Business Preference language.

() Yes () No

2. Street address of principal place of business (P.O. Box not accepted):

3. How many persons are currently employed by bidder: _____

4. How many of bidder's current employees work at City of Chicago locations: _____

5. Is bidder subject to City of Chicago taxes?

() Yes () No

Signed

Printed Name

Title

(Representative capacity)

County of _____

State of _____

Acknowledged under oath on (date) _____

Before me by _____

As _____

(title) _____

of (firm) _____

Notary Public

Commission expires: _____(Seal)

14.

INSTRUCTIONS FOR COMPLETING ECONOMIC DISCLOSURE STATEMENT AND AFFIDAVIT (EDS) ON-LINE

The Bidder shall complete an online EDS prior to the bid due date. A Bidder who does not file an electronic EDS prior to the bid due date may be found non-responsive and its bid rejected. If you are unable to complete the online EDS and print a Certificate of Filing prior to the response due date, the City will accept a paper EDS provided written justification is provided explaining the Bidders good faith efforts to complete it before the response due date and the reasons why it could not be completed.

1.1. ONLINE EDS FILING REQUIRED PRIOR TO BID OPENING

The Bidder must complete an online EDS prior to the bid opening date.

A Bidder that does not file an electronic EDS prior to the bid opening will be found non-responsive and its bid will be rejected unless a paper EDS and written justification is submitted with the bid as explained above.

Paper EDS forms may be obtained on the City’s website at:

http://www.cityofchicago.org/city/en/depts/dps/provdrs/comp/svcs/economic_disclosurestatementseds.html

1.2. ONLINE EDS WEB LINK

The web link for the Online EDS is <https://webapps.cityofchicago.org/EDSWeb>

1.3. ONLINE EDS NUMBER

Upon completion of the online EDS submission process, the Proposer will be provided an EDS number. Bidders should provide this number here:

EDS Number: _____

1.4. ONLINE EDS CERTIFICATION OF FILING

Upon completion of the online submission process, the Proposer will be able to print a hard copy Certificate of Filing. The Proposer should submit the signed Certificate of Filing with its bid. Please insert your Certification of Filing following this page.

A Proposer that does not include a signed Certificate of Filing with its bid must provide it upon the request of the Chief Procurement Officer.

1.5. PREPARATION CHECKLIST FOR REGISTRATION

To expedite and ease your registration process, we recommend that you collect the following information prior to registering for an Online EDS user account:

	1. Invitation number, if you were provided an invitation number.
	2. EDS document from previous years, if available.
	3. Email address to correspond with the Online EDS system.
	4. Company Information:

	a. Legal Name
	b. FEIN/SSN
	c. City of Chicago Vendor Number, if available.
	d. Address and phone number information that you would like to appear on your EDS documents.
	e. EDS Captain. Check for an EDS Captain in your company - this maybe the person that usually submits EDS for your company, or the first person that registers for your company.

1.6. PREPARATION CHECKLIST FOR EDS SUBMISSION

To expedite and ease your EDS submission, we recommend that you collect the following information prior to updating your EDS information online.

Items #1 through #7 are needed for both EDS information updates and contract related EDS documents:

- _____ 1. Invitation number, if you were provided with an invitation number.
- _____ 2. Site address that is specific to this EDS.
- _____ 3. Contact that is responsible for this EDS.
- _____ 4. EDS document from previous years, if available.
- _____ 5. Ownership structure, and if applicable, owners' company information:
 - _____ a. % of ownership
 - _____ b. Legal Name
 - _____ c. FEIN/SSN
 - _____ d. City of Chicago Vendor Number, if available.
 - _____ e. Address
- _____ 6. List of directors, officers, titleholders, etc. (if applicable).
- _____ 7. For partnerships/LLC/LLP/Joint ventures, etc.:
 - _____ a. List of controlling parties (if applicable).

Items #8 and #9 are needed ONLY for contract related EDS documents:

- _____ 8. Contract related information (if applicable):
 - _____ a. City of Chicago contract package
 - _____ b. Cover page of City of Chicago bid/solicitation package
 - _____ c. If EDS is related to a mod, then cover page of your current contract with the City.
- _____ 9. List of subcontractors and retained parties:
 - _____ a. Name
 - _____ b. Address

c. Fees – Estimated or paid

1.7. EDS FREQUENTLY ASKED QUESTIONS

Q: Where do I file?

A: The web link for the Online EDS is <https://webapps.cityofchicago.org/EDSWeb>

Q: How do I get help?

A: If there is a question mark on a page or next to a field, click on the question mark for help filling out the page or field. You may also consult the User Manual and the Training Videos available on the left menu.

Q: Why do I have to submit an EDS?

A: The Economic Disclosure Statement (EDS) is required of applicants making an application to the City for action requiring City Council, City department or other City agency approval. For example, all bidders seeking a City contract are required to submit an EDS. Through the EDS, applicants make disclosures required by State law and City ordinances and certify compliance with various laws and ordinances. An EDS is also required of certain parties related to the applicant, such as owners and controlling parties.

Q: Who is the Applicant?

A: "Applicant" means any entity or person making an application to the City for action requiring City Council or other City agency approval. The applicant does not include owners and parent companies.

Q: Who is the Disclosing Party?

A: "Disclosing Party" means any entity or person submitting an EDS. This includes owners and parent companies.

Q: What is an entity or legal entity?

A: "Entity" or "Legal Entity" means a legal entity (for example, a corporation, partnership, joint venture, limited liability company or trust).

Q: What is a person for purposes of the EDS?

A: "Person" means a human being.

Q: Who must submit an EDS?

A. An EDS must be submitted in any of the following three circumstances:

Applicants:	An Applicant must always file this EDS. If the Applicant is a legal entity, state the full name of that legal entity. If the Applicant is a person acting on his/her own behalf, state his/her name.
Entities holding an interest:	Whenever a legal entity has a beneficial interest (E. G. direct or indirect ownership) of more than 7.5% in the Applicant, each such legal entity must file an EDS on its own behalf.
Controlling entities:	Whenever a Disclosing Party is a general partnership, limited partnership, limited liability company, limited liability partnership or joint venture that has a general partner, managing member,

	<p>manager or other entity that can control the day-to-day management of the Disclosing Party, that entity must also file an EDS on its own behalf. Each entity with a beneficial interest of more than 7.5% in the controlling entity must also file an EDS on its own behalf.</p>
--	---

Q: What information is needed to submit an EDS?

A: The information contained in the Preparation Checklist for EDS submission.

Q: I don't have a user ID & password. Can I still submit an Online EDS?

A: No. You must register and create a user ID and password before submitting an Online EDS.

Q: What information is needed to request a user ID & password for Online EDS?

A: The information contained in the Preparation Checklist for Registration is needed to request a login for the Online EDS.

Q: I already have a username and password from another City web site (City Web Portal, Department of Construction and Permits, Department of Consumer Services, etc.). Can I log-in the Online EDS with that account?

A: Usually not. The Online EDS uses a user ID and password system that is shared by the Public Vehicle Advertising and Water Payment web sites. You may use a username and password from those sites by answering "Yes" to "Is this an existing City of Chicago user ID?" when registering. Other usernames and passwords will not be automatically recognized. However, you may choose to create an identical username for the Online EDS if it is not already taken.

Q: I don't have an email address. How do I submit an Online EDS?

A: You cannot get an account to submit an online EDS without an email address. If you need an e-mail address, we suggest that you use a free internet email provider such as www.hotmail.com or www.yahoo.com or mail.google.com to open an account. The City does not endorse any particular free internet email provider. Public computers are available at all Chicago Public Library branches.

Q: I forgot my user ID. Can I register again?

A: No. If you are the EDS Captain of your organization, please contact the Department of Procurement Services at 312-744-4900. If you are an EDS team member, contact your EDS Captain, who can look up your user ID.

Q: Who is the EDS Captain?

A: The EDS Captain is a person who performs certain administrative functions for an organization which files an EDS. Each organization registered with the Online EDS has at least one EDS Captain. There may be co-captains, who are all equal. EDS Captains approve new users, change contact information for an organization, and de-active accounts of employees who have left the organization. Please see the User Manual for more information.

Q: Why do we need EDS Captains?

A: The Online EDS is designed to be a self-service web application which allows those doing or seeking to do business with the City to perform as many routine functions as possible without City intervention. Because many organizations have multiple staff filing an EDS, the EDS Captain role allows those organizations to self-manage the contact information and users.

Q: Who is the EDS team?

A: The EDS team for an organization is everyone who is registered to file an EDS on behalf of the organization.

Q: I forgot my password. What should I do?

A: To retrieve a temporary password, click the "Forgot your password?" link on the login page. Enter your user ID that you provided when you registered your account. The system will automatically generate a temporary password and send it to you. When you log-in with your temporary password, you will be asked to create a new password.

Q: How do I complete an Online EDS?

A: Click on "Create New" after logging in. The Online EDS system will walk you through the EDS questions. Please see the User Manual for details.

Q: How do I fill out a Disclosure of Retained Parties?

A: There is no longer a separate Disclosure of Retained Parties filing. After logging in, click on "Create New". Answer (click) "Contract" to "Is this EDS for a contract or an EDS information update?" Click "Fill out EDS", and click on the "Retained Parties" tab. When finished, click on "Ready to Submit."

Q: How do I attach documents?

A: Attachments are discouraged. If at all possible, please provide a concise explanation in the space provided in the online form. Attachments with pages of officers are not acceptable. Names of officers must be typed into the system. If you must provide an attachment for another reason, please send it to your City of Chicago contact (contract administrator or negotiator for procurements) and they will attach it for you. Documents can be sent in PDF (preferred), Word, or paper format.

Q: Who can complete an Economic Disclosure Statement online?

A: Any authorized representative of your business with a user ID and password can complete your EDS online. One person, such as an assistant, can fill in the information and save it, and another person can review and electronically sign the Online EDS.

Q: What are the benefits of filing my Economic Disclosure statement electronically?

A: Filing electronically reduces the chance of filing an incomplete EDS and speeds up the processing of contract awards. A certificate of filing can be printed at the completion of the process and inserted into your bid package. The biggest benefit for those who frequently do business with the City is that after the first EDS, each EDS is much easier to fill out because non-contract specific information is pre-filled from the last submitted EDS.

Q: Will my information be secure?

A: Yes. When making your internet connection to our Web Server, you will connect through a Secure Socket Layer (SSL for short) to the "Online EDS" login page. All information you type will be protected using strong encryption. Within the login page, you will provide us with a user ID, password, and secret question for user authentication, only you will have knowledge of this unique identification information.

Q: I am filing electronically. How do I sign my EDS?

A: Once you have completed the EDS, you will be prompted to enter your password and answer to your secret question. Together, these will serve as your electronic signature. Although you will also print and physically sign an EDS certification of filing as a notice that your EDS was filed, your EDS is complete as a legal document with only the electronic filing.

Q: My address has changed. How can I update my information?

A: You must be an EDS Captain for your organization to update this. Log-in and click on "Vendor Admin, Site Administration." Select the appropriate site and click edit.

Q: I have more questions. How can I contact the Department of Procurement Services?

A: Please contact the contract administrator or negotiator assigned to your solicitation or contract. You may call DPS at 312-744-4900 between 8:30 AM and 5:00 PM Central Time.

Q: Can I save a partially complete EDS?

A: Yes. Click "Save". To avoid data loss, we recommend you save your work periodically while filling out your EDS.

Q: Do I have to re-type my information each time I submit an EDS?

A: No. The system will remember non-contract specific information from your last submitted EDS for one year. This information will be filled-in for you in your new EDS. You will have an opportunity to correct it if it has changed since your last filing. When you submit your new EDS, the information is saved and the one-year clock begins running anew.

Q: What are the system requirements to use the Online EDS?

A: The following are minimum requirements to use the Online EDS:

- A PDF viewer such as Adobe Reader is installed and your web browser is configured to display PDFs automatically. You may download and install Adobe Reader free at www.adobe.com/products/reader/
- Your web browser is set to permit running of JavaScript.
- Your web browser allows cookies to be set for this site. Please note that while we use cookies in the Online EDS, we do not use them to track personally identifiable information, so your privacy is maintained.
- Your monitor resolution is set to a minimum of 1024 x 768.
- While not required to submit an EDS, if you wish to view the training videos, you must have Adobe Flash Plugin version 9 or higher, speakers, and sound. Please note that very old computers may not be able to run Adobe Flash and will not be able to play the training videos. In that case, we encourage you to seek help using the Online EDS Manuals. You may download and install Adobe Flash Plugin free at <http://get.adobe.com/flashplayer>

The Online EDS has been tested on Internet Explorer 6.0 and 7.0 and Firefox 2.0 and 3.0 on Windows XP and Mac OS X. Although it should work on other browsers and operating systems, the City of Chicago cannot guarantee compatibility.

15. PROPOSAL TO BE EXECUTED BY A CORPORATION

The undersigned, hereby acknowledges having received Specification No. **100307** containing a full set of Contract Documents, including, but not limited to, 1) Instructions to Bidders (Proposers), 2) General Conditions, 3) Special Conditions, 4) Contract Plans or Drawings (if applicable) 5) Detailed Specifications or Scope of Services, Evaluation/Selection Criteria and Submittal Requirements (If RFP/RFQ), 6) Proposal Pages, 7) Certifications and 8) Addenda Nos. (none unless indicated here) _____, and affirms that the corporation shall be bound by all the terms and conditions contained in the Contract Documents, regardless of whether a complete set thereof is attached to this proposal, except only to the extent that the corporation has taken express written exception thereto in the sections of this specification designated for that purpose.

Under penalty of perjury, the undersigned: (1) warrants that he/she was authorized to submit an EDS on behalf of the Disclosing Party on-line; (2) warrants that all certifications and statements contained in the EDS are true, accurate and complete as of the date the EDS was submitted on-line; and (3) further warrants that, as of the date of submission of this proposal or bid, there have been no changes in

Circumstances since the date that the EDS was submitted that would render any certification in the EDS false, inaccurate or incomplete.

Further, the undersigned being duly sworn deposes and says on oath that no disclosures of ownership interests have been withheld and the information provided therein to the best of its knowledge is current and the undersigned has not entered into any agreement with any other bidder (proposer) or prospective bidder (proposer) or with any other person, firm or corporation relating to the price named in this proposal or any other proposal, nor any agreement or arrangement under which any act or omission in restraint of freedom of competition among bidders (proposers) and has not disclosed to any person, firm or corporation the terms of this bid (proposal) or the price named herein.

Proposals must be submitted with original signatures in the space provided. Proposals not properly signed will be rejected.

NAME OF CORPORATION: _____
(Print or Type)
SIGNATURE OF PRESIDENT*:
(Or Authorized Officer) _____
(Signature)
TITLE OF SIGNATORY: _____
(Print or Type)
BUSINESS ADDRESS: _____
(Print or Type)

*Note: In the event that this bid (proposal) is signed by other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization, such as a resolution by the Board of Directors, which permits the person to sign the offer for the Corporation.

ATTEST: _____
(Corporate Secretary Signature)
(Affix Corporate Seal)

State of _____
County of _____

This instrument was acknowledged before me on this ____ day of _____, 20__ by _____ as President (or other authorized officer) and _____ as Secretary of _____ (Corporation Name).
(Seal)

Notary Public Signature
Commission Expires: _____

16. PROPOSAL TO BE EXECUTED BY A PARTNERSHIP

The undersigned, hereby acknowledges having received Specification No. **100307** containing a full set of Contract Documents, including, but not limited to, 1) Instructions to Bidders (Proposers), 2) General Conditions, 3) Special Conditions, 4) Contract Plans or Drawings (if applicable) 5) Detailed Specifications or Scope of Services, Evaluation/Selection Criteria and Submittal Requirements (If RFP/RFQ), 6) Proposal Pages, 7) Certifications and 8) Addenda Nos. (none unless indicated here) _____, and affirms that the partnership shall be bound by all the terms and conditions contained in the Contract Documents, regardless of whether a complete set thereof is attached to this proposal, except only to the extent that the partnership has taken express written exception thereto in the sections of this specification designated for that purpose.

Under penalty of perjury, the undersigned: (1) warrants that he/she was authorized to submit an EDS on behalf of the Disclosing Party on-line; (2) warrants that all certifications and statements contained in the EDS are true, accurate and complete as of the date the EDS was submitted on-line; and (3) further warrants that, as of the date of submission of this proposal or bid, there have been no changes in Circumstances since the date that the EDS was submitted that would render any certification in the EDS false, inaccurate or incomplete.

Further, the undersigned being duly sworn deposes and says on oath that no disclosures of ownership interests have been withheld and the information duly provided therein to the best of its knowledge is current and the undersigned has not entered into any agreement with any other bidder (proposer) or prospective bidder (proposer) or with any other person, firm or corporation relating to the price named in this proposal or any other proposal, nor any agreement or arrangement under which any act or omission in restraining of free competition among bidders (proposers) and has not disclosed to any person, firm or corporation the terms of this bid (proposal) or the price named herein.

Proposals must be submitted with original signatures in the space provided. Proposals not properly signed will be rejected.

BUSINESS NAME:

(Print or Type)

BUSINESS ADDRESS:

(Print or Type)

If you are operating under an assumed name, provide County registration number herein under as provided in the Illinois Revised Statutes 1965 Chapter 96 Sec. 4 et seq.

Registration Number:

SIGNATURES AND ADDRESSES OF ALL MEMBERS OF THE PARTNERSHIP

(If all General Partners do not sign, indicate authority of partner signatories by attaching copy of partnership agreement or other authorizing document):

Partner

Signature:

(Signature)

Address:

(Print or Type)

Partner

Signature:

(Signature)

Address:

(Print or Type)

Partner

Signature:

(Signature)

Address:

(Print or Type)

State of _____
County of _____

This instrument was acknowledged before me on this ____ day of _____, 20__ by
_____ as President (or other authorized officer) and _____
as Secretary of _____ (Corporation Name).
(Seal)

Notary Public Signature
Commission Expires: _____

17. PROPOSAL TO BE EXECUTED BY A SOLE PROPRIETOR

The undersigned, hereby acknowledges having received Specification No. **100307** containing a full set of Contract Documents, including, but not limited to, 1) Instructions to Bidders (Proposers), 2) General Conditions, 3) Special Conditions, 4) Contract Plans or Drawings (if applicable) 5) Detailed Specifications or Scope of Services, Evaluation/Selection Criteria and Submittal Requirements (If RFP/RFQ), 6) Proposal Pages, 7) Certifications and 8) Addenda Nos. (none unless indicated here) _____, and affirms that the sole proprietor shall be bound by all the terms and conditions contained in the Contract Documents, regardless of whether a complete set thereof is attached to this proposal, except only to the extent that the sole proprietor has taken express written exception thereto in the sections of this specification designated for that purpose.

Under penalty of perjury, the undersigned: (1) warrants that he/she was authorized to submit an EDS on behalf of the Disclosing Party on-line; (2) warrants that all certifications and statements contained in the EDS are true, accurate and complete as of the date the EDS was submitted on-line; and (3) further warrants that, as of the date of submission of this proposal or bid, there have been no changes in Circumstances since the date that the EDS was submitted that would render any certification in the EDS false, inaccurate or incomplete.

Further, the undersigned being duly sworn deposes and says on oath that no disclosures of ownership interests have been withheld and the information provided therein to the best of its knowledge is current and the undersigned has not entered into any agreement with any other bidder (proposer) or prospective bidder (proposer) or with any other person, firm or corporation relating to the price named in this proposal or any other proposal, nor any agreement or arrangement under which any act or omission in restraining of free competition among bidders (proposers) and has not disclosed to any person, firm or corporation the terms of this bid (proposal) or the price named herein.

Proposals must be submitted with original signatures in the space provided. Proposals not properly signed will be rejected.

SIGNATURE OF PROPRIETOR:

(Signature)

DOING BUSINESS AS:

(Print or Type)

BUSINESS ADDRESS

(Print or Type)

If you are operating under an assumed name, provide County registration number herein under as provided in the Illinois Revised Statutes 1965 Chapter 96 Sec. 4 et seq.

Registration Number:

(Print or Type)

State of _____
County of _____

This instrument was acknowledged before me on this ____ day of _____, 20__ by _____ as President (or other authorized officer) and _____ as Secretary of _____ (Corporation Name).
(Seal)

Notary Public Signature
Commission Expires: _____

18. PROPOSAL TO BE EXECUTED BY A JOINT VENTURE

The undersigned, hereby acknowledges having received Specification No. **100307** containing a full set of Contract Documents, including, but not limited to, 1) Instructions to Bidders (Proposers), 2) General Conditions, 3) Special Conditions, 4) Contract Plans or Drawings (if applicable) 5) Detailed Specifications or Scope of Services, Evaluation/Selection Criteria and Submittal Requirements (If RFP/RFQ), 6) Proposal Pages, 7) Certifications and 8) Addenda Nos. (none unless indicated here) _____, and affirms that the Joint Venture shall be bound by all the terms and conditions contained in the Contract Documents, regardless of whether a complete set thereof is attached to this proposal, except only to the extent that the Joint Venture has taken express written exception thereto in the sections of this specification designated for that purpose.

Under penalty of perjury, the undersigned: (1) warrants that he/she was authorized to submit an EDS on behalf of the Disclosing Party on-line; (2) warrants that all certifications and statements contained in the EDS are true, accurate and complete as of the date the EDS was submitted on-line; and (3) further warrants that, as of the date of submission of this proposal or bid, there have been no changes in Circumstances since the date that the EDS was submitted that would render any certification in the EDS false, inaccurate or incomplete.

Further, the undersigned being duly sworn deposes and says on oath that no disclosures of ownership interests have been withheld and the information provided therein to the best of its knowledge is current and the undersigned has not entered into any agreement with any other bidder (proposer) or prospective bidder (proposer) or with any other person, firm or corporation relating to the price named in this proposal or any other proposal, nor any agreement or arrangement under which any act or omission in restraining of free competition among bidders (proposers) and has not disclosed to any person, firm or corporation the terms of this bid (proposal) or the price named herein.

Proposals must be submitted with original signatures in the space provided. Proposals not properly signed will be rejected.

JOINT VENTURE NAME: _____
(Print or Type)

JOINT VENTURE ADDRESS: _____
(Print or Type)

If you are operating under an assumed name, provide County registration number herein under as provided in the Illinois Revised Statutes 1965 Chapter 96 Sec. 4 et seq.
Registration Number: _____

SIGNATURES AND ADDRESSES OF ALL MEMBERS OF THE JOINT VENTURE
(If all members of the Joint Venture do not sign, indicate authority of signatories by attaching copy of Joint Venture agreement or other authorizing document):

SIGNATURE OF
Authorized Party: _____
(Signature)

TITLE OF SIGNATORY: _____
(Print or Type)

BUSINESS ADDRESS: _____
(Print or Type)

ATTEST: _____
(Joint Venture Secretary Signature)
(Affix Joint Venture Seal)

OR
Joint Venturer
Signature: _____
(Signature)

Address: _____
(Print or Type)

Joint Venturer
Signature: _____
(Signature)

Address: _____
(Print or Type)

Joint Venturer
Signature: _____
(Signature)

Address: _____
(Print or Type)

State of _____
County of _____

This instrument was acknowledged before me on this ____ day of _____, 20__ by _____ as President (or other authorized officer) and _____ as Secretary of _____ (Corporation Name).
(Seal)

Notary Public Signature
Commission Expires: _____

19. PROPOSAL ACCEPTANCE

Contract No.: _____

Specification No.: _____

Vendor Name: _____

Total Amount (Value): _____

Fund Chargeable: _____

The undersigned, on behalf of the CITY OF CHICAGO, a municipal corporation of the State of Illinois, hereby accept the foregoing bid items as identified in the proposal.

CITY OF CHICAGO

Mayor Date

Comptroller Date

Chief Procurement Officer Date

20. INSURANCE CERTIFICATE OF COVERAGE

Named Insured: _____
 Address: _____
 (Number and Street)

 (City) (State) (ZIP)

Specification #: _____
 RFP: _____
 Project #: _____
 Contract #: _____

Description of Operation/Location	
-----------------------------------	--

The insurance policies and endorsements indicated below have been issued to the designated named insured with the policy limits as set forth herein covering the operation described within the contract involving the named insured and the City of Chicago. The Certificate issuer agrees that in the event of cancellation, non-renewal or material change involving the indicated policies, the issuer will provide at least sixty (60) days prior written notice of such change to the City of Chicago at the address shown on this Certificate. This certificate is issued to the City of Chicago in consideration of the contract entered into with the named insured, and it is mutually understood that the City of Chicago relies on this certificate as a basis for continuing such agreement with the named insured:

Type of Insurance	Insurer Name	Policy Number	Expiration Date	Limits of Liability All Limits in Thousands
General Liability <input type="checkbox"/> Claims made <input type="checkbox"/> Occurrence <input type="checkbox"/> Premise-Operations <input type="checkbox"/> Explosion/Collapse Underground <input type="checkbox"/> Products/Completed-Operations <input type="checkbox"/> Blanket Contractual <input type="checkbox"/> Broad Form Property Damage <input type="checkbox"/> Independent Contractors <input type="checkbox"/> Personal Injury <input type="checkbox"/> Pollution				CSL Per Occurrence \$ _____ General Aggregate \$ _____ Products/Completed Operations Aggregate \$ _____
Automobile Liability				CSL Per Occurrence \$ _____
<input type="checkbox"/> Excess Liability <input type="checkbox"/> Umbrella Liability				Each Occurrence \$ _____
Worker=s Compensation and Employer=s Liability				Statutory/llinois Employers Liability \$ _____
Builders Risk/Course of Construction				Amount of Contract
Professional Liability				\$ _____
Owner Contractors Protective				\$ _____
Other				\$ _____

- a) Each Insurance policy required by this agreement, excepting policies for worker=s compensation and professional liability, will read: "The City of Chicago is an additional insured as respects operations and activities of, or on behalf of the named insured, performed under contract with or permit from the City of Chicago."
- b) The General, Automobile and Excess/Umbrella Liability Policies described provide for severability of Interest (cross liability) applicable to the named insured and the City.
- c) Workers Compensation and Property Insurers shall waive all rights of subrogation against the City of Chicago.
- d) The receipt of this certificate by the City does not constitute agreement by the City that the insurance requirements in the contract have been fully met, or that the insurance policies indicated by this certificate are in compliance with all contract requirements.

Name and Address of Certificate Holder and Recipient of Notice	
Certificate Holder/Additional Insured City of Chicago Department of Procurement Services 121 N. LaSalle St., #403 Chicago, IL 60602	Signature of Authorized Rep. _____ Agency/Company: _____ Address _____ Telephone _____

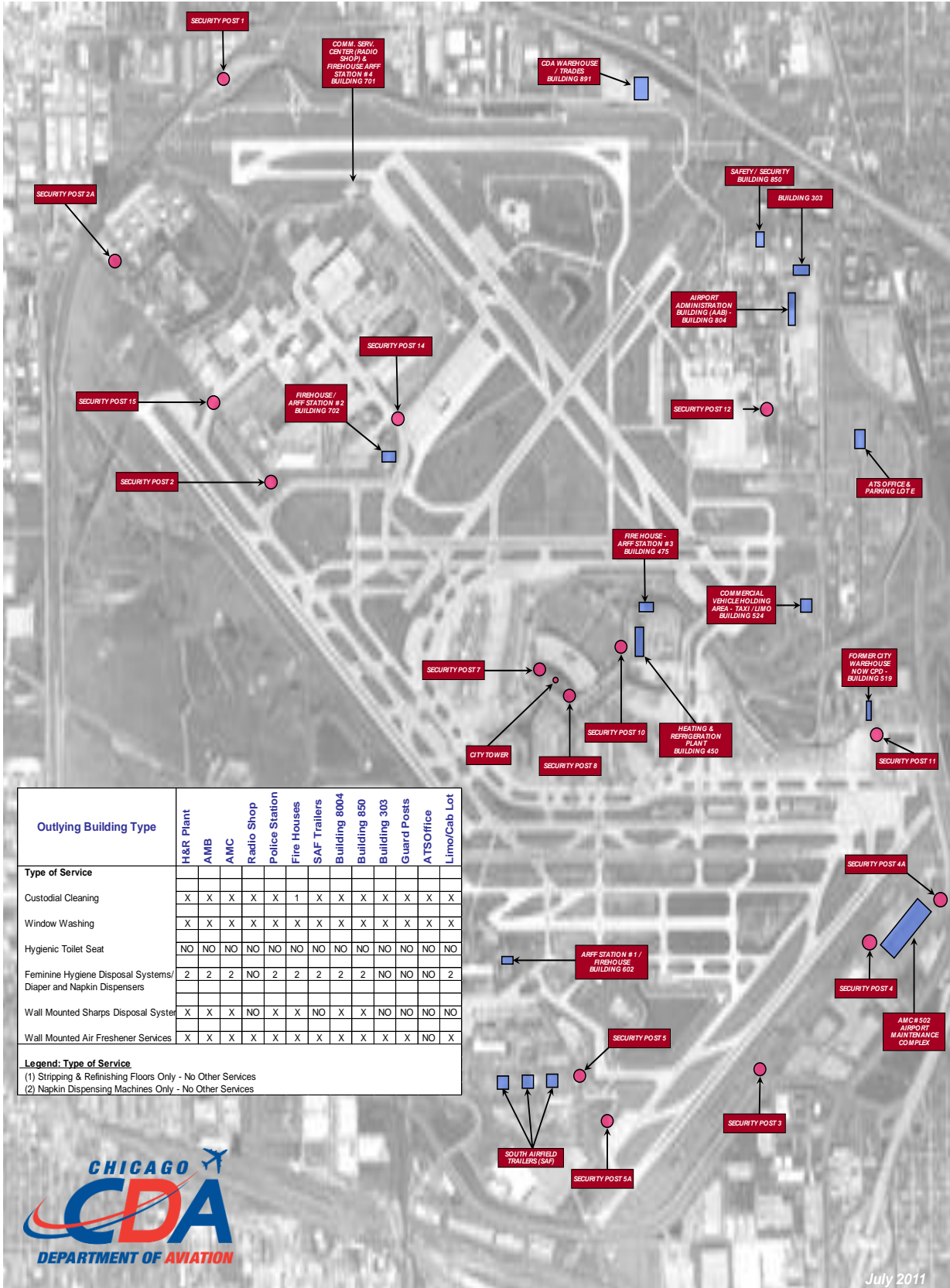
For City use only

Name of City Department requesting certificate: (Using Dept.) _____
 Address: _____ ZIP Code: _____ Attention: _____

EXHIBIT 1

OUTLYING BUILDINGS LOCATION MAP

OUTLYING BUILDINGS AND TYPES OF SERVICES PROVIDED



Outlying Building Type	H&R Plant		Radio Shop	Police Station	Fire Houses	SAF Trailers	Building 8004	Building 850	Building 303	Guard Posts	ATSO/Office	Limo/Cab Lot
	AMB	AMC										
Custodial Cleaning	X	X	X	X	X	1	X	X	X	X	X	X
Window Washing	X	X	X	X	X	X	X	X	X	X	X	X
Hygienic Toilet Seat	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
Feminine Hygiene Disposal Systems/ Diaper and Napkin Dispensers	2	2	2	NO	2	2	2	2	NO	NO	NO	2
Wall Mounted Sharps Disposal System	X	X	X	NO	X	X	NO	X	X	NO	NO	NO
Wall Mounted Air Freshener Services	X	X	X	X	X	X	X	X	X	X	NO	X

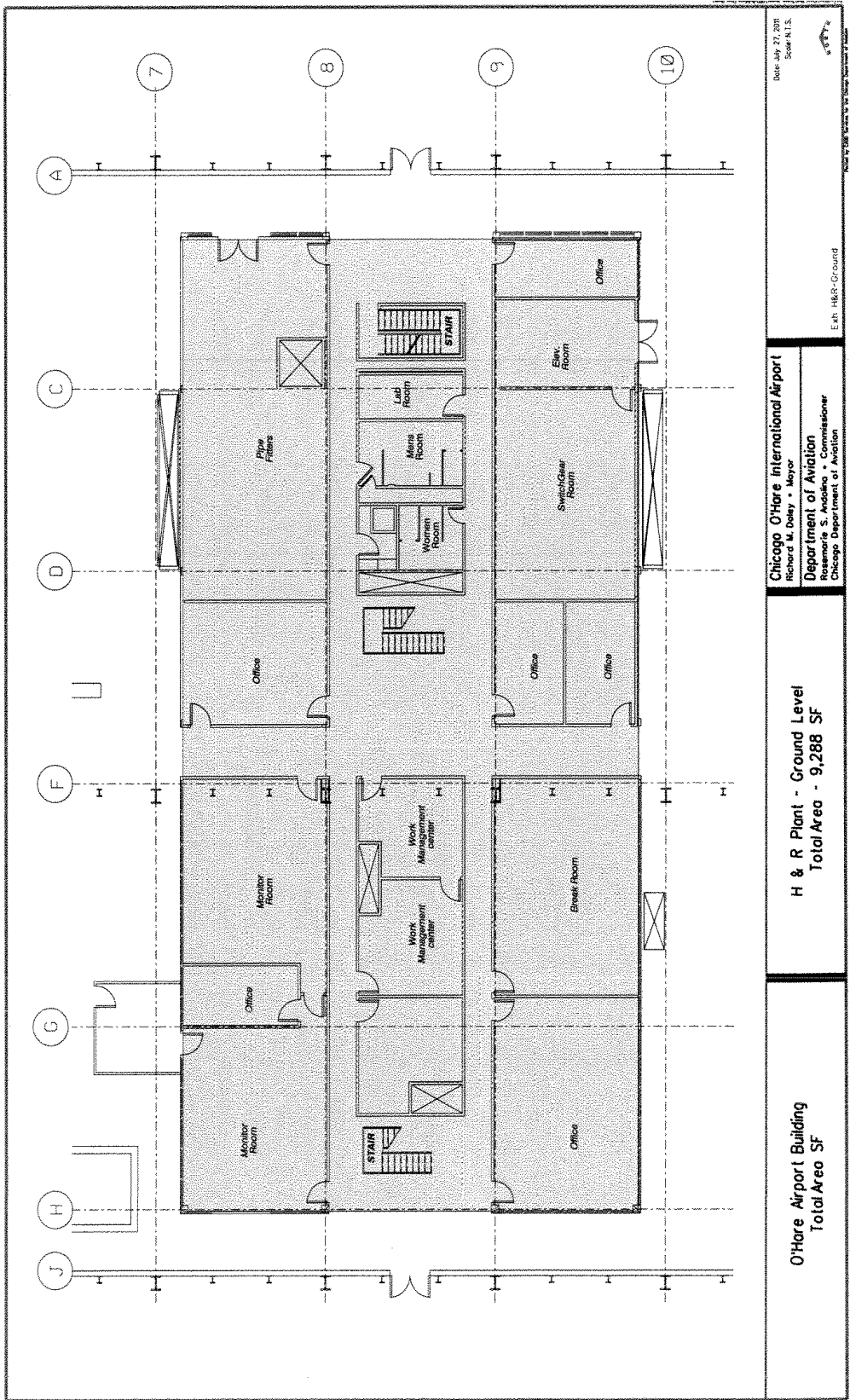
Legend: Type of Service
 (1) Stripping & Refinishing Floors Only - No Other Services
 (2) Napkin Dispensing Machines Only - No Other Services



July 2011

EXHIBIT 2

OUTLYING BUILDINGS FLOOR PLANS

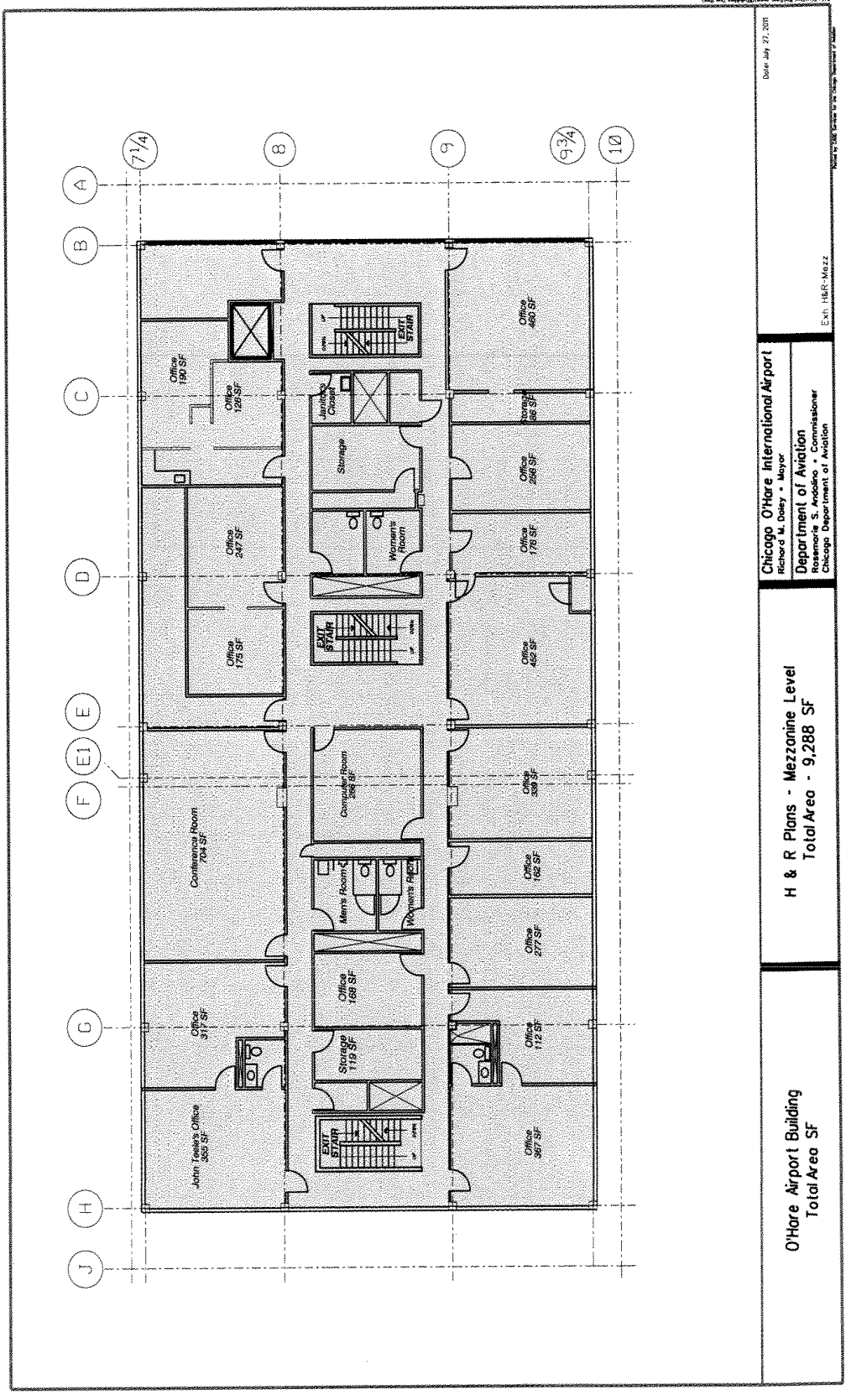


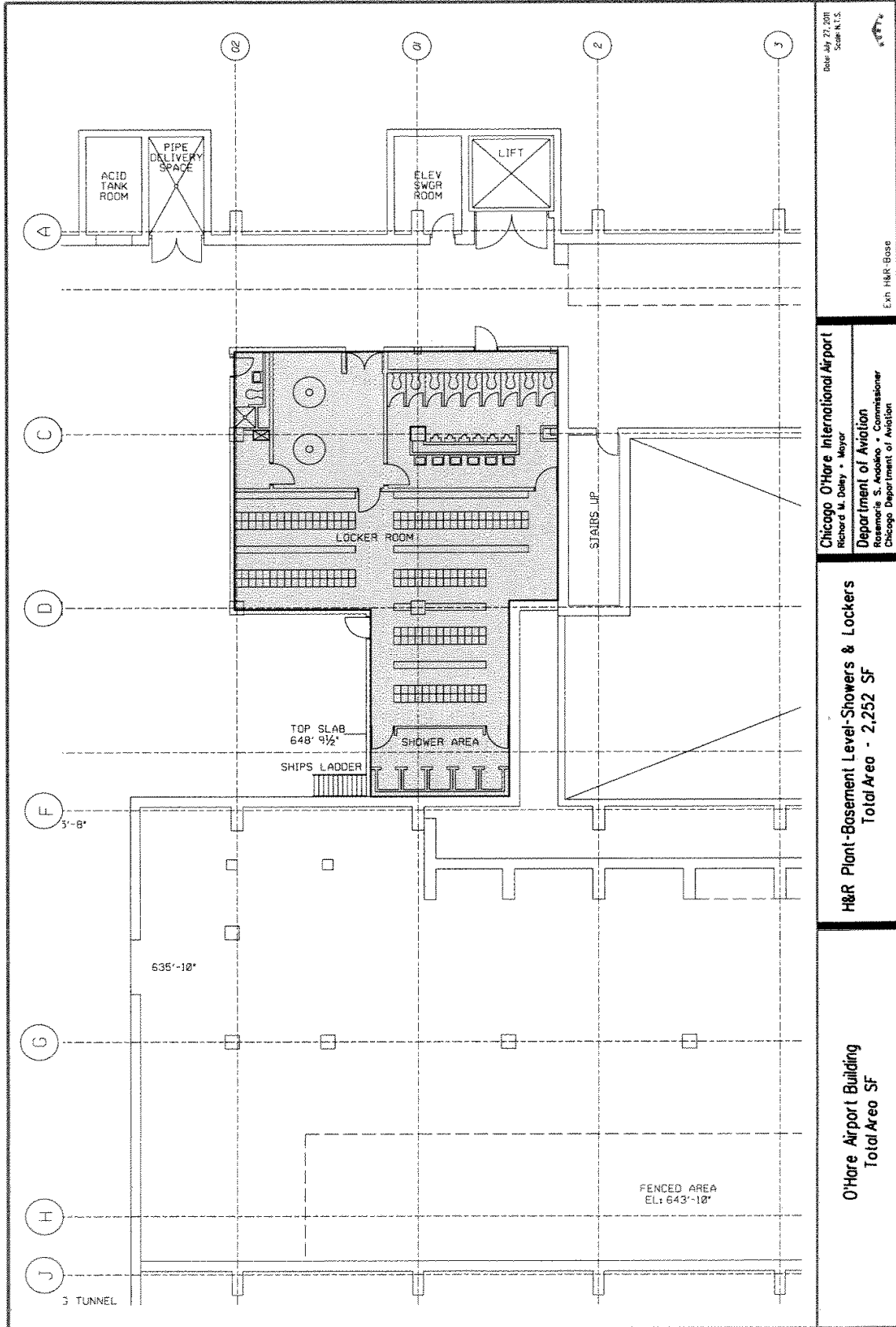
Chicago O'Hare International Airport
 Richard M. Daley • Mayor
 Department of Aviation
 Rosemarie S. Andolen • Commissioner
 Chicago Department of Aviation
 E.H. H&R-C Ground

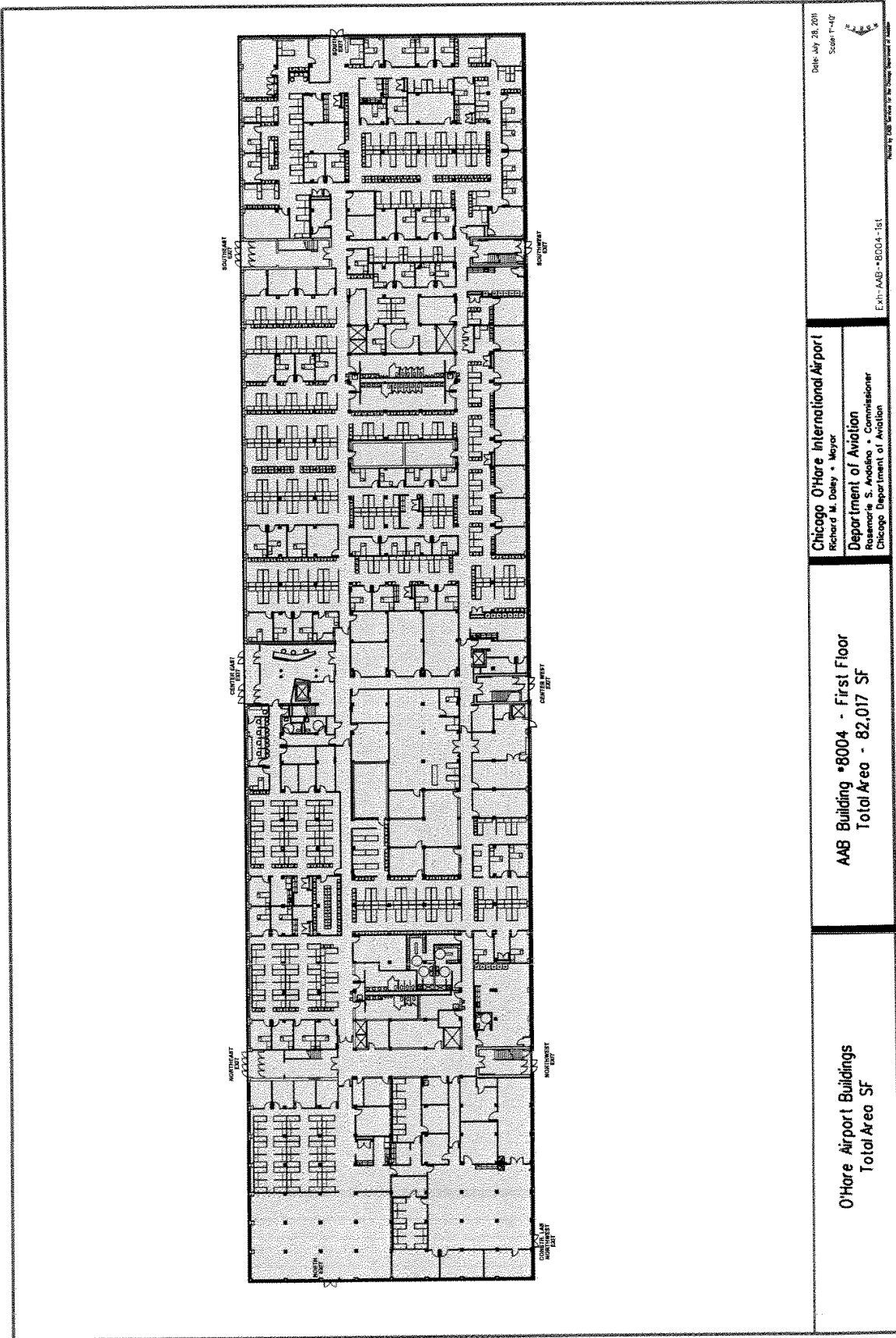
H & R Plant - Ground Level
Total Area - 9,288 SF

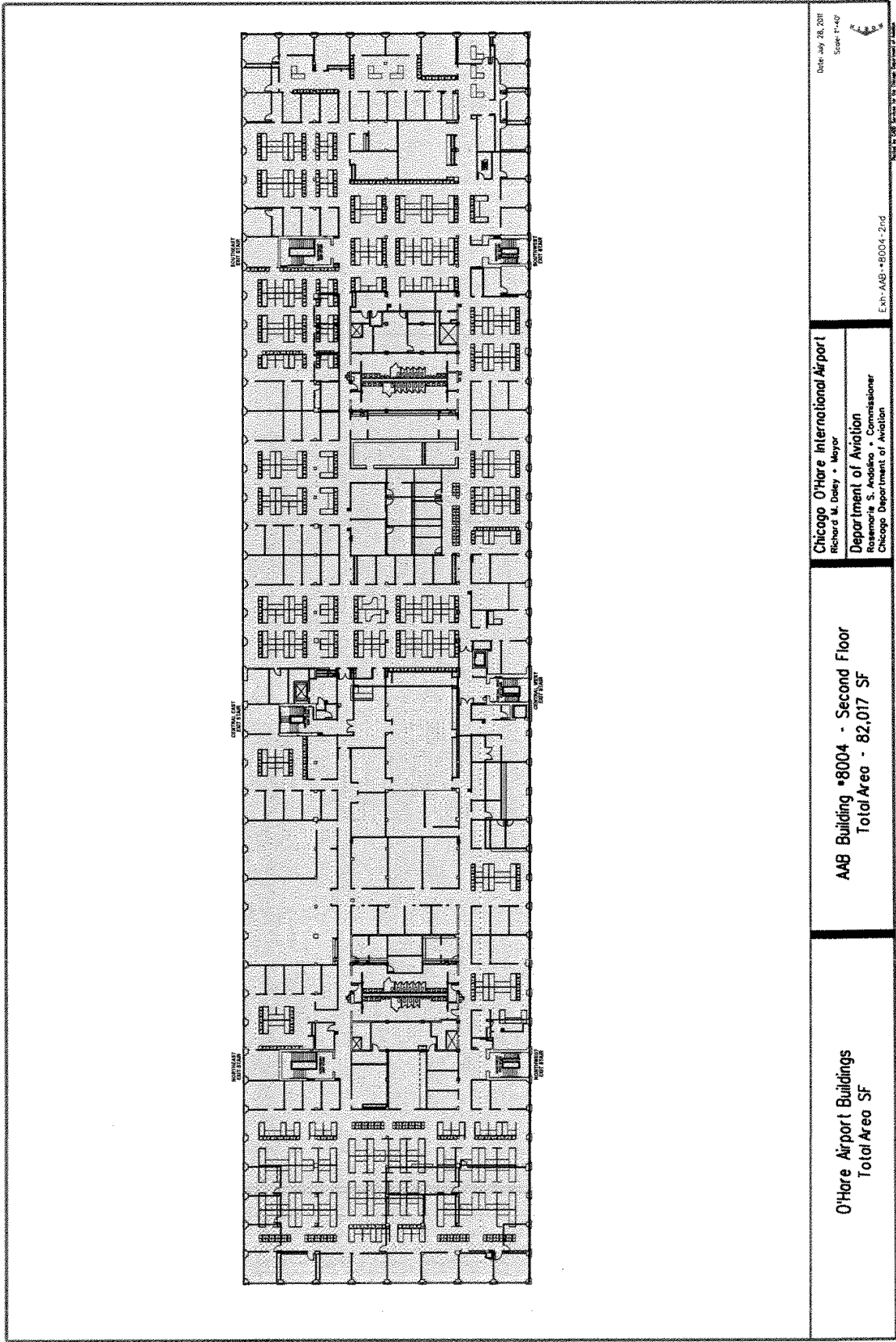
O'Hare Airport Building
Total Area SF

Date: July 27, 2001
 Scale: N.T.S.
 E.H. H&R-C Ground







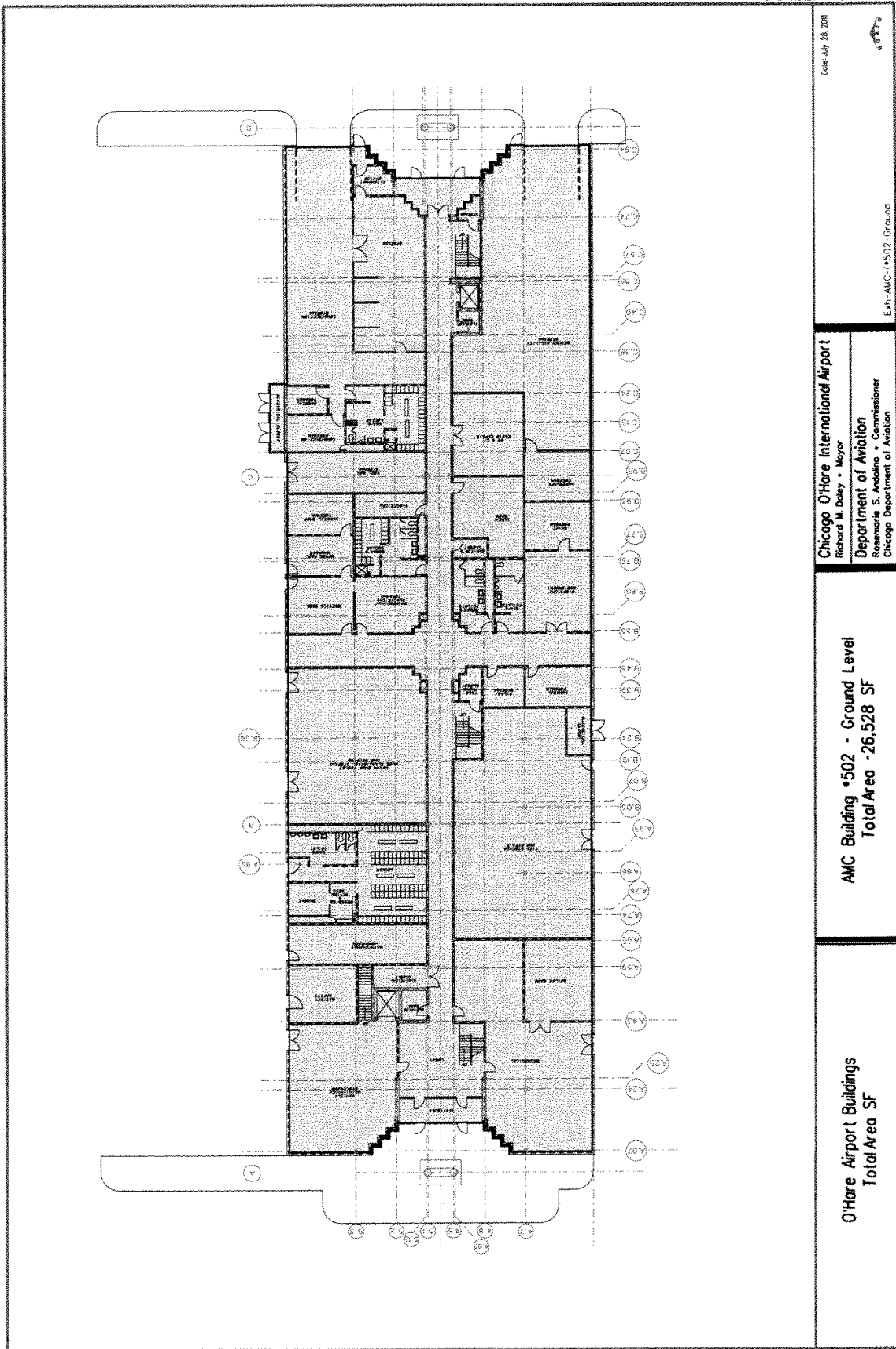


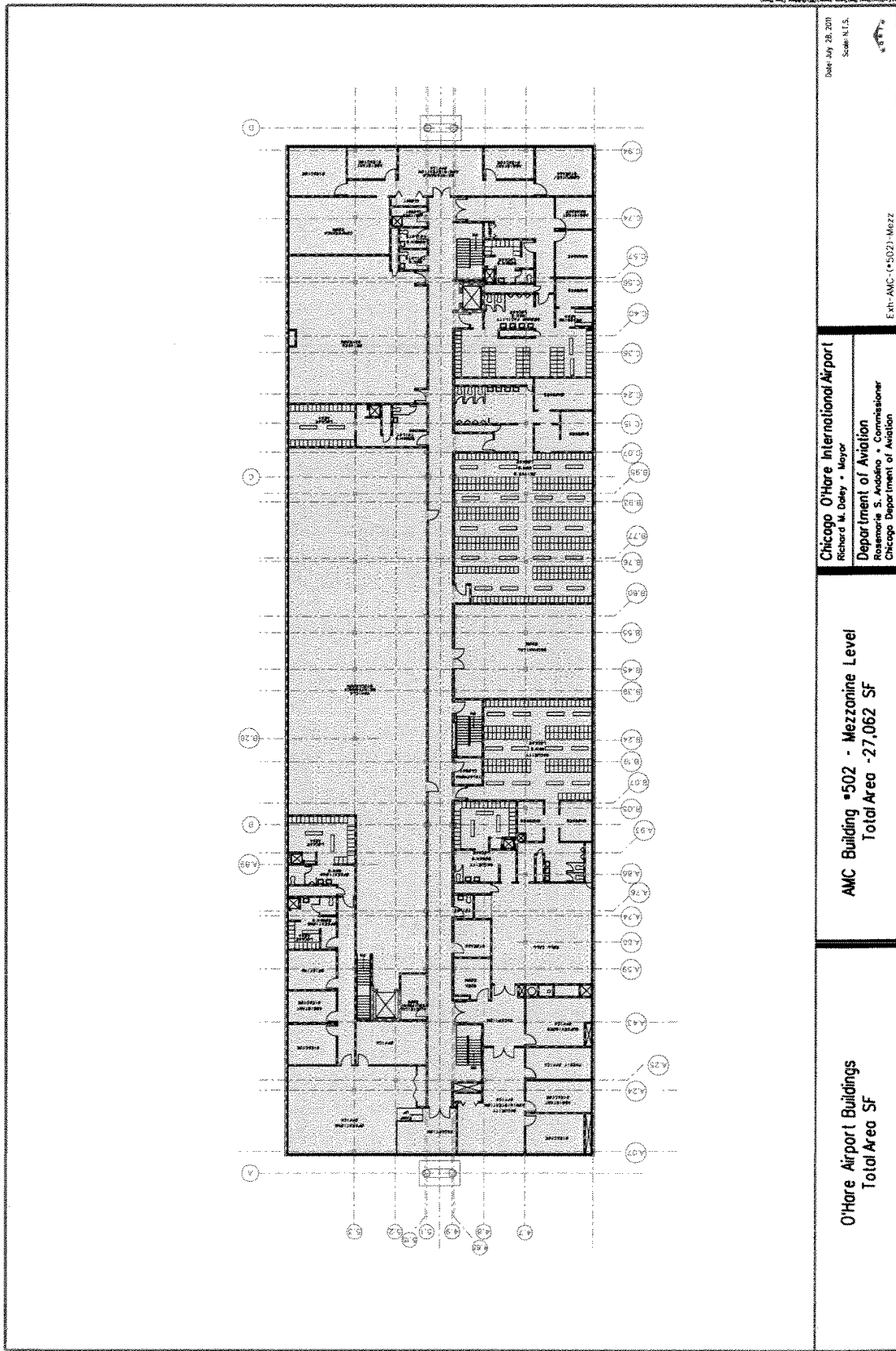
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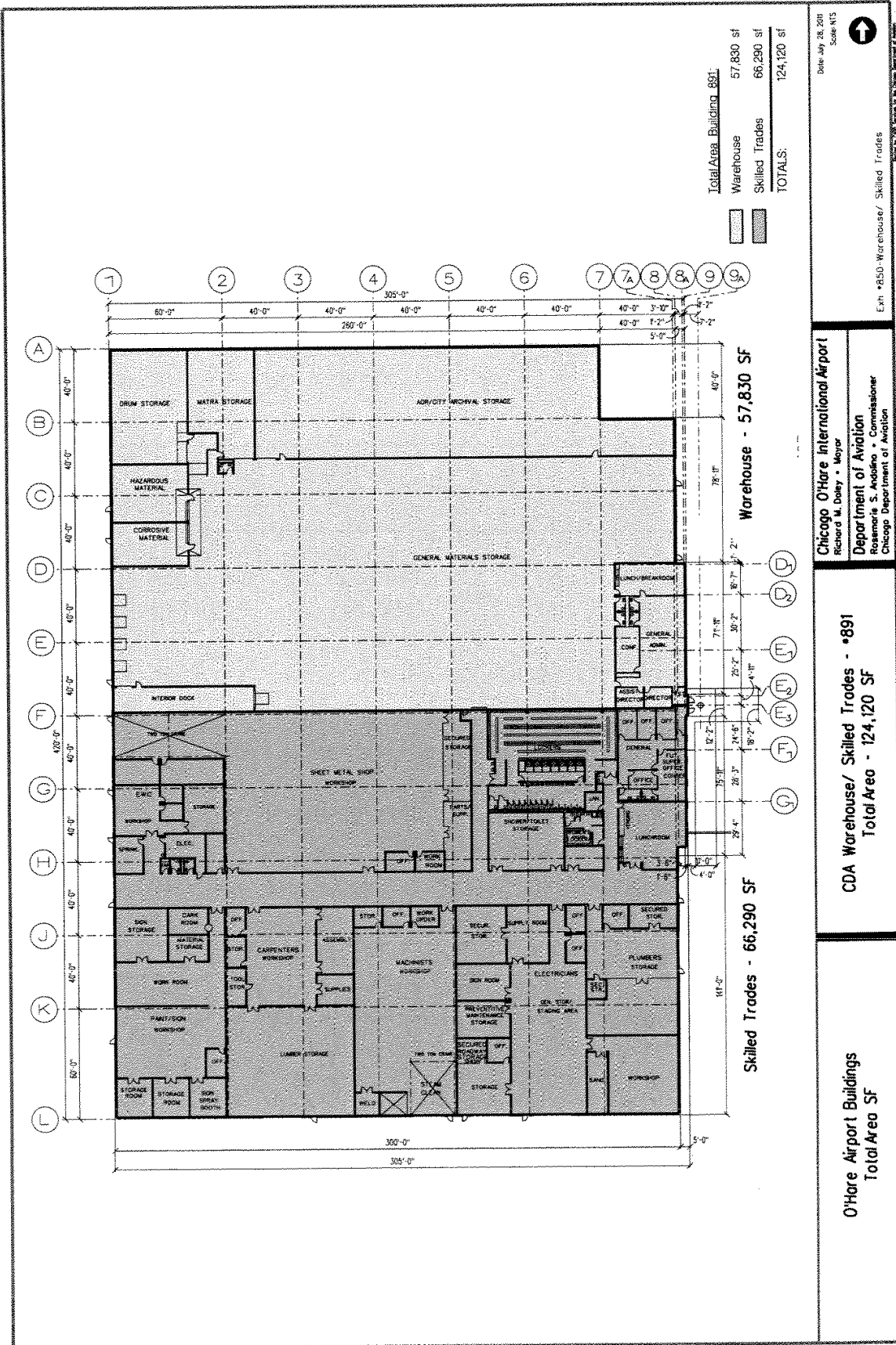
Chicago O'Hare International Airport
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Department of Aviation
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 Chicago Department of Aviation

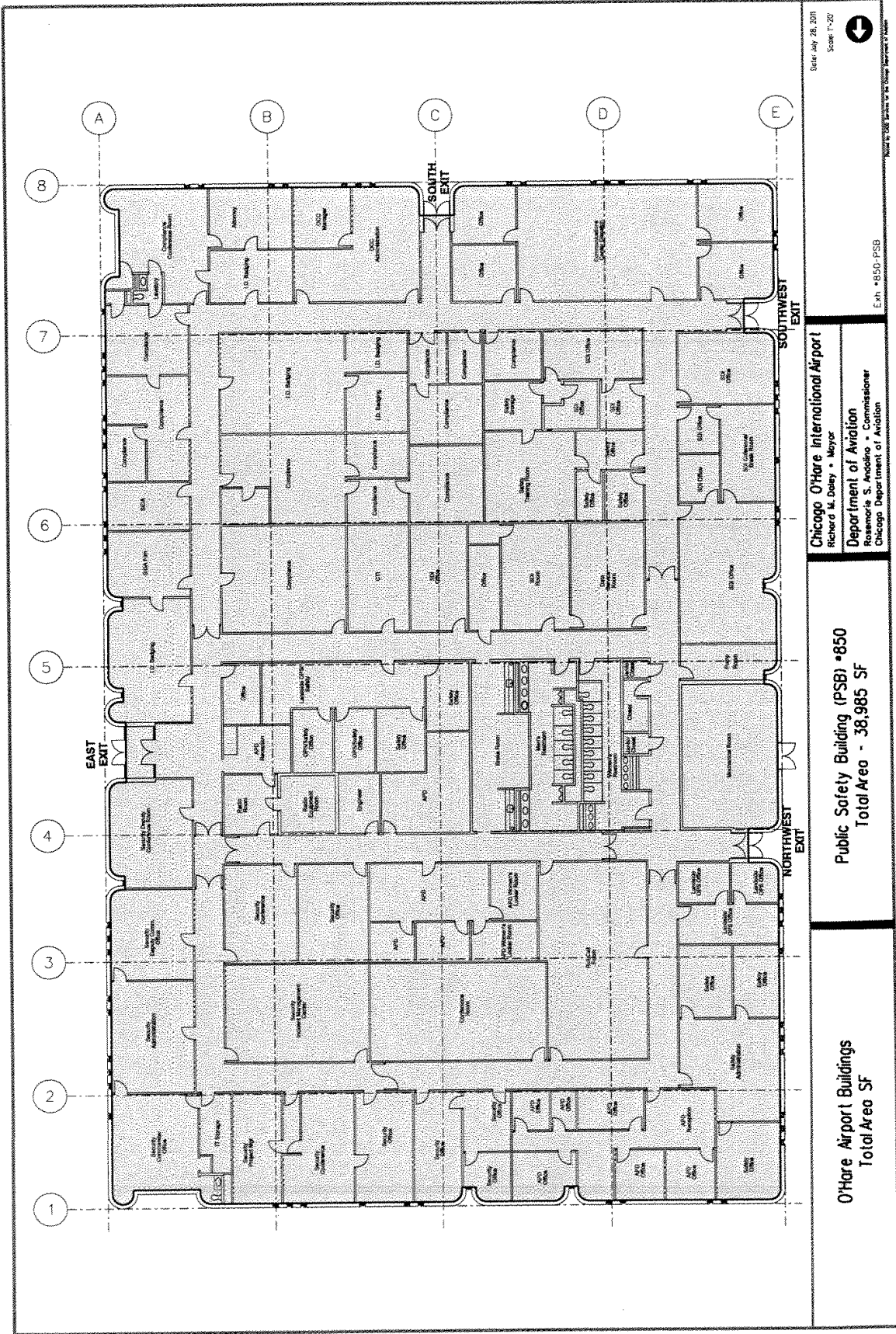
AAB Building #8004 - Second Floor
 Total Area - 82,017 SF

O'Hare Airport Buildings
 Total Area SF









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Public Safety Building (PSB) #850
 Total Area - 38,985 SF

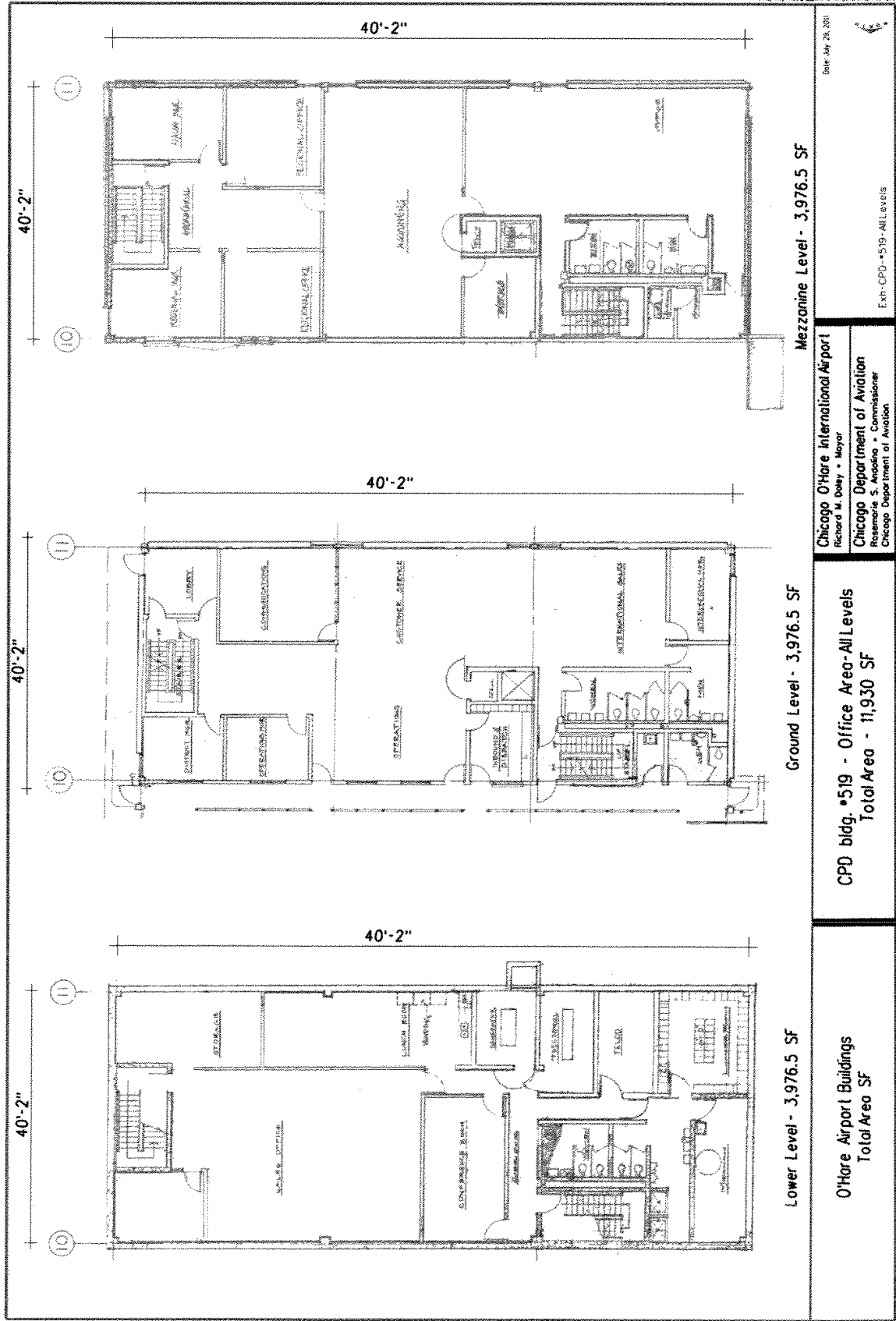
O'Hare Airport Buildings
 Total Area SF

Esh #850-PSB

Date: July 28, 2011
 Scale: 1/20



Not to Scale Unless Otherwise Indicated





Date: July 23, 2011
 Scale: 1" = 50'

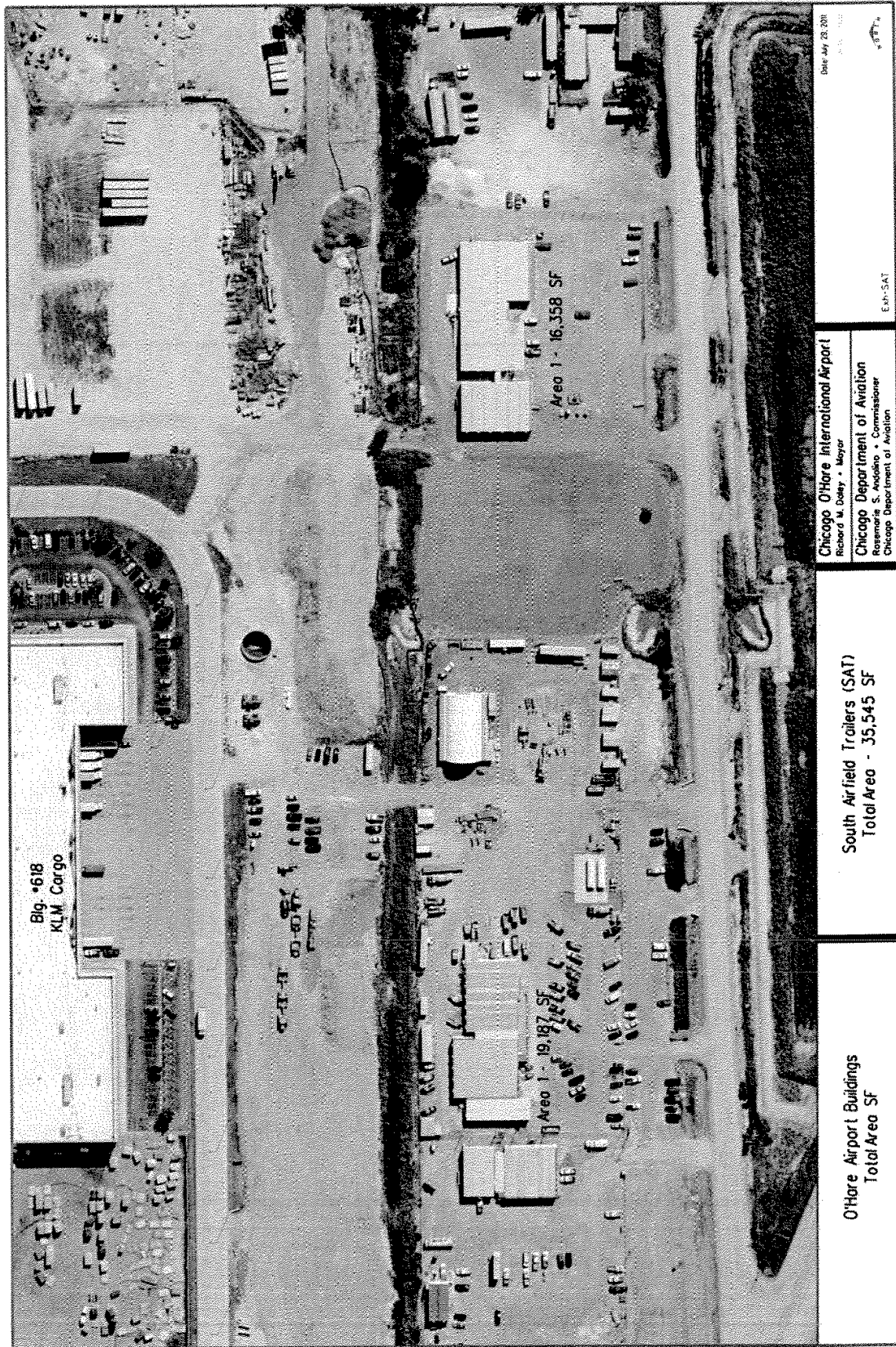
Chicago O'Hare International Airport
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Chicago Department of Aviation
 Rosemarie S. Ambrosio • Commissioner

Exh-CVHA-524-Lower & Upper Offices

CVHA Office Building Lower & Upper Levels
 Total Area - 1,880 SF

O'Hare Airport Buildings
 Total Area SF

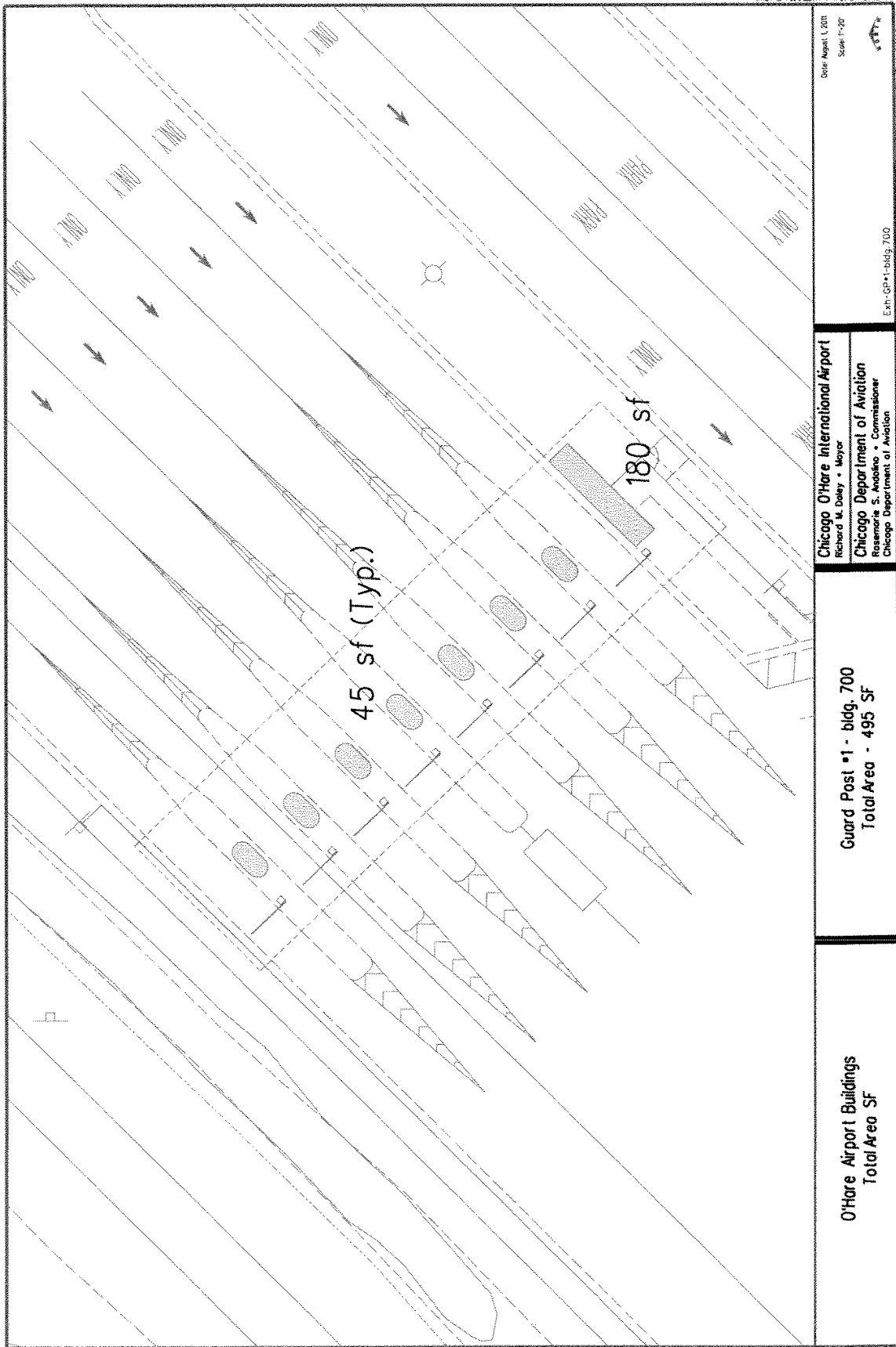


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South Airfield Trailers (SAT)
 Total Area - 35,545 SF

O'Hare Airport Buildings
 Total Area SF

Date: July 28, 2011
 11:51 AM
 E-01-SAT



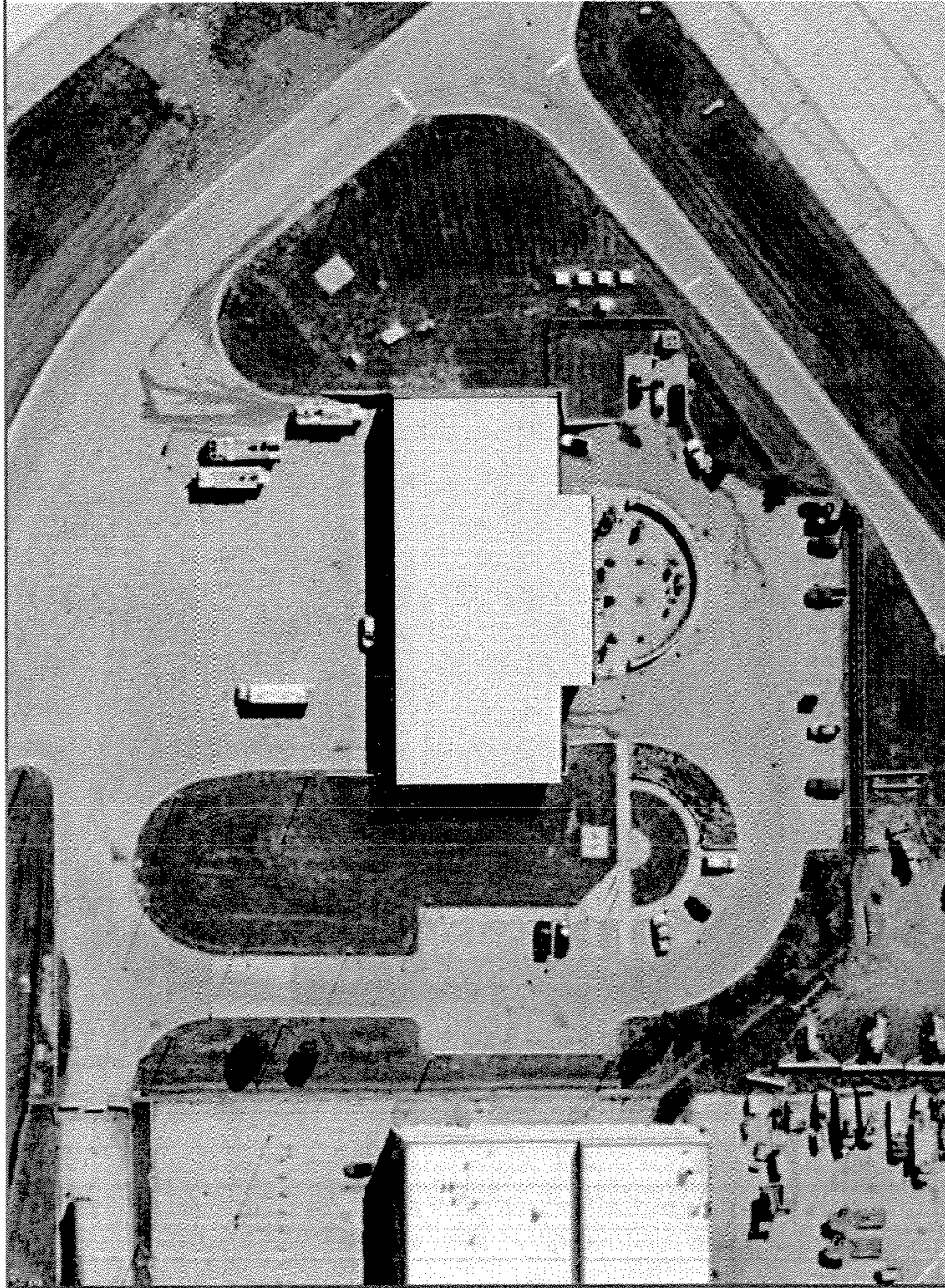


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Guard Post #2-Typical for Guard Posts: 2,
 2A, 3, 4, 5, 5A, 7, 8, 10, 11, 12, 14, 14A, & 15
 Total Area - 68 SF (Typ.)

O'Hare Airport Buildings
 Total Area SF

Date: August 1, 2011
 Scale: 1"=20'
 E:\A-CP-2-1yp./3, 4, 5, 5A, 7, 8, 10, 11, 12, 14, 14A, & 15
 11/15/11 10:56 AM



A.R.F. Station #1
 Office Area by Floor:
 Basement - 5,825 sf
 Ground - 9,216 sf
 Second - 9,216 sf
 Total - 24,257 sf

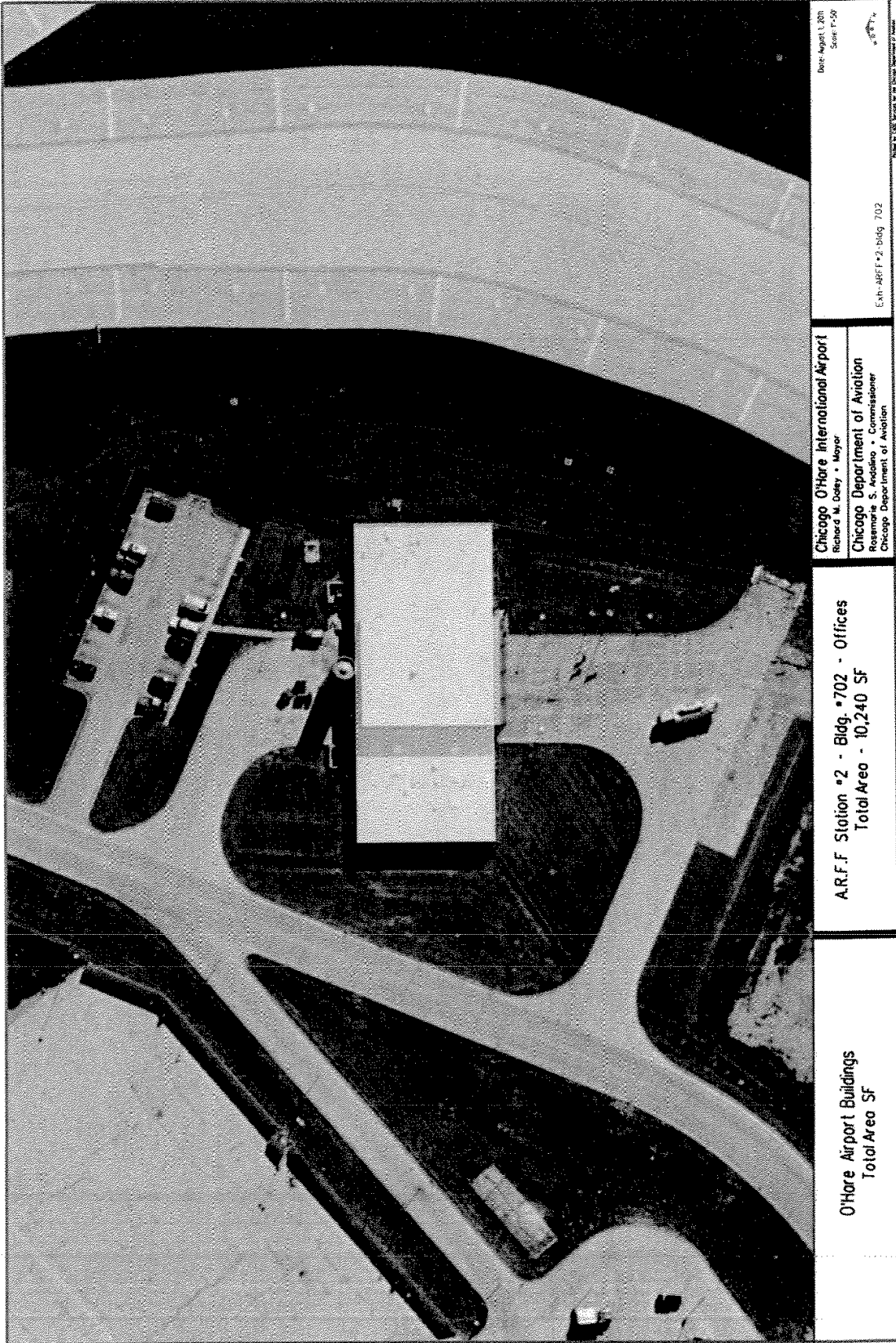
Chicago O'Hare International Airport
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 Chicago Department of Aviation
 Rosemarie S. Anselmo • Commissioner
 Chicago Department of Aviation

A.R.F. Station #1 - Bldg. #602
 All Floors Total Area - 24,257 SF

O'Hare Airport Buildings
 Total Area SF

Date August 1, 2011
 Scale 1"=50'

EXH - ARFF #1-Bldg 602



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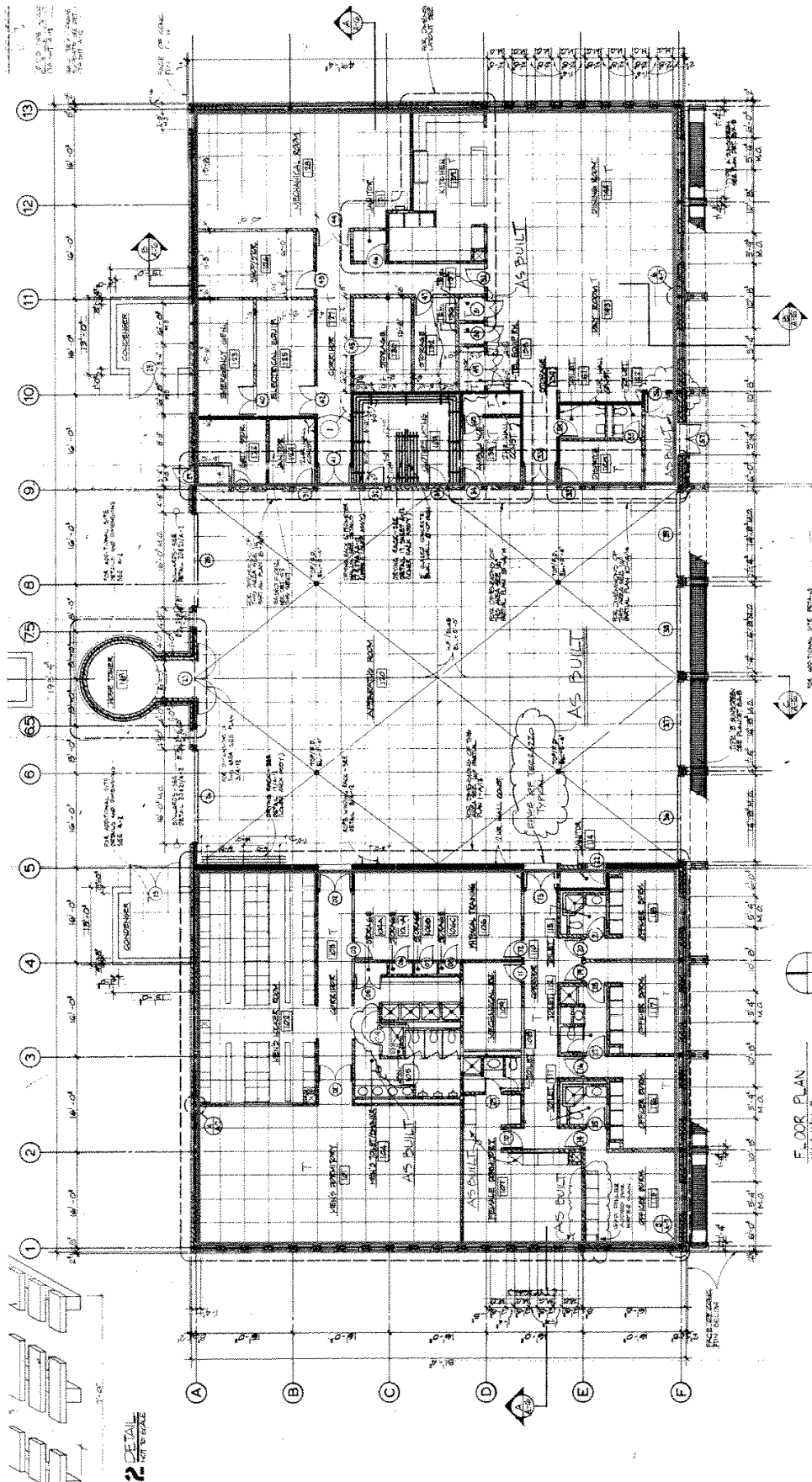
A.R.F. Station #2 - Bldg. #702 - Offices
 Total Area - 10,240 SF

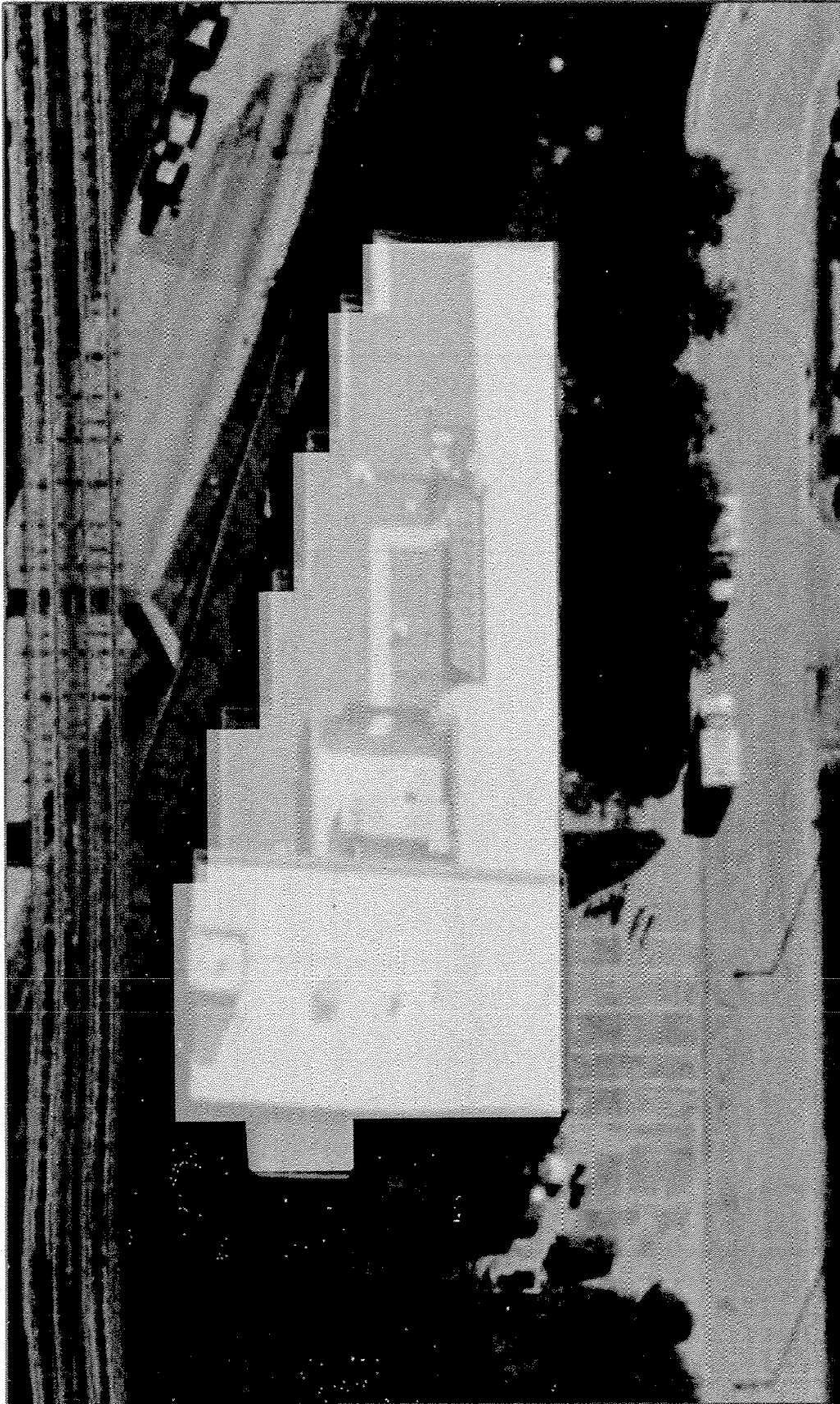
O'Hare Airport Buildings
 Total Area SF

Date: August 1, 2011
 Scale: 1"=50'
 E.A. ARFF #2, Bldg. 702

Prepared by: [illegible]
 Checked by: [illegible]

A.R.F.F. STATION #2 - BLDG. #702



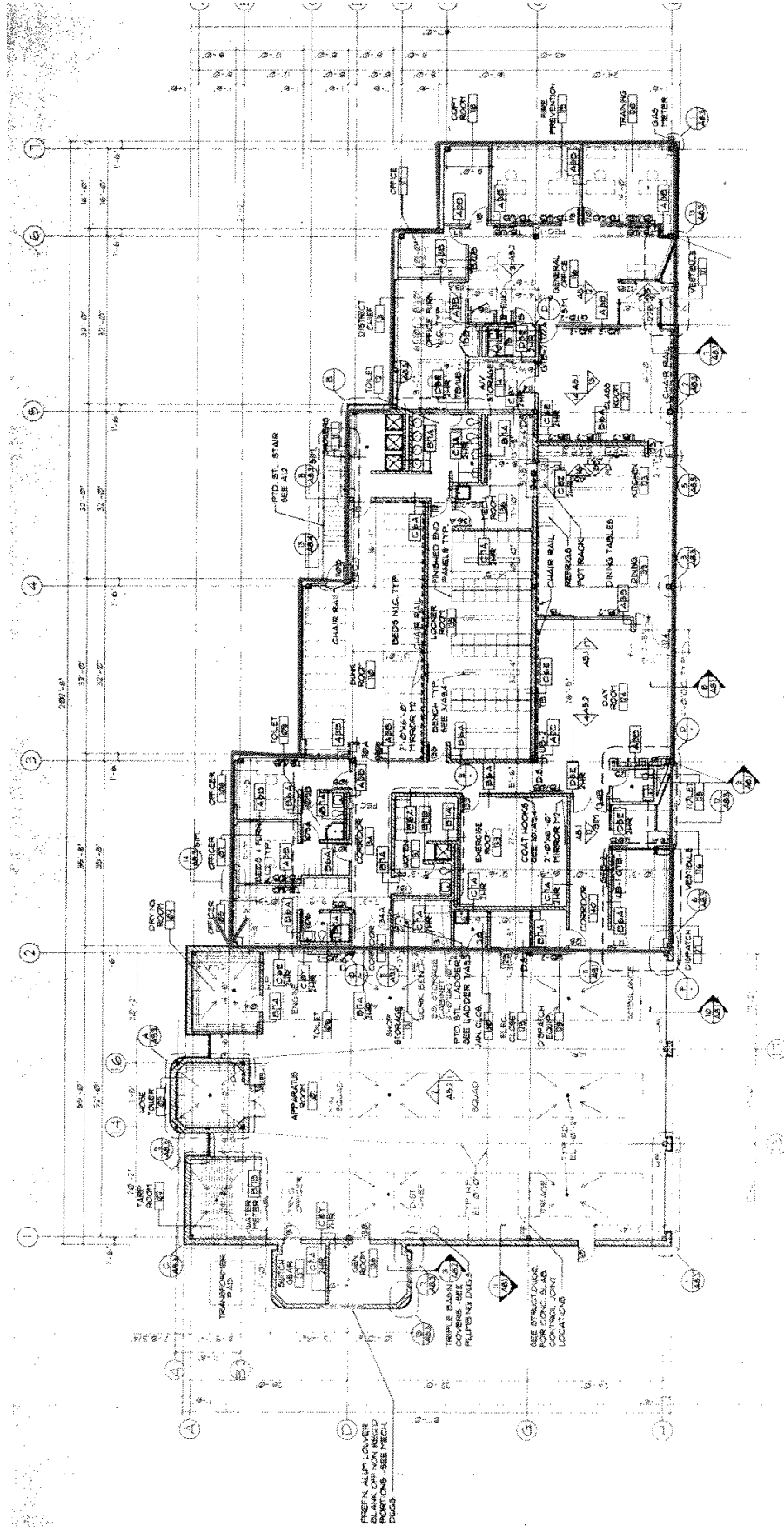


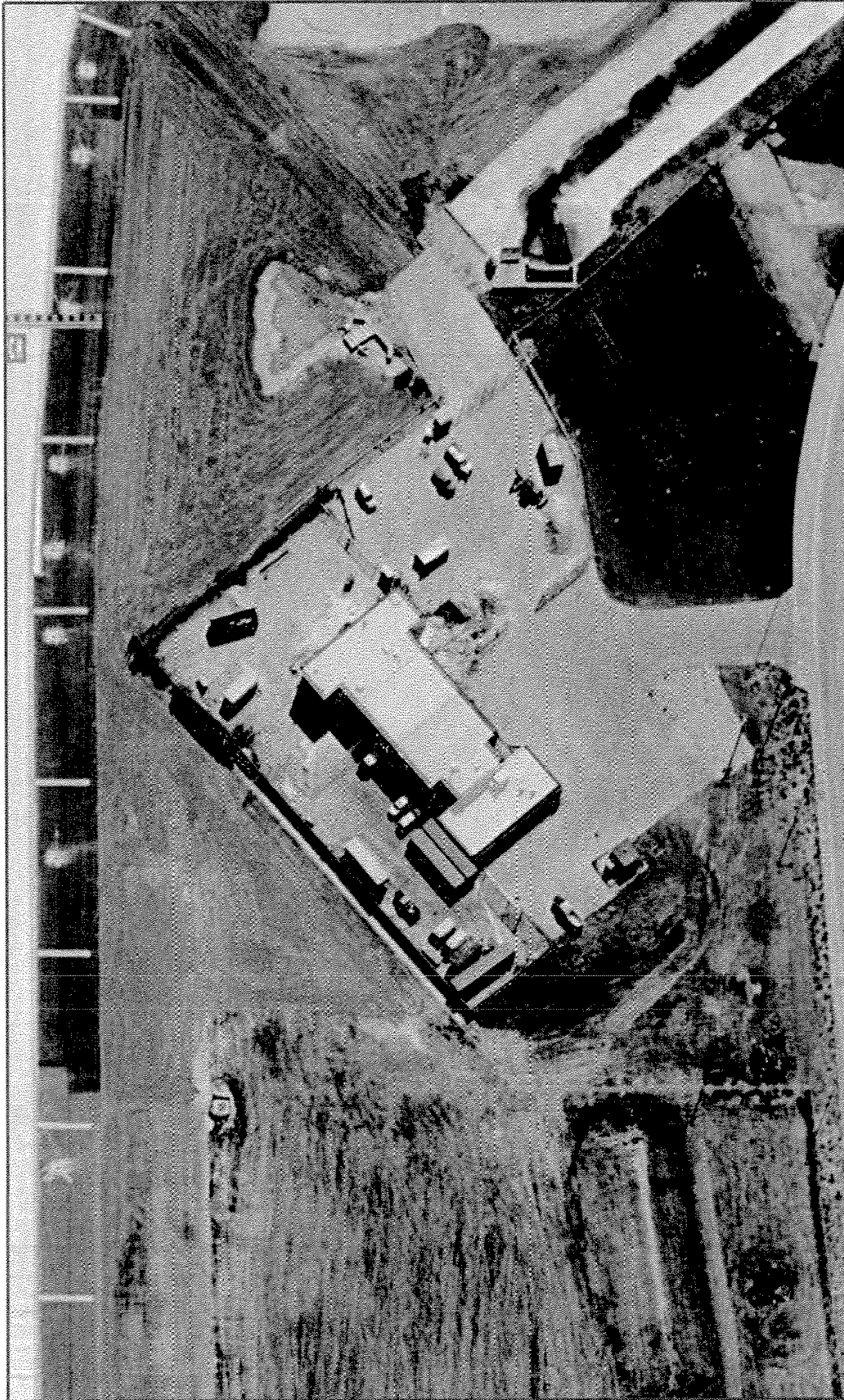
<p>Chicago O'Hare International Airport Richard M. Daley • Mayor Chicago Department of Aviation Rosemarie S. Anobile • Commissioner Chicago Department of Aviation</p>	<p>A.R.F. Station #3 - Bldg. #475 - Offices Total Area - 8,727 SF</p>	<p>O'Hare Airport Buildings Total Area SF</p>
--	--	--

Date: August 1, 2011
 Scale: 1"=20'
 A.S.T.A.

Ex'n-ARFF#3-bldg. 475

A.R.F.F. STATION #3 - BLDG. #475





<p>Chicago O'Hare International Airport Richard M. Daley • Mayor Chicago Department of Aviation Rosemarie S. Anzalone • Commissioner Chicago Department of Aviation</p>	<p>Radio Shop and A.R.F. #4 - bldg. #701 Total Area - 7,750 SF</p>	<p>O'Hare Airport Buildings Total Area SF</p>
---	---	--

Date: July 29, 2011
 Exh-Radio Shop & ARFF 4-701

RADIO SHOP AND A.R.F.F. #4 - BLDG. #701

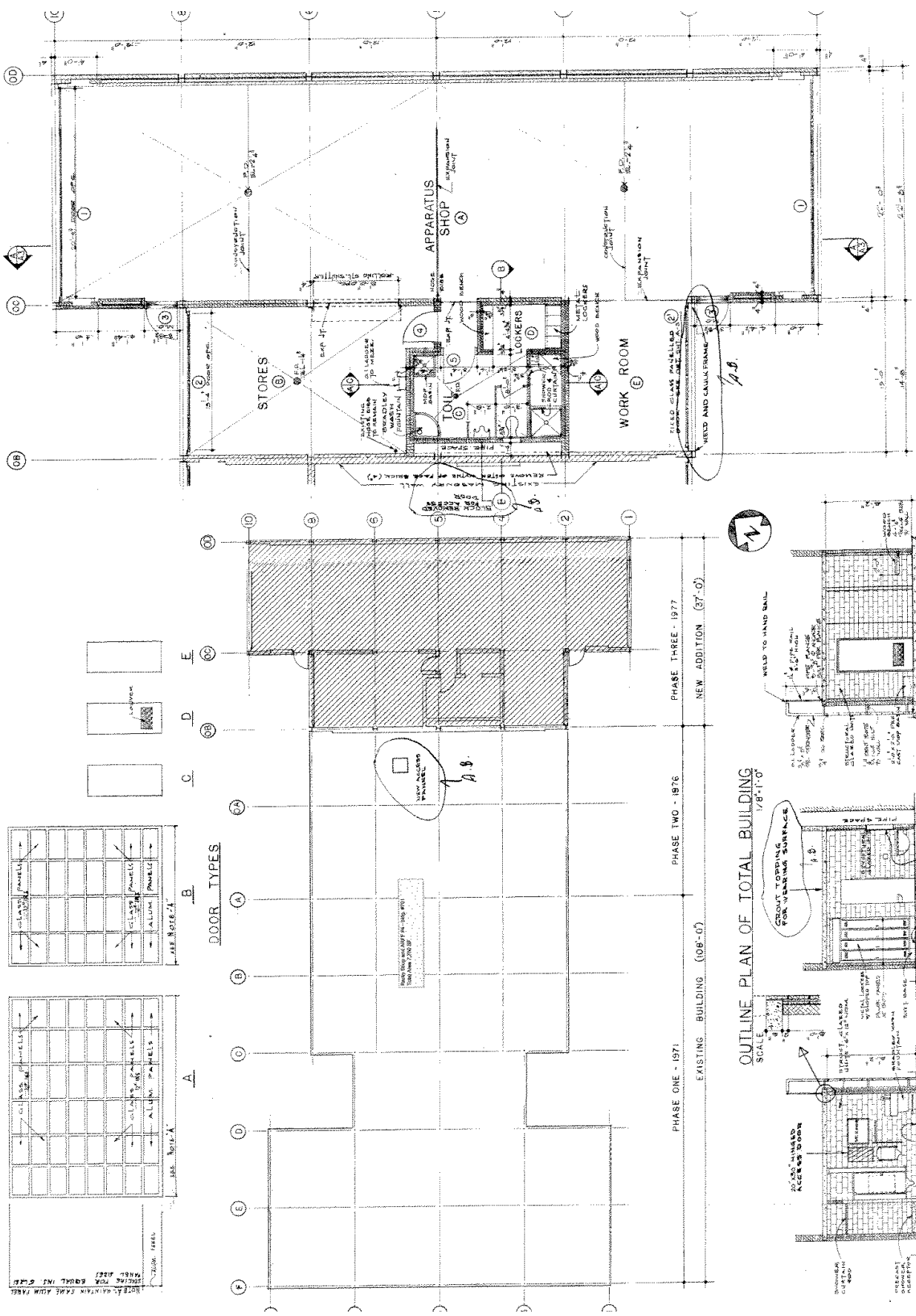
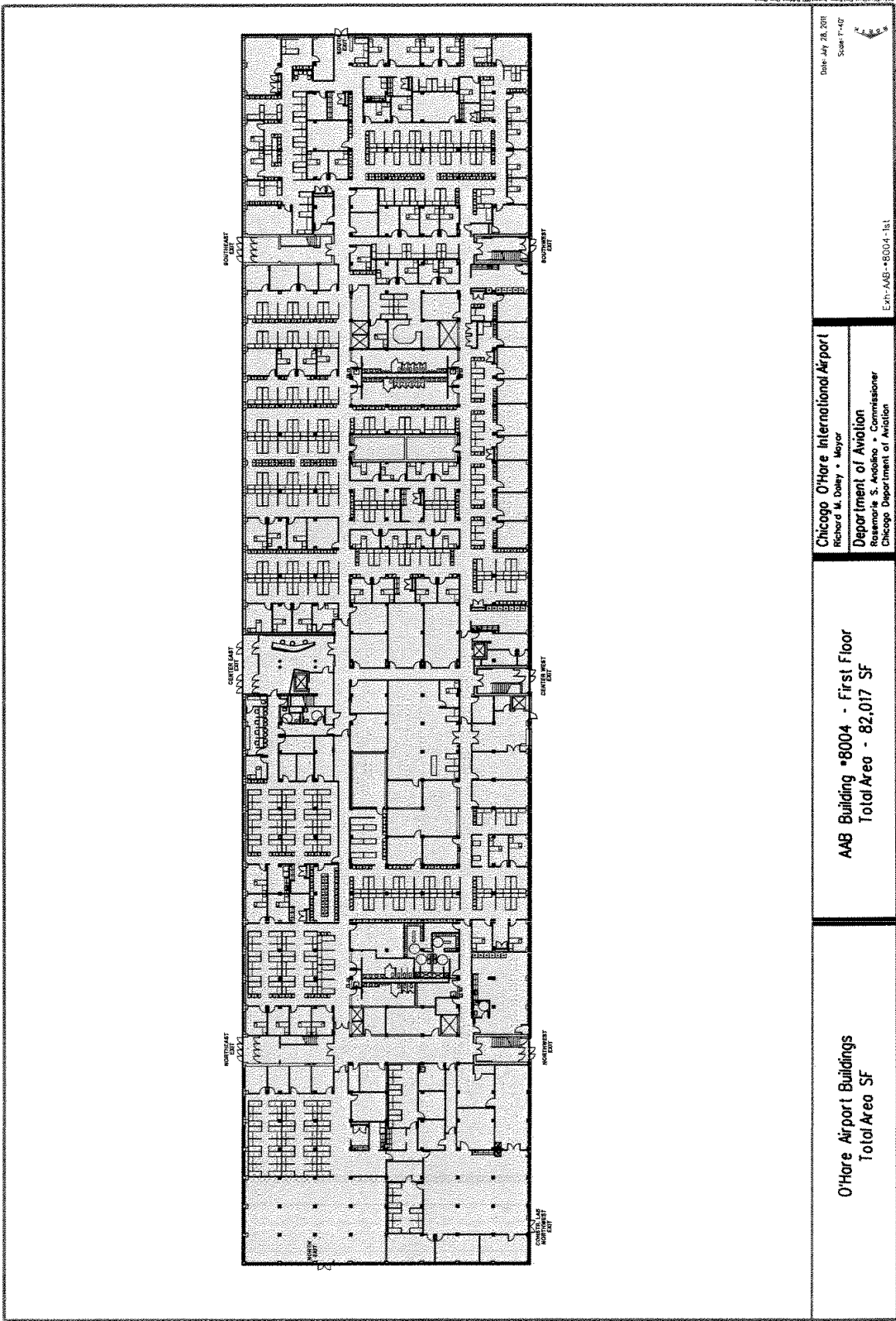
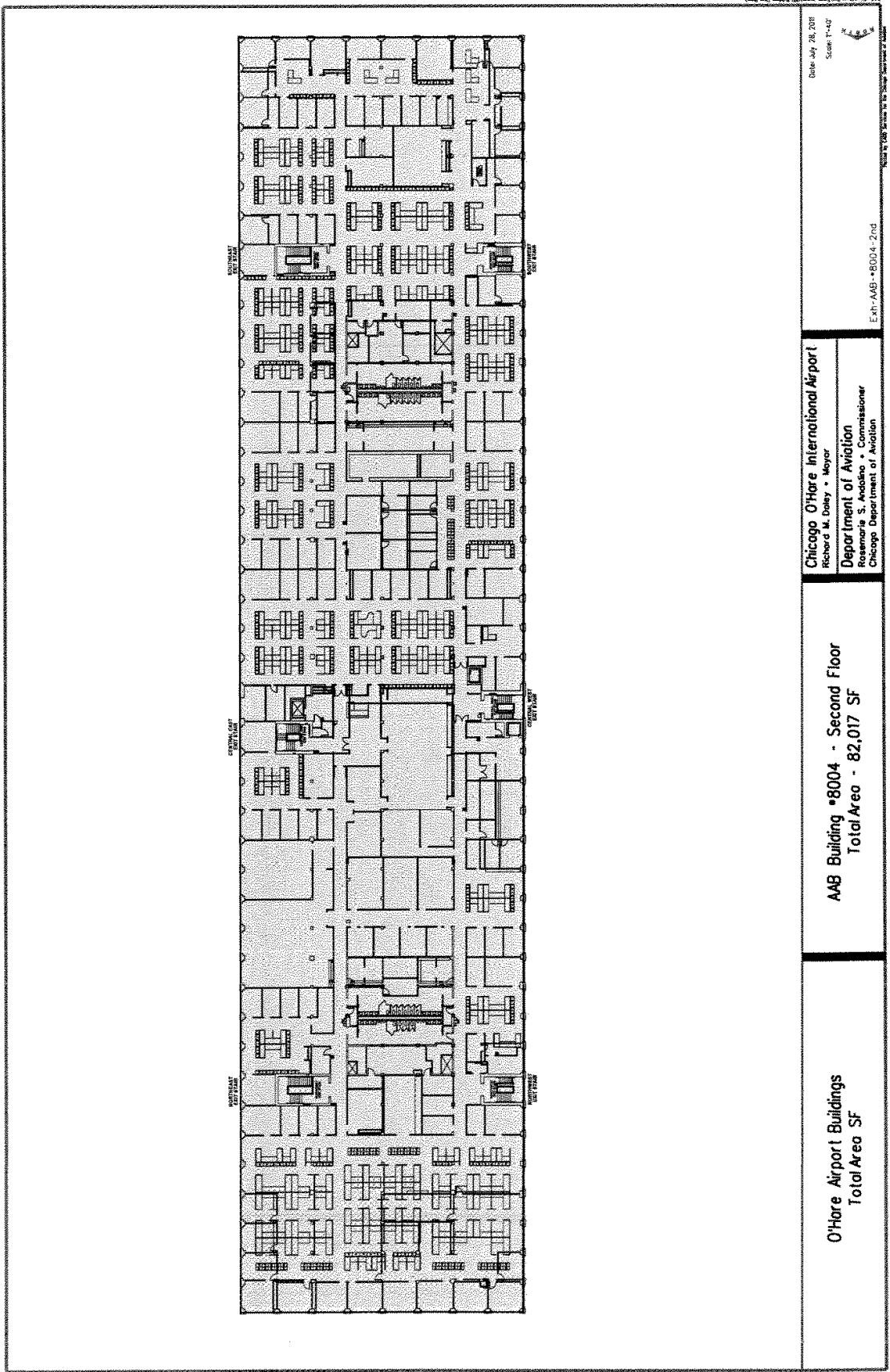


EXHIBIT 3

AVIATION ADMINISTRATION BUILDING (AAB / BLDG. 8004) FLOOR PLAN





Chicago O'Hare International Airport
 Robert W. Healy - Mayor
 Department of Aviation
 Rosemarie S. Ardolino - Commissioner
 Chicago Department of Aviation

AAB Building #8004 - Second Floor
 Total Area - 82,017 SF

O'Hare Airport Buildings
 Total Area SF

Date: July 26, 2011
 Scale: 1/4\"/>

EXHIBIT 4

OUTLYING BUILDINGS RESTROOMS, FIXTURES, DISPENSERS AND AIR FRESHENERS

Exhibit 4: Outlying Buildings Restrooms, Fixtures, Dispensers and Air Fresheners

Building	Location	Type	Room Number	Men		Women		Total	Urns	Paper Towel Dispenser	No. Towel	Tall Vial Cart	Soap Dispenser	Total Paper Dispenser	Total Paper Dispenser	Total Paper Dispenser	Comments/Room #			
				Room Number	Count	Room Number	Count													
Lime Lot	Outside	Men	0045/24102	1	3	1	3	1	3	2	3	2	3	2	3	2	Large Island Sink			
	Outside	Women	0045/24102	1	2	1	2	1	1	1	1	1	1	1	1	1	Tall Paper Dispenser			
	Outside	Mens - Trailer	No Number	1	10	5	6	2	10	3	10	3	10	3	10					
	Inside	Custodian Office	No Number	1																
	Inside	Step Sink	No Number	1																
	Inside	Men	0045/24102	1	1	1	1	1	1	1	1	1	1	1	1	1				
	Inside	Women	No Number	1	1	1	1	1	1	1	1	1	1	1	1	1				
	Total			3	2	1	2	17	9	9	4	16	8	17	1					
AAH	1st Floor	Men	0054	1	3	1	2	2	2	1	3	3	1	1	1	1				
	1st Floor	Men	0007	1	1	1	1	1	1	1	1	1	1	1	1	1				
	1st Floor	Men	117/24/0	1	5	5	4	4	2	2	5	5	3	5	3					
	1st Floor	Men	0049	1																
	1st Floor	Women	0053	1	4	4	4	1	2	1	4	4	1	4	1					
	1st Floor	Women	0088	1	1	1	1	2	1	1	1	1	1	1	1					
	1st Floor	Women	117/24/0	1	6	8	2	3	2	8	6	1	6	1						
	1st Floor	Women	0048	1																
	1st Floor	Men/Women	0040	1	1	1	1	1	1	1	1	1	1	1	1	1				
	1st Floor	Breakroom	0020	1																
	1st Floor	Breakroom	0045	1																
	1st Floor	Breakroom	No Number	1													MM near elevator			
	1st Floor	Breakroom	No Number	1													SM near stairway			
	1st Floor	Breakroom	0082	1																
	1st Floor	Breakroom	0232	1																
	1st Floor	Custodian Office	0054																	
	1st Floor	Custodian Room/Supply	1105A																	
	1st Floor	Step Sink	0047																	
	1st Floor	Step Sink	0171																	
	1st Floor	Step Sink	0174																	
	1st Floor	Step Sink	0055																	
	2nd Floor	Men	2045(1/2)	1	4	6	4	4	2	2	10	4	1	4	1					
	2nd Floor	Men	2154(1/2)	1	5	5	4	4	2	2	5	5	2	5	2					
	2nd Floor	Women	2046(1/2)	1	6	8	2	3	2	8	6	1	6	1						
	2nd Floor	Women	2153(1/2)	1	6	8	2	3	2	8	6	2	6	2						
	2nd Floor	Break Room	2064-1	1																
	2nd Floor	Men/Women	2198	1	1	1	1	1	1	1	1	1	1	1	1	1				
	2nd Floor	Step Sink	2047																	
	2nd Floor	Step Sink	2152																	
	2nd Floor	Step Sink	2155																	
	2nd Floor	Step Sink	2044																	
	2nd Floor	Step Sink	2048																	
Total				5	5	2	2	7	2	9	2	4	5	14	26	2	18	55	40	20

Exhibit 4: Outlying Buildings Restrooms, Fixtures, Dispensers and Air Fresheners

Building	Location	Type	Room Number	Men	Women	Locker Room	Men/ Woman	Breakroom	Curtain Office	Slap Sink	Feminine Box Needed	Toilets	Sinks	Urinals	Paper Towel Dispenser	All Freshair	Hand Drier	Toilet Seat Cover	Toilet Paper Dispenser	Hand Sanitizer Dispenser	Feminine Napsin	Community/Room #				
Security Post	Post 1	Men/Woman	No Number	1	1																					
	2	Men/Woman	No Number																							
	2a	Men/Woman	No Number																							
	3	Men/Woman	No Number																							
	4	Men/Woman	No Number																							
	5	Men/Woman	No Number																							
	5a	Men/Woman	No Number																							
	7	Men/Woman	No Number																							
	8	Men/Woman	No Number																							
	10	Men/Woman	No Number																							
	11	Men/Woman	No Number																							
	12	Men/Woman	No Number																							
	14	Men/Woman	No Number																							
	14a	Men/Woman	No Number																							
	15	Men/Woman	No Number																							
Total				1	1	15			14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	15		
B50		Men	067A/B	1																						
		Women	065A/B		1																					
		Locker Room (F)	049A			1																				
		Locker Room (M)	064A/B			1																				
		Breakroom	068A/B			1																				
		Private Restroom	093-A			1																				
		Private Restroom	006-A			1																				
		Custodian Supply Room	No Number			1																				
		Slap Sink	059A			1																				
		Slap Sink	063A			1																				
	Total				1	2	2		1	1	2	16	16	16	4	6	4	16	14	16	2					
	H&R	1st Floor	Men	RRM4506	1																					
		1st Floor	Women	No Number		1																				
		1st Floor	Breakroom	No Number			1																			
		1st Floor	Slap Sink	No Number			1																			
2nd Floor		Men	No Number	1																						
2nd Floor		Women	No Number		1																					
2nd Floor		Men/Woman	No Number			1																				
2nd Floor		Men/Woman	No Number			1																				
2nd Floor		Slap Sink	No Number			1																				
Basement		Men	RRM4506	1																						
Basement		Locker Room/Shower (M)	No Number			1																				
Total					3	2	1		1	1	1	2	13	10	6	7	4	6	8	13	5					

Exhibit 4: Outlying Buildings Restrooms, Fixtures, Dispensers and Air Fresheners

Building	Location	Type	Room		Men	Women	Locker Room	Breakroom	Custodian Office	Soap Sink	Feminine Box Necessary	Toilets	Sinks	Urinals	Paper Towel Dispenser	Air Freshener	Toilet Seat Cover	Soap Dispenser	Tall Paper Dispenser	Hand Sanitizer Dispenser	Comments/Room #
			Men No Number	Women No Number																	
South	Large Trailer	Men	1									2	3	2		2	2	2	1		
MID Trailers	Large Trailer	Men	1									2	2	2		2	1	2	1		
	Large Trailer	Women		1								4	3	1		4	1	4	1		
	Large Trailer	Women		1								1	1	1		1	1	1	1		
	Large Trailer	Breakroom				2															
	Large Trailer	Custodian Room					2														
	Small Trailer	Men	1									1	1	1		1	1	1	1		
	Small Trailer	Women		1								1	2	1		2	1	2	1		
	Small Trailer	Breakroom				1															
Total			4	2	3	2	3	12	11	5	6	12	7	12	6						
Radio Shop			1		1							2	3	1	2		2	2	1		
103 Trailer			1		1							3	4	2	2		2	1	4	3	1
ATS Office/lot			1		1							2	3	2	2		2	2	2	1	
Total			3	2	1	3	3	20	35	171	179	63	105	27	47	127	158	171	67		
Grand Total			30	22	27	11	21	8	20	35	171	179	63	105	27	47	127	158	171	67	* 23 currently installed

EXHIBIT 5

FLOOR SCRUBBERS, EQUIPMENT AND CONSUMABLE SUPPLIES USED AT O'HARE AIRPORT

EXHIBIT 5

Floor Scrubbers, Equipment and Consumable Supplies Used at Outlying Buildings

The floor scrubbers, equipment, cleaning products and plastic liners listed herein represent what is currently used at O'Hare Airport, however, it is the Contractor's responsibility to determine what equipment and supplies are necessary to perform work in accordance with the Specifications. The information is offered as a guide and does not represent what equipment or supplies the Contractor must provide.

The paper products and soaps listed herein represent what is currently used at O'Hare Airport. The Contractor may choose to use different products so long as they are equal or better in quality than that which is listed. The Contractor will be responsible for providing, maintaining, installing, repairing, and replacing as necessary dispensers for paper towels, toilet paper and hand soap throughout the contract. The Contractor may use any or all of the dispensers currently in place or may elect to replace at their own cost during the course of the contract. At the conclusion of the contract any and all installed dispensers will become the property of the City. Currently, there are approximately 105 paper towel dispensers, 171 toilet paper dispensers, and 158 hand soap dispensers. The City reserves the right to request up to an additional 10% for each type of dispenser (paper towel, toilet paper, hand soap) at no additional cost during the course of the contract.

1. **Walk-behind Scrubber**
 - Minuteman 320 (32" cleaning path)
 - Tennant Model 5680 (32" cleaning path)
2. **Wide Area Vacuum & Upright Vacuum Cleaner**
 - Tennant Model 3280 (30" wide)
 - Pacer Wide Area (30" wide)
 - Minuteman Wide Area (30" wide)
 - Upright Various Models 12" & 16" wide with attachments
3. **Low RPM Buffer/Scrubber (side by side)**
 - Clarke 20" with pad holder and brush
 - Minuteman 19" with pad holder and brush
4. **Carpet Extractor**
 - Pullman Holt with attachments and upholstery tool
 - Clarke with attachments and upholstery tool
5. **20/30 Gallon Wet/Dry Vacuums**
 - Rubbermaid canister wet/dry vacuum with hoses and attachments
 - Pullman Holt canister wet/dry vacuum with hoses and attachments
6. **Flat Bed Hand Cart and Two-Wheel Hand Truck**
 - Continental/Rubbermaid brand 24" x 48" flat bed cart with non-marking wheels
 - Standard hand truck with 10" pneumatic or solid rubber tires and non-marking swivel casters

Paper Goods Type and Size

7. **Kimberly Clark Professional**
 - SCOTT JRT Jr.
 - Jumbo Roll Tissue
 - 3.55" x 2,000'
8. **Kimberly Clark Professional**
 - SCOTT High Capacity Hard Roll
 - High Capacity Roll Hand Towel
 - 8" x 1000'
9. **Kimberly Clark Professional**
 - SCOTT
 - SCOTTFOLD M Towels
 - 9.4" x 12.4"

Plastic Liners (Bags)

10. **Plastic Bag 55-gallon Minimum**
 - 36" x 58" long
 - 3.0 mil minimum
 - Flat seal bottom
 - Biodegradable
11. **Plastic Bag 18-gallon Minimum**
 - 28" x 34"
 - 1.5 mil minimum
 - Flat seal bottom
 - Biodegradable
12. **Plastic Bag 4-gallon Capacity**
 - 13" x 4" x 17"
 - .45 mil minimum
 - Flat seal bottom
 - Biodegradable
13. **Plastic Bag**
 - 22" x 14" x 58"
 - 2 mil minimum
 - Flat seal bottom
 - Biodegradable

Hand Soap Gallon and Foam

14. **Hand Soap in Gallon Containers**
 - Liquid, mild lotion soap
 - Hypoallergenic
 - Fresh floral fragrance
 - Rich lotion look

15. **Hand Soap Foaming**

- 1 Liter foaming hand soap
- Hypoallergenic
- Mild hand soap
- Fresh fragrance

Cleaning Products

16. **Glass Cleaner**

- Enviro Care Green Seal Certified
- Non-aerosol, pump trigger
- Concentrated

17. **All Purpose Cleaner**

- Enviro Care Green Seal Certified
- Low foam auto scrubbers
- Concentrated
- Non-aerosol, pump trigger

18. **Neutral Disinfectant**

- Quat Based
- Neutral pH
- Kills HIV-1 (AIDS), CA-MRSA, Influenza A, VRE

19. **Bowl Cleaner**

- Heavy Duty Porcelain Cleaner (urinals & toilets)
- Night use only

20. **Carpet Cleaner**

- Bonnet cleaner
- Carpet extraction cleaner
- Foam control agent
- Green Seal

21. **Tough Job Cleaner**

- Enviro Care Green Seal Certified
- Concentrated
- Heavy duty cleaning
- Mop bucket/pump trigger

EXHIBIT 5A

AVERAGE MONTHLY USAGE OF PLASTIC, PAPER AND HANDSOAP AT O'HARE AIRPORT

Average Monthly Usage of Plastic, Paper and Hand Soap at Outlying Buildings

Exhibit 5A

											Security Posts	
	HR Plant	AAB	AMIB	AMC	Safety Bldg 850	Police Bldg 519	Taxi Limo Lot	SAF Trailers	Firehouses (4)	ATS, 303 Trailer,	Radio Shop,	Monthly Usage
Plastic Liners 2 mil, 22 x 14 x 58	1	1	1	2	2	1	0	1	2			11
Plastic Liners 3 mil, 36 x 58	2	2	2	4	2	2	2	1	10			27
Plastic Liners 1.5 mil, 28 x 34	1	1	1	1	2	2	4	1	10			23
Linens Personal Bag, 13 x 4 x 17	1	1	1	1	1	1	1	1	5			13
Toilet Tissue Roll 3.55" x 2000'	2	10	5	10	5	5	10	5	20			72
Paper Towel Roll Brown	0	5	0	0	5	0	0	5	10			25
Paper Towel Roll 8" x 1000'	5	10	5	10	10	10	20	5	20			95
Paper Towel C-Folds	0	10	5	5	2	2	2	2	15			43
Soap Liquid Foam	2	5	4	5	4	4	10	2	15			61
Soap Liquid Gallon	1	5	3	5	2	4	5	2	10			37

EXHIBIT 6

CUSTODIAL CLEANING SPECIFICATIONS

EXHIBIT 6

CUSTODIAL CLEANING SPECIFICATIONS

OUTLYING BUILDINGS AT O'HARE INTERNATIONAL AIRPORT

This list represents baseline, routine, custodial tasks, and their typically required frequency, by areas within the Outlying Buildings and Facilities. These benchmarks (and schedules based on these guidelines) provide a useful gauge for estimating the scope and cost of providing requested standards, but the selected Contractor should bear in mind that they reflect an estimated minimum standard. It will be up to the selected Contractor to manage each task as needed to meet the Performance Requirements outlined in the Scope of Work and related Exhibits.

For purposes of these Cleaning Specifications, "clean" is defined as:

1. Free from dirt, dust, litter, stain, liquids or impurities, and
2. Free from foreign matter, pathogens, or pollution, and
3. Presence of appropriate surface gloss protection, unadulterated clean air and drinking water.

For purposes of these Cleaning Specifications, "continuous cleaning" is defined as the execution of cleaning tasks performed on an ongoing hourly basis, at minimum.

For purposes of these Cleaning Specifications, "as needed cleaning" is defined as the execution of cleaning tasks to achieve a clean (see above definition) environment, and to meet Minimum Performance Standards set forth in Section 1.3 of the Detailed Specifications, but on a daily basis at minimum.

BUILDING ENTRANCES, EXITS AND RECEPTION AREAS

During periods of snow, all walk-off mats, carpets, and foot-grilles located at the entrances, exits and reception areas will be cleaned continuously.

Task	Frequency
Remove graffiti and gum	Daily
Police litter	Continuous
Vacuum carpet, mats, foot-grilles – remove gum	Continuous
Damp mop carpet, mats, foot-grilles to remove salt residue	Continuous
Empty/clean trash/recycling receptacles	80% Full or Full Bags
Replace trash liners	Continuous
Spot clean building surfaces	Continuous
Spot clean furniture surfaces	Daily
Dust mop or sweep	Daily
Damp mop non-carpeted floors	Daily
Spot mop	As needed
Clean windows	As needed
Clean/disinfect water fountains	Daily
Clean/disinfect pay telephones	Daily
Terrazzo - clean floors	Daily
Clean door glass and frames on both sides/ wipe metal clean	Daily
Dust windows within reach	Daily
Clean and disinfect telephones	Daily
Spot clean/wash signage and sign holders/stands	Daily
Police/clean stairwells	Daily
Clean/disinfect counters (computers, keyboards, calculators and counter surfaces)	Daily
Police and clean Planters and Pots, remove litter	Daily
Remove all finger marks, wash front glass	Daily
Dust wall fixtures including ledges and sills	Daily

Dust and damp wipe furniture, polish Daily

PUBLIC SEATING AREAS

Task	Frequency
Remove graffiti and gum	Daily
Police litter	Continuous
Empty/clean trash/recycling receptacles	80% Full or Full Bags
Spot clean building surfaces	Daily
Dust mop or sweep obvious soil	Daily
Spot mop	Daily
Dust building surfaces	Daily
Damp mop non-carpeted floors	Daily
Seating – Clean & Disinfect	Daily
Spot clean furniture surfaces	Daily
Dust wall fixtures including ledges and sills	Daily
Dust and damp wipe furniture, polish	Daily

OFFICES, CUBICLES, CONFERENCE ROOMS AND CORRIDORS

Task	Frequency
Remove graffiti and gum	Daily
Police Litter	Daily
Empty/clean trash/recycling receptacles	80% Full
Recycle office paper	Daily
Clean writing boards	As needed
Clean erasers and writing board trays	As needed
Spot clean wall surfaces	As needed
Spot clean furniture surfaces	As needed
Remove carpet stains	As needed
Carpet – Shampoo/Bonnet	As needed
Carpet – Shampoo/Extractions	Twice Yearly
Vacuum traffic lanes & remove soil	Twice Weekly
Damp mop non-carpeted Floors	Daily
Arrange furniture	As needed
Clean wall surfaces	As needed
Clean furniture surfaces	As needed
Vacuum completely	Weekly
Clean door glass and frames	Daily
Dust windows within reach	Daily
Clean and disinfect telephones	Daily
Police and clean Planters and Pots	Daily
Spot clean/wash floor mats	Daily
Clean/disinfect counters (computers, keyboards, calculators and counter surfaces)	Daily
Machine Scrub Floors	Daily
Strip-Wax Floors	Yearly
Recondition-Finish Floors	Monthly

ELEVATORS

Task	Frequency
Remove graffiti and gum	Daily
Police litter	Continuous
Spot clean surfaces	Daily
Dust mop or sweep	Daily
Remove carpet stains	As needed
Dust surfaces	Daily

Door tracks and frames cleaned	Daily
Door tracks and frames polished	Daily
Light diffusers, side panels, base plates, tracks and thresholds cleaned	Daily
Elevators – including Glass and balusters, cleaned	Daily
Clean floor mats	Daily
Damp mop non-carpeted floors	Daily
Vacuum completely	Twice weekly

STAIRWAYS

<u>Task</u>	<u>Frequency</u>
Remove graffiti and gum	Daily
Police litter	Daily
Spot clean building surfaces	Daily
Damp mop stairs and landings	Daily
Dust mop or sweep	Daily
Hand rails/banisters – clean	Weekly

STORAGE AREAS

<u>Task</u>	<u>Frequency</u>
Remove graffiti and gum	As needed
Police litter	As needed
Empty/clean trash receptacles	As needed
Replace trash liners	As needed
Dust mop or sweep obvious soil	As needed
Spot mop	Weekly
Dust mop or sweep	As needed
Damp mop non-carpeted floors	As needed

RESTROOM FACILITIES

<u>Task</u>	<u>Frequency</u>
Remove graffiti and gum	Continuous
Police litter	Continuous
Empty/clean trash receptacles	80% Full
Replace trash liners	Continuous
Spot clean building surfaces	Continuous
Spot clean mirrors, counters, dispensers, partitions and fixtures	Continuous
Spot clean furniture surfaces	Continuous
Dust mop or sweep	Continuous
Damp mop	Continuous
Dust building surfaces	Continuous
Dust and clean windows within reach	Daily
Clean and disinfect fixtures and counters	Continuous

RESTROOM FACILITIES – Cont.'d.

<u>Task</u>	<u>Frequency</u>
Refill dispensers	Continuous
Disinfect all surfaces	Continuous
Disinfect toilets and urinals	Continuous
Wet clean and disinfect floors	Daily

Clean and flush floor drains	Weekly
Replenish supplies and dispensers	Continuous
Terrazzo - clean floors	Daily
Clean walls and partitions	Weekly
Spot clean walls and partitions	Continuous

CUSTODIAL CLOSETS

<u>Task</u>	<u>Frequency</u>
Remove graffiti and gum	Daily
Police litter	Daily
Spot clean surfaces	Daily
Dust mop or sweep	Daily
Clean and disinfect fixtures	Daily
Clean building surfaces	Weekly
Damp mop floors	Weekly

LOCKER ROOMS

<u>Task</u>	<u>Frequency</u>
Police litter	Daily
Empty/clean trash receptacles	80% Full
Replace trash liners	As needed
Spot clean furniture surfaces	Daily
Dust mop or sweep	Daily
Dust furniture surfaces	Weekly
Damp mop non-carpeted floors	Daily
Deep scrub Terrazzo - clean floors	Monthly

KITCHEN – BREAK AREAS

The kitchen – break areas consist of tables, chairs, benches, microwaves, refrigerators, counter with sink-faucet, upper and lower double door cabinets, water coolers, coin changers, vending machines, sofas, and paper towel dispensers. The floors are resilient vinyl tile.

<u>Task</u>	<u>Frequency</u>
Police litter	Daily
Empty/clean/disinfect trash receptacles & replace liners	Daily
Damp wipe (disinfect) counter top, sink and faucet	Daily
Damp wipe (disinfect) cabinet doors and pulls	Daily
Damp wipe (disinfect) exterior of all vending machines, refrigerators, microwaves, water coolers, paper towel dispensers, tables, chairs, benches and coin changers	Daily
Damp wipe (disinfect) interior of all microwaves	Daily
Damp mop floor and spills	Continuous
Vacuum sofas	Monthly
Refrigerator clean/disinfect (interior)	Monthly
Strip-Wax floors	As needed

ROUTINE WORK

<u>Task</u>	<u>Frequency</u>
Carpet Shampooing – “Bonnet Method”	As Needed
Carpet Shampooing – “Extraction Method”	Twice Yearly
Machine Scrub Floors	Daily
Recondition Finished Floors	Monthly

Blinds
Wall Washing
Furniture Cleaning
Detail Scrub/Cleaning of Restrooms

As Needed
Monthly
Monthly
Quarterly

EXHIBIT 7

MINIMUM STAFFING COVERAGE – CUSTODIAL AND WINDOW WASHING STAFF

Exhibit 7: Minimum Staffing Coverage - Custodial and Window Washing Staff at the Outlying Buildings

	HSR Plant	AAB	AMC	AMB	Safety 850	Police	Taxi		SAF	Security Posts 1424 Sq Ft, ATR, 303 trailer, Radio Shop, Firehouses (4), & VIP Trailer 23,700 Sq Ft all the above
							Limo Lot	Trailers		
Total Square Feet	20,828 Sq Ft	164,034 Sq Ft	53,590 Sq Ft	69,174 Sq Ft	39,985 Sq Ft	11,930 Sq Ft	1,880 Sq Ft	16,358 Sq Ft		
Mangover Custodial Shifts										
0600-1430 24/7	2						2			6
1400-2230 24/7	2						2			6
2200-0630 24/7	2						2			6
0600-1630 Mon/Fri		3						1		
1600-0300 Mon/Fri		5								
0600-1430 24/7			6		2	2				
1400-2230 24/7			6		2	2				
2200-0630 24/7			6		2	2				
0700-1530 Mon/Fri				2						
Mangover Window Cleaner 0600-1430 M/F W/Cleaner Foreman	4									
	1									
TOTAL Custodians	6	8	18	2	6	6	6	1	18	71
TOTAL Window Cleaner	4 plus 1	Four (4)	Window cleaners and one (1) Foreman for all areas listed above.						TOTAL	5
										76

Custodians sixty (60) will be scheduled to work 24/7, and eleven (11) scheduled to work five (5) days a week. Window cleaner consists of four (4) employees and one (1) Foreman to clean and maintain all outlying buildings Monday through Friday.

EXHIBIT 8

PREVAILING WAGE RATES

Cook County Prevailing Wage for December 2011

Trade Name	RG	TYP	C	Base	FRMAN	*M-F>8	OSA	OSH	H/W	Pensn	Vac	Trng
ASBESTOS ABT-GEN		ALL		35.200	35.700	1.5	1.5	2.0	9.130	8.370	0.000	0.400
ASBESTOS ABT-MEC		BLD		32.290	0.000	1.5	1.5	2.0	10.82	10.66	0.000	0.620
BOILERMAKER		BLD		43.020	46.890	2.0	2.0	2.0	6.720	9.890	0.000	0.350
BRICK MASON		BLD		39.030	42.930	1.5	1.5	2.0	8.800	10.67	0.000	0.740
CARPENTER		ALL		40.770	42.770	1.5	1.5	2.0	9.840	9.790	0.000	0.490
CEMENT MASON		ALL		41.850	43.850	2.0	1.5	2.0	9.850	10.06	0.000	0.220
CERAMIC TILE FNSHER		BLD		33.600	0.000	2.0	1.5	2.0	6.950	8.020	0.000	0.540
COMM. ELECT.		BLD		36.440	38.940	1.5	1.5	2.0	8.420	8.910	0.000	0.700
ELECTRIC PWR EQMT OP		ALL		40.850	46.430	1.5	1.5	2.0	10.27	12.98	0.000	0.310
ELECTRIC PWR GRNDMAN		ALL		31.860	46.430	1.5	1.5	2.0	8.010	10.13	0.000	0.240
ELECTRIC PWR LINEMAN		ALL		40.850	46.430	1.5	1.5	2.0	10.27	12.98	0.000	0.310
ELECTRICIAN		ALL		40.400	43.000	1.5	1.5	2.0	13.83	7.420	0.000	0.750
ELEVATOR CONSTRUCTOR		BLD		47.410	53.340	2.0	2.0	2.0	10.53	10.71	2.840	0.000
FENCE ERECTOR		ALL		32.660	34.660	1.5	1.5	2.0	10.67	10.00	0.000	0.500
GLAZIER		BLD		38.000	39.500	1.5	2.0	2.0	10.19	13.64	0.000	0.790
HT/FROST INSULATOR		BLD		43.050	45.550	1.5	1.5	2.0	10.82	11.86	0.000	0.620
IRON WORKER		ALL		40.750	42.750	2.0	2.0	2.0	12.45	17.09	0.000	0.300
LABORER		ALL		35.200	35.950	1.5	1.5	2.0	9.130	8.370	0.000	0.400
LATHER		ALL		40.770	42.770	1.5	1.5	2.0	9.840	9.790	0.000	0.490
MACHINIST		BLD		43.160	45.160	1.5	1.5	2.0	7.640	8.700	0.000	0.000
MARBLE FINISHERS		ALL		29.100	0.000	1.5	1.5	2.0	8.800	10.67	0.000	0.740
MARBLE MASON		BLD		39.030	42.930	1.5	1.5	2.0	8.800	10.67	0.000	0.740
MATERIAL TESTER I		ALL		25.200	0.000	1.5	1.5	2.0	9.130	8.370	0.000	0.400
MATERIALS TESTER II		ALL		30.200	0.000	1.5	1.5	2.0	9.130	8.370	0.000	0.400
MILLWRIGHT		ALL		40.770	42.770	1.5	1.5	2.0	9.840	9.790	0.000	0.490
OPERATING ENGINEER		BLD	1	45.100	49.100	2.0	2.0	2.0	11.70	8.050	1.900	1.150
OPERATING ENGINEER		BLD	2	43.800	49.100	2.0	2.0	2.0	11.70	8.050	1.900	1.150
OPERATING ENGINEER		BLD	3	41.250	49.100	2.0	2.0	2.0	11.70	8.050	1.900	1.150
OPERATING ENGINEER		BLD	4	39.500	49.100	2.0	2.0	2.0	11.70	8.050	1.900	1.150
OPERATING ENGINEER		BLD	5	48.850	49.100	2.0	2.0	2.0	11.70	8.050	1.900	1.150
OPERATING ENGINEER		BLD	6	46.100	49.100	2.0	2.0	2.0	11.70	8.050	1.900	1.150
OPERATING ENGINEER		BLD	7	48.100	49.100	2.0	2.0	2.0	11.70	8.050	1.900	1.150
OPERATING ENGINEER		FLT	1	51.300	51.300	1.5	1.5	2.0	11.70	8.050	1.900	1.150
OPERATING ENGINEER		FLT	2	49.800	51.300	1.5	1.5	2.0	11.70	8.050	1.900	1.150
OPERATING ENGINEER		FLT	3	44.350	51.300	1.5	1.5	2.0	11.70	8.050	1.900	1.150
OPERATING ENGINEER		FLT	4	36.850	51.300	1.5	1.5	2.0	11.70	8.050	1.900	1.150
OPERATING ENGINEER		HWY	1	43.300	47.300	1.5	1.5	2.0	11.70	8.050	1.900	1.150
OPERATING ENGINEER		HWY	2	42.750	47.300	1.5	1.5	2.0	11.70	8.050	1.900	1.150
OPERATING ENGINEER		HWY	3	40.700	47.300	1.5	1.5	2.0	11.70	8.050	1.900	1.150
OPERATING ENGINEER		HWY	4	39.300	47.300	1.5	1.5	2.0	11.70	8.050	1.900	1.150
OPERATING ENGINEER		HWY	5	38.100	47.300	1.5	1.5	2.0	11.70	8.050	1.900	1.150
OPERATING ENGINEER		HWY	6	46.300	47.300	1.5	1.5	2.0	11.70	8.050	1.900	1.150
OPERATING ENGINEER		HWY	7	44.300	47.300	1.5	1.5	2.0	11.70	8.050	1.900	1.150
ORNAMNTL IRON WORKER		ALL		40.200	42.450	2.0	2.0	2.0	10.67	14.81	0.000	0.500
PAINTER		ALL		38.000	42.750	1.5	1.5	1.5	9.750	11.10	0.000	0.770
PAINTER SIGNS		BLD		32.770	36.800	1.5	1.5	1.5	2.600	2.620	0.000	0.000
PILEDRIIVER		ALL		40.770	42.770	1.5	1.5	2.0	9.840	9.790	0.000	0.490
PIPEFITTER		BLD		43.150	46.150	1.5	1.5	2.0	8.460	13.85	0.000	1.770
PLASTERER		BLD		39.250	41.610	1.5	1.5	2.0	10.60	10.69	0.000	0.550
PLUMBER		BLD		44.000	46.000	1.5	1.5	2.0	9.860	7.090	0.000	1.030
ROOFER		BLD		37.650	40.650	1.5	1.5	2.0	7.750	6.570	0.000	0.430
SHEETMETAL WORKER		BLD		40.460	43.700	1.5	1.5	2.0	9.830	16.25	0.000	0.630
SIGN HANGER		BLD		28.960	29.810	1.5	1.5	2.0	4.700	2.880	0.000	0.000
SPRINKLER FITTER		BLD		49.200	51.200	1.5	1.5	2.0	8.500	8.050	0.000	0.450
STEEL ERECTOR		ALL		40.750	42.750	2.0	2.0	2.0	10.95	15.99	0.000	0.300
STONE MASON		BLD		39.030	42.930	1.5	1.5	2.0	8.800	10.67	0.000	0.740

TERRAZZO FINISHER	BLD	35.150	0.000	1.5	1.5	2.0	6.950	10.57	0.000	0.430
TERRAZZO MASON	BLD	39.010	42.010	1.5	1.5	2.0	6.950	11.91	0.000	0.510
TILE MASON	BLD	40.490	44.490	2.0	1.5	2.0	6.950	9.730	0.000	0.610
TRAFFIC SAFETY WRKR	HWY	24.300	25.900	1.5	1.5	2.0	3.780	1.875	0.000	0.000
TRUCK DRIVER	E ALL 1	30.700	31.350	1.5	1.5	2.0	6.750	5.450	0.000	0.150
TRUCK DRIVER	E ALL 2	30.950	31.350	1.5	1.5	2.0	6.750	5.450	0.000	0.150
TRUCK DRIVER	E ALL 3	31.150	31.350	1.5	1.5	2.0	6.750	5.450	0.000	0.150
TRUCK DRIVER	E ALL 4	31.350	31.350	1.5	1.5	2.0	6.750	5.450	0.000	0.150
TRUCK DRIVER	W ALL 1	32.550	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TRUCK DRIVER	W ALL 2	32.700	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TRUCK DRIVER	W ALL 3	32.900	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TRUCK DRIVER	W ALL 4	33.100	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.000
TUCKPOINTER	BLD	39.200	40.200	1.5	1.5	2.0	7.830	10.25	0.000	0.770

Legend:

M-F>8 (Overtime is required for any hour greater than 8 worked each day, Monday through Friday.)

OSA (Overtime is required for every hour worked on Saturday)

OSH (Overtime is required for every hour worked on Sunday and Holidays)

H/W (Health & Welfare Insurance)

Pensn (Pension)

Vac (Vacation)

Trng (Training)

Explanations

COOK COUNTY

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

TRUCK DRIVERS (WEST) - That part of the county West of Barrington Road.

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical

systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

CERAMIC TILE FINISHER

The grouting, cleaning, and polishing of all classes of tile, whether for interior or exterior purposes, all burned, glazed or unglazed products; all composition materials, granite tiles, warning detectable tiles, cement tiles, epoxy composite materials, pavers, glass, mosaics, fiberglass, and all substitute materials, for tile made in tile-like units; all mixtures in tile like form of cement, metals, and other materials that are for and intended for use as a finished floor surface, stair treads, promenade roofs, walks, walls, ceilings, swimming pools, and all other places where tile is to form a finished interior or exterior. The mixing of all setting mortars including but not limited to thin-set mortars, epoxies, wall mud, and any other sand and cement mixtures or adhesives when used in the preparation, installation, repair, or maintenance of tile and/or similar materials. The handling and unloading of all sand, cement, lime, tile, fixtures, equipment, adhesives, or any other materials to be used in the preparation, installation, repair, or maintenance of tile and/or similar materials. Ceramic Tile Finishers shall fill all joints and voids regardless of method on all tile work, particularly and especially after installation of said tile work. Application of any and all protective coverings to all types of tile installations including, but not be limited to, all soap compounds, paper products, tapes, and all polyethylene coverings, plywood, masonite, cardboard, and any new type of products that may be used to protect tile installations, Blastrac equipment, and all floor scarifying equipment used in preparing floors to receive tile. The clean up and removal of all waste and materials. All demolition of existing tile floors and walls to be re-tiled.

COMMUNICATIONS ELECTRICIAN

Installation, operation, inspection, maintenance, repair and service of radio, television, recording, voice sound vision production and reproduction, telephone and telephone interconnect, facsimile, data apparatus, coaxial, fibre optic and wireless equipment, appliances and systems used for the transmission and reception of signals of any nature, business, domestic, commercial, education, entertainment, and residential purposes, including but not limited to, communication and telephone, electronic and sound equipment, fibre optic and data communication systems, and the performance of any task directly related to such installation or service whether at new or existing sites, such tasks to include the placing of wire and cable and electrical power conduit or other raceway work within the equipment room and pulling wire and/or cable through conduit and the installation of any incidental conduit, such that the employees covered hereby can complete any job in full.

MARBLE FINISHER

Loading and unloading trucks, distribution of all materials (all stone, sand, etc.), stocking of floors with material, performing all rigging for heavy work, the handling of all material that may be needed for the installation of such materials, building of scaffolding, polishing if needed, patching, waxing of material if damaged, pointing up, caulking, grouting and cleaning of marble, holding water on diamond or Carborundum blade or saw for setters

cutting, use of tub saw or any other saw needed for preparation of material, drilling of holes for wires that anchor material set by setters, mixing up of molding plaster for installation of material, mixing up thin set for the installation of material, mixing up of sand to cement for the installation of material and such other work as may be required in helping a Marble Setter in the handling of all material in the erection or installation of interior marble, slate, travertine, art marble, serpentine, alberene stone, blue stone, granite and other stones (meaning as to stone any foreign or domestic materials as are specified and used in building interiors and exteriors and customarily known as stone in the trade), carrara, sanionyx, vitrolite and similar opaque glass and the laying of all marble tile, terrazzo tile, slate tile and precast tile, steps, risers treads, base, or any other materials that may be used as substitutes for any of the aforementioned materials and which are used on interior and exterior which are installed in a similar manner.

MATERIAL TESTER I: Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

MATERIAL TESTER II: Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

OPERATING ENGINEER - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Conveyor (Truck Mounted); Concrete Paver Over 27E cu. ft; Concrete Paver 27E cu. ft. and Under; Concrete Placer; Concrete Placing Boom; Concrete Pump (Truck Mounted); Concrete Tower; Cranes, All; Cranes, Hammerhead; Cranes, (GCI and similar Type); Creter Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, One, Two and Three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Hydro Vac (and similar equipment); Locomotives, All; Motor Patrol; Lubrication Technician; Manipulators; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes: Squeeze Cretes-Screw Type Pumps; Gypsum Bulker and Pump; Raised and Blind Hole Drill; Roto Mill Grinder; Scoops - Tractor Drawn; Slip-Form Paver; Straddle Buggies; Tournapull; Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Boilers; Broom, All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, Inside Elevators; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum; Rock Drill (Self-Propelled); Rock Drill (Truck Mounted); Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Combination Small Equipment Operator; Generators; Heaters, Mechanical; Hoists, Inside Elevators; Hydraulic

Power Units (Pile Driving, Extracting, and Drilling); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Low Boys; Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches; Bobcats (up to and including $\frac{3}{4}$ cu yd.) .

Class 4. Bobcats and/or other Skid Steer Loaders (other than bobcats up to and including $\frac{3}{4}$ cu yd.); Oilers; and Brick Forklift.

Class 5. Assistant Craft Foreman.

Class 6. Gradall.

Class 7. Mechanics.

OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Spreader; Autograder/GOMACO or other similar type machines: ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu.ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower Cranes of all types: Creter Crane: Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Dowell Machine with Air Compressor; Dredges; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Truck Mounted; Hoists, One, Two and Three Drum; Hydraulic Backhoes; Backhoes with shear attachments; Lubrication Technician; Manipulators; Mucking Machine; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; Hydraulic Telescoping Form (Tunnel); Tractor Drawn Belt Loader (with attached pusher - two engineers); Tractor with Boom; Tractaire with Attachments; Trenching Machine; Truck Mounted Concrete Pump with Boom; Raised or Blind Hole Drills (Tunnel Shaft); Underground Boring and/or Mining Machines 5 ft. in diameter and over tunnel, etc; Underground Boring and/or Mining Machines under 5 ft. in diameter; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (Less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Concrete Wheel Saw; Conveyor Muck Cars (Haglund or Similar Type); Drills, All; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro-Blaster; All Locomotives, Dinky; Off-Road Hauling Units (including articulating)/2 ton capacity or more; Non Self-Loading Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Scoops - Tractor Drawn; Self-Propelled Compactor; Spreader - Chip -

Stone, etc.; Scraper; Scraper - Prime Mover in Tandem (Regardless of Size): Tank Car Heater; Tractors, Push, Pulling Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Fireman on Boilers; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than Asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper-Form-Motor Driven.

Class 4. Air Compressor; Combination - Small Equipment Operator; Directional Boring Machine; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Hydro- Blaster; Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Tractaire; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. Bobcats (all); Brick Forklifts; Oilers.

Class 6. Field Mechanics and Field Welders

Class 7. Gradall and machines of like nature.

OPERATING ENGINEER - FLOATING

Class 1. Craft Foreman; Diver/Wet Tender; and Engineer (hydraulic dredge).

Class 2. Crane/Backhoe Operator; 70 Ton or over Tug Operator; Mechanic/Welder; Assistant Engineer (Hydraulic Dredge); Leverman (Hydraulic Dredge); Diver Tender; Friction and Lattice Boom Cranes.

Class 3. Deck Equipment Operator, Machineryman; Maintenance of Crane (over 50 ton capacity); Tug/Launch Operator; Loader/Dozer and like equipment on Barge; and Deck Machinery, etc.

Class 4. Deck Equipment Operator, Machineryman/Fireman (4 Equipment Units or More); Off Road Trucks (2 ton capacity or more); Deck Hand, Tug Engineer, Crane Maintenance 50 Ton Capacity and Under or Backhoe Weighing 115,000 pounds or less; and Assistant Tug Operator.

TERRAZZO FINISHER

The handling of sand, cement, marble chips, and all other materials that may be used by the Mosaic Terrazzo Mechanic, and the mixing, grinding, grouting, cleaning and sealing of all Marble, Mosaic, and Terrazzo work, floors, base, stairs, and wainscoting by hand or machine, and in addition, assisting and aiding Marble, Masonic, and Terrazzo Mechanics.

TRAFFIC SAFETY

Work associated with barricades, horses and drums used to reduce lane usage on highway work, the installation and removal of temporary lane markings, and the installation and removal of temporary road signs.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION - EAST & WEST

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters Unskilled dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turnatrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P.B. and trucks with scoops on the front.

Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

EXHIBIT 9

**CITY OF CHICAGO
MULTI-PROJECT LABOR AGREEMENT**

**CITY OF CHICAGO
MULTI-PROJECT LABOR AGREEMENT**

This Model Multi-Project Labor Agreement ("Agreement") is entered into by and between City of Chicago, an Illinois municipal corporation, as Owner, on behalf of itself and each of its contractors, subcontractors of whatsoever tier performing construction work on any project to which this Agreement shall be applicable, and each of the undersigned labor organizations signatory hereto.

Whereas, Owner is responsible for construction, demolition, rehabilitation, maintenance, and/or renovation of real property located in Chicago, Illinois; due to the size, scope, cost and duration of the multitude of Projects traditionally performed by the City of Chicago, the parties to this Agreement have determined that it is in their interest to have these Projects completed in the most timely, productive, economical and orderly manner possible, and without labor disruptions of any kind that might interfere with, or delay, any of these Projects;

Whereas, the parties have determined that it is desirable to eliminate the potential for friction and disruption of these Projects by using their best efforts and ensuring that all work is performed by the trade unions that are signatory hereto and which have traditionally performed and have trade and geographic jurisdiction over such work. Experience has proven the value of such cooperation, and that such mutual undertakings should be maintained, and if possible, strengthened, and that the ultimate beneficiaries remain the Owner of the project; and.

Whereas, the Owner acknowledges that it has a serious and ongoing concern regarding labor relations associated with the Projects and through its completion irrespective of the existence of a collective bargaining relationship with any of the signatory, labor organizations. '

NOW THEREFORE, in order to further these goals and objectives and to maintain the spirit of harmony, labor-management cooperation and stability, the parties agree as follows: '

1. During the term of this Agreement, Owner its representatives and agents shall not contract or subcontract, nor permit any other person, firm, company, or entity to contract or subcontract, any construction, demolition, rehabilitation or renovation work for the Project work covered under this Agreement or within the trade jurisdiction of the signatory labor organization, to ~be performed at the Site of construction or off-site solely for installation at the Site (including all tenant improvements, if applicable), unless such work is performed only by a person, firm or company signatory, or willing to become signatory, to the applicable area-wide collective bargaining agreement(s) with the union(s) or the appropriate trade/craft: union(s) or subordinate body or affiliate of the Chicago & Cook County Building & Construction Trades Council ("Council") or the Teamsters' Joint, Council No. 25; Copies of all such current collective bargaining agreements constitute Appendix "A" of this Agreement, attached hereto and made an integral part hereof, and as may be modified from time to time during the term of this Agreement. Said provisions of this Agreement shall be included in all Requests for Bids and/or Proposals and shall be explicitly included in all contracts or subcontracts of whatsoever tier by all contractors and subcontractors; provided that the total Project value exceeds \$25,000.00. In no event shall contracts be "split" so as to avoid the applicability of this Agreement. In the event a dispute arises with respect to the applicability of this Multi-Project Labor Agreement to a particular project, the parties agree to submit said dispute to final and binding arbitration .before a Permanent Umpire who shall be mutually agreed to by the parties.

2. With respect to a contractor or subcontractor who is the successful bidder, but is not signatory to the applicable collective bargaining agreement, the collective bargaining agreement(s) executed by said bidder shall be the relevant area-wide agreement(s).regulating or governing wages, hours and other terms and conditions of employment.

3. During the term of this Agreement, the Owner or any Project contractor and subcontractor shall engage in no lockout.

4. During the term of this Agreement, no labor organization signatory hereto, or any of its members, officers, stewards, agents, representatives, or employees shall instigate, authorize, support, sanction, maintain, or participate in any strike, walkout, work stoppage, work slowdown, work curtailment, cessation or interruption of production, or in any picketing of any Site covered under this Agreement for any reason whatsoever, including but not limited to the expiration of any of the collective bargaining agreements referred to on Appendix A. In the event of an economic strike or other mob action upon the termination of an existing

collective bargaining 'agreement, in no event shall any adverse mob action be directed against any covered Project. All provisions of the subsequently negotiated collective bargaining agreement shall be retroactive for all employees working at a Project Site, provided such a provision for retroactivity is contained in the newly negotiated collective bargaining agreement.

5. Each Union signatory hereto agrees that it will use its best efforts to prevent any of the acts forbidden in Paragraph 4, and that in the event any such act takes place or is engaged in by any employee or group of employees, each Union signatory hereto further agrees that it will use its best efforts (including its full disciplinary power under its Constitution and/or By-Laws) to cause an immediate cessation thereof.

6. Any contractor of subcontractor signatory or otherwise bound stipulated or required to abide by and to any provisions of this Agreement shall have the right to discharge or discipline any employee who violates the provisions of this Agreement. Such discharge or discipline by a contractor or subcontractor shall be subject to the Grievance/Arbitration procedure of the applicable collective bargaining agreement only as to the fact of such employee's violation of this Agreement. If such fact is established, the penalty imposed shall not be disturbed. Work at any Site covered under this Agreement shall continue without disruption or hindrance of any kind during any Grievance Arbitration procedure.

7. The parties expressly authorize a court of competent jurisdiction to order appropriate injunctive relief to restrain any violation of this Agreement, any form of self-help remedy is expressly forbidden. Nothing in the foregoing shall restrict any party to otherwise judicially enforce any provision of its collective bargaining agreement between any labor organization and a contractor with whom it has a collective bargaining relationship.

8. This Agreement shall become effective, and shall be included in all Requests for Proposals and/or Bids, all Purchase Orders, Contracts or other arrangements issued by the City of Chicago for work described in Paragraph I above immediately subsequent to the ratification of the Ordinance authorizing this Multi-Project Labor Agreement by the City Council.

9. This Agreement shall expire on December 31, 2016 and shall be automatically extended for an additional five (5) year term unless the parties issue a notice to terminate between sixty (60) and (30) days prior to the initial expiration date.

10. In the event a dispute shall arise between any contractor or subcontractor of the Project and any signatory labor organization and/or fringe benefit fund established under any of the appropriate collective bargaining agreements as to the obligation and/or payment of fringe benefit contributions provided under the collective bargaining agreement, upon proper notice to the contractor(s) or subcontractor(s) by the applicable labor organization or fringe benefit fund and to the contractor or subcontractor, an amount sufficient to satisfy the amount claimed shall be withheld from the contractor's or subcontractor's regularly scheduled periodic payment from the contractor or subcontractor, or their agents until such time as said claim is resolved.

11. In the event of a jurisdictional dispute by and between any labor organizations signatory hereto, such labor organizations shall take all steps necessary to promptly resolve the dispute. In the event of a dispute relating to trade or work jurisdiction, all parties, including, the employers, contractors or subcontractors agree that a final and binding resolution of the dispute shall be resolved as follows:

a.) Representatives of the affected trades shall meet on the job site within forty-eight (48) hours after receiving notice in an effort to resolve the dispute. (In the event there is a dispute between local unions affiliated with the same International Union, the decision of the General President, or his/her designee, as the internal jurisdictional authority of that International Union, shall constitute a final and binding decision and determination as to the jurisdiction of work.)

b.) If no settlement is achieved subsequent to the preceding Paragraph, the matter shall be referred to the Chicago & Cook County Building & Construction Trades Council" which shall meet with the affected trades within forty-eight (48) hours subsequent to receiving notice. An agreement reached at this Step shall be final and binding.,

c.) If no settlement agreements is reached during the proceedings contemplated by Paragraph' "a" or "b" above the matter shall be immediately referred to the Joint Conference Board established by the Standard Agreement between the Construction Employers' Association and the Chicago & Cook County Building & Construction Trades Council, which may be amended from time to time, for final and binding resolution of said

dispute. Said Standard Agreement is attached hereto as Appendix "B" and specifically incorporated into this Agreement.

12. This Agreement shall be incorporated into and become part of the collective bargaining agreements between the Unions signatory hereto and contractors and subcontractors. In the event of any inconsistency between this Agreement and any collective bargaining agreement, the terms of this Agreement shall supersede and prevail except for all work performed under the NT Articles of Agreement, the National Stack/Chimney Agreement, the National Cooling Tower Agreement, all instrument calibration work and loop checking shall be performed under the terms of the UA/IBEW Joint National Agreement for instrument and Control Systems Technicians, and the National Agreement of the International Union of Elevator Constructors with the exception of the content and subject matter of Articles V, VI and VII of the AFL-CIO's Building & Construction Trades Department model Project Labor Agreement.

13. The parties agree that in the implementation and administration of this Agreement, it is vitally necessary to maintain effective and immediate communication so as to minimize the potential of labor relations disputes arising out of this Agreement. To that end, each party hereto agrees to designate, in writing, a representative to whom problems can be directed which may arise during the term of this Agreement. Within forty-eight (48) hours after notice of the existence of any problem, representatives of each party shall meet to discuss and, where possible, resolve such problems. The representative of the signatory unions shall be Thomas Villanova, or his designee, President of the Chicago & Cook County Building & Construction Trades Council. The representative of Owner shall be the Corporation Counselor his/her designee.

14. If any provision, section, subsection or other portion of this Agreement shall be determined by any court of competent jurisdiction to be invalid, illegal, or unenforceable in whole or in part, and such determination shall become final, such provision or portion shall be deemed to be severed or limited, but only to the extent required to render the remaining provisions and portions of this Agreement enforceable. This Agreement, as thus amended, shall be enforced so as to give effect to the intention of the parties insofar as that is possible. In addition, the parties hereby expressly empower a court of competent jurisdiction to modify any term or provision of this Agreement to the extent necessary to comply with existing law and to enforce this Agreement as modified.

15. Owner and General Contractor, on behalf of themselves and their contractors and subcontractors agree that the applicable substance abuse policy (i.e., drug, alcohol, etc.) applicable to the employees working on any covered Project shall be that as contained, or otherwise provided for, in the area-wide collective bargaining agreements attached at Appendix "A" to this Agreement. Nothing in the foregoing shall limit the Owners and/or General Contractor, its contractors or subcontractors from instituting its own substance abuse policy governing other employees performing work on a Project not otherwise covered under this Agreement. In the event there is no substance abuse policy in the applicable collective bargaining agreement, the policy adopted by the Owners and/or General Contractor may apply.

16. The parties recognize a desire to facilitate the entry into the building and construction trades of veterans who are interested in careers in the building and construction industry. The parties agree to utilize the services of the Center for Military Recruitment, Assessment and Veterans Employment (hereinafter referred to as the "Center") and the Center's Helmets to Hardhats" program to service as a resource for preliminary orientation, assessment of construction aptitude, referral to apprenticeship programs or hiring halls, counseling and mentoring, support network, employment opportunities and other needs as identified by the parties. The parties also agree to coordinate with the Center to create and maintain an integrated database of veterans interested in working on this project and of apprenticeship and employment opportunities for these Projects. To the extent permitted by law, the parties will give appropriate credit to such veterans for bona fide, provable past experience, in the building and construction industry.

The parties recognize the importance of facilitating the goals and objectives of the Apprenticeship & Training Initiative agreed to by the parties in separate collective bargaining agreements applicable to employees of the Owner. Additionally, parties agree to incorporate the duties and responsibilities associated with the Supplemental Addendum to the Multi-Project Labor Agreement between the signatory labor organizations and the Chicago Public Schools attached hereto in Appendix "c" and incorporated herein. Towards these ends, the undersigned labor organizations will assist and cooperate with the Owner, the Chicago Public Schools, City Colleges and contractors in monitoring and enforcing the foregoing commitments, including providing relevant information requested by the Owner for the purpose of such monitoring and enforcement, including the information provided

for in Paragraph 3(E) of the' Supplemental Addendum with CPS. Upon execution of this Agreement, representatives of the Owner and the Chicago Building Trades Council will immediately meet for the purpose of establishing the specific mechanism by which this information will be gathered, processed and reported.

The parties hereto agree and acknowledge that the commitments set forth herein, including those in the attached Appendix "C" are interdependent. In the event the goals and commitments set forth in Appendix "C" are not realized, the City shall bring this to the attention of the Chicago Building Trades Council ("Council"), and the parties shall immediately meet for the purpose of identifying the cause(s) of said failure and implement necessary measures to remedy the failure. Should the Council's affiliate members refuse to implement measures reasonably necessary to realize these goals and commitments, the City may terminate this Agreement subsequent to January 13,2013. If, as of June 1,2012, the City believes that the Council's affiliate members have failed to implement measures reasonably necessary to realize these goals and commitments, the City may at that time deliver to the Council formal written notice of intent to terminate this Agreement on January 1, 2013. Upon deliverance of such notice, the parties shall immediately meet to craft and implement additional measures to remedy such failure. If the parties are unsuccessful in implementing satisfactory measures, the City may implement said notice of termination on January 1. 2013.

The parties acknowledge the Residency requirement for employees of contractors and subcontractors in the standard City of Chicago construction contract. The parties also agree to cooperatively work and monitor compliance with these requirements and to work cooperatively to facilitate and work in good faith to the achievement of said required Residency provision including union attendance at pre-bid conferences with prospective contractors and subcontractors as well as other reasonable undertakings to demonstrate progress in this regard..

17. The parties agree that contractors and subcontractors working under the provisions of this Agreement shall be required to strive to utilize the maximum number of apprentices on said Project as permitted under the applicable collective .bargaining agreement as contained in Appendix "A".

18. This document, with each. of .the Attachments, constitutes the entire agreement of the parties and may not be modified or changed except by the subsequent written agreement ." of the parties. .

19. All parties represent that they have the full legal authority to enter into this Agreement.

The undersigned, as the Owner and Labor Organizations on the Project, agree to all of the terms and conditions contained in this Agreement.

Dated this the 9th day of February, 2011 in Chicago, Cook County, Illinois.

On behalf of Owner:

Corporation Counsel

Duly Authorized Officer of the City of Chicago

On behalf of _____
(Insert Name of Labor Organization)

Its Duly Authorized Officer

Signatory Unions

Boilermakers Local 1 Sign, Display, Pictorial Artists and Allied Workers Local 830
Bricklayers and Allied Crafts Local 21
Ceramic Tile &Terrazzo Plasters Local 5
Painters, Cleaners, Caulkers
BAC Administrative Council #1 of IL Plumbers Local 130

Chicago Regional Council of Carpenters¹ United Union of Roofers, Waterproofers &
Carpenters local Union #13 Allied Workers Local #11

Cement Masons local 502 Sheet Metal Workers Local 73

IBEW, Local 134 Sprinkler Fitters Local 281

Elevator Constructors, Local 2 Teamsters Local 731

Operating Engineers, Local 150 Glaziers Local 27

Heat and Frost Insulators, Local 17

Iron Workers District Council of Chicago and Vicinity

Architectural Iron Workers, Local 63

Bridge &Structural Iron Workers, Local 1

Machinery Movers, Riggers & Machinery
Erectors, Local 136

Construction & General laborers' District
Council of Chicago and Vicinity²

Machinists, Local 126

Painters' District Council No. 14

¹ Carpenters Local include: locals 1, 10, 13, 54, 58, 62, 74 (lathers), 80, 141, 181, 2n, 434, 578, 839, 1027, 1185, 1307, 1539, 1693 (Millwrights) - City of Chicago Local in Bold.

² Laborers Locals include: Locals One, 2, 4, 5, 6, 25, 76, 118, 225, 269, 1001, 1092 (City of Chicago Locals in Bold).

For appendices, please see website, as provided in the Agreement.

[HTTP://www.CityofChicago.org/PLA](http://www.CityofChicago.org/PLA)