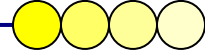




Lake County Housing Authority  
33928 North U.S. Highway 45  
Grayslake, IL 60030



## HOUSING AUTHORITY OF LAKE COUNTY, ILLINOIS REQUEST FOR PROPOSALS

### FOR SNOW REMOVAL SERVICES

#### FOR LCHA SITES

The Lake County Housing Authority (LCHA) is requesting proposals to provide snow removal services for LCHA's Main office and multi-family site buildings. The successful respondent must demonstrate an ability to perform the activities outlined in the Scope of Services in a timely and efficient manner.

Electronic responses to this solicitation will be received by the Lake County Housing Authority via e-mail at the address below until 10:00 A.M. local time on October 26th, 2018.

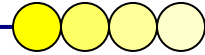
[kbritton@lakecountyha.org](mailto:kbritton@lakecountyha.org)

Electronic responses should include "Snow Removal Services" in the subject line.

The LCHA, in its sole judgment, reserves the right to (i) amend, modify or withdraw this RFP, (ii) revise any requirements of this RFP, (iii) require supplemental statements or information from any respondent to this RFP, (iv) accept or reject any or all responses to this RFP, (v) revise the schedule to advertise, receive and review responses to this RFP, (vi) hold discussions with any respondents(s) to this RFP and allow such respondent(s) to correct deficient responses which may not completely conform to the instructions contained herein, or immediately eliminate responses which are incomplete or unresponsive to this RFP, and (vii) cancel and reissue, in whole or in part, this RFP if the LCHA, in its sole discretion, deems it to be in its best interest or that of the County. The LCHA may exercise the foregoing rights at any time without notice and without liability to any respondent to this RFP or any other party.

#### **OWNER/MANAGER:**

Lake County Housing Authority (LCHA)  
33928 North U.S. Highway 45  
Grayslake, Illinois 60030



## **PROJECT LOCATIONS:**

Orchard Manor, 465 Orchard, Antioch, Illinois 60002  
Millview Manor, 801 Cunningham, Antioch, Illinois 60002  
Hawley Manor 22/42 Hawley, Grayslake, IL 60030

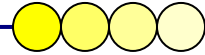
## **Scope of Services:**

The Lake County Housing Authority seeks a company to provide snow removal services to the complexes listed above from November 1, 2018 to May 30, 2019 with LCHA's option to renew annually through 2023. LCHA will require the selected vendor to provide the snow removal services set forth below and furnish all equipment, personnel, and other materials necessary to provide such snow removal services. Services include but are not limited to snow removal in parking lots and sidewalks when snow levels reach 2" (two inches) in depth, according to reliable weather forecasts. The contractor(s) must start clearing properties within 2 hours after the snow stops falling or when snow levels reach 2" (two inches) in depth. Under icing conditions and falling temperatures, snow will first be removed, and contractor will then apply LCHA approved ice melting compounds and anti-skid materials as necessary. Such materials will be used sparingly and not as the sole means of snow removal. Labor and equipment costs to apply ice melter and anti-skid materials are to be included in your minimum price for each property.

It is important to note that the parking lots will not be empty and the selected company will need to clean around these vehicles. Contractor will clear around fire hydrants and postal mailboxes located within our property rights-of-way.

Contractor will immediately alert LCHA if property is damaged or vandalized in any way that is an immediate threat to public safety.

To all practical extent, LCHA wishes to maintain safe and accessible communities for LCHA, its residents, employees, and guests. This includes a safe means of entry to, exit from, and movement within the communities. All exits must be cleared and snow melt applied. All locations for "melt off" piles need to be approved by community managers and can be established upon contract origination. The selected vendor will be contracted to a "hold harmless" clause and will provide recordkeeping including (but not limited to)



location information, date and time, names and jobs of personnel doing the work, weather conditions, how it was done (and how much was spread) for any plowing, sanding, blowing, and salting, and any incident reports.

The successful Respondent will be expected to provide snow removal services at the following buildings:

1. 22/42 Hawley, Grayslake– The lots on both sides of the building, walkways and sidewalks.
2. 465 Orchard, Antioch – Parking lot, walkways and sidewalks.
3. 801 Cunningham, Antioch – Parking lot, walkways and sidewalks.

The Respondent should indicate a separate price for each property. LCHA reserves the right to split the contract to individual firms by property location or assign entire portfolio to one firm.

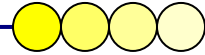
### **SITE VISITS:**

The sites are available for inspection at any time and must be visited for prospectus contractors to understand LCHA needs.

### **COST PROPOSAL:**

The Respondent's proposals must include the following and Illinois Prevailing Wage requirements must be followed:

1. Hourly and material rates for all equipment and products anticipated to be used in the 2018 – 2019 snow season
2. All holidays that will be billed at a higher rate and the hourly rate associated with the holiday.
3. Any additional charges for special request snow removal projects and response time for special requests
4. Additional charges for snow removal when accumulated snow fall is considered excessive. i.e.: 2 inches, 4-8", 8-10", 10" and above.
5. Proposed Pricing for salt and associated materials. This pricing **MUST BE HELD AND VALID FOR THE ENTIRE SEASON.**

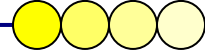


6. Statement as to any anticipated annual increases for renewal terms.
  - a. Contract pricing schedule or proposed escalators must be held throughout the contracted season with no midterm adjustments
7. Standard invoicing procedures, LCHA requires invoicing to be listed by property.
8. Anticipated start and end date.
9. Acknowledgement that Bidder has read and understands the local jurisdiction's rules and regulations pertaining to the work and that all work will be permitted with the municipality and completed according to its rules and regulations.
10. LCHA will need the following paperwork as the properties utilize federal funds:
  - a. Proposal must include all copies of LCHA bid documents as attached and executed by contractor along with certificate of insurance.
  - b. Statement of whether or not new employees will be hired to work on this project (Section 3 regulations must be followed when recruiting new employees. Ask LCHA for assistance.)
  - c. Completed form W-9.

## Qualifications Statement

The Respondent's Proposal shall include:

1. A general description of Respondent including the nature of the business or organization, a brief summary of its history, its size and organizational structure. This description should include an identification of any subcontractors proposed to be used by Respondent and their expertise;
2. The name, title (s) and contact information for the individual(s) authorized to negotiate and contractually bind Respondent.  
**PROPOSALS MUST BE SIGNED BY AN OFFICIAL AUTHORIZED TO CONTRACTUALLY BIND THE RESPONDENT.**



3. The name, title (s) and contact information for the individual(s) who may be contacted by LCHA for purposes of clarification or the provision of additional information as necessary.
4. The name, title (s) and contact information for the individual(s) to be assigned to work with LCHA, including their current position with the organization. This should include identifying the individual who will have day-to-day responsibility for LCHA's site, along with a copy of their state issued driving record report. LCHA reserves the right at any time to request Contractor to remove and/or replace any assigned staff from LCHA properties.
5. Examples of three (3) residential project sites Respondent is currently working on, or has worked on in the past five years, that best demonstrate Respondent's ability to provide the requested services. These descriptions should include a description of the project, the time frame over which services were performed, and a client reference including full contact information.

## **CONTRACT EVALUATION**

Price – 50 points

Qualifications – 50 pts.

The Lake County Housing Authority is exempt from sales and use taxes. Bidders may eliminate these taxes from the cost of supplies and materials included in their bids, if they will be purchased in Illinois. Only supplies and materials purchased specifically for the LCHA project are eligible for the tax exemptions. LCHA will provide a copy of its tax exemption certificate.

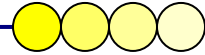
Lake County Housing Authority only contracts with vendors that are qualified to perform the work at the sole discretion of LCHA.

The Lake County Housing Authority reserves the right not to award a contract to anyone with a history of poor performance on projects performed for LCHA at the sole opinion and discretion of LCHA.

References will be checked on the top two bidders. LCHA reserves the right not to award a contract to anyone whose references are less than satisfactory at the sole discretion of LCHA.



Lake County Housing Authority  
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Grayslake, IL 60030



## **CONTRACT REQUIREMENTS:**

- The successful Respondent will enter into a contract with the Lake County Housing Authority.
- Contractors are responsible for compliance with the LCHA contract and all applicable local and federal regulations by themselves and by their sub-contractors.
- Some funds used for this project are derived from federal funds; therefore certain regulatory requirements will be included in the contract for the relevant properties, including but not limited to Federal or State of Illinois Wage Guidelines.
- LCHA reserves the right to cancel any contract agreement at any time with 24 hour notice and agrees to pay the contracted vendor for all contract work completed per the terms of the agreement.
- Contractors must obtain the minimum insurance requirements, including workers' compensation insurance and show evidence of such coverage. The insurance requirements are listed at

[www.lakecountyhousingauthority.org](http://www.lakecountyhousingauthority.org)

## **RENEWAL OPTION:**

This contract is initially executed for services pertaining to 2018-19 season only. LCHA shall retain the right to renew this contract annually, at LCHA's option, to renew this contract for (4) Four additional one-year terms, independently, for the years named in the RFP document that LCHA received pricing for, the total contract term shall not exceed (5) Five years. Contractor shall list any proposed yearly escalation clauses.

## **PROPOSAL SUBMITTAL:**

### **ALL PROPOSALS MUST BE RECEIVED BY**

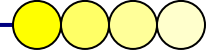
October 26th, 2018 by 10:00 A.M.

Proposal must include all copies of LCHA bid documents as attached and executed by contractor along with certificate of insurance

Proposals may be submitted in writing to the LCHA Main Office at 33928 N US Hwy 45, Grayslake or by e-mail at the following address:



Lake County Housing Authority  
33928 North U.S. Highway 45  
Grayslake, IL 60030



[kbritton@lakecountyha.org](mailto:kbritton@lakecountyha.org)

Responses received later than the date and time specified will be rejected or deemed non-conforming. LCHA assumes no responsibility or liability for late delivery or receipt of responses. Notification of selection or non-selection of all Respondents who submitted conforming responses will be e-mailed when the selection process is final. Questions regarding the RFP or scope of work must be submitted by 1:00 P.M. on October 19<sup>th</sup>, 2018. Submit questions to: [procurement@lakecountyha.org](mailto:procurement@lakecountyha.org).