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REQUEST FOR PROPOSALS

RFP 2025-02: Janitorial Services

Issue Date: 02/18/2025

2 INTRODUCTION

3 Region 1 Planning Council (R1) (also referred to as "Agency,") requests a response from all qualified and responsible
4 Respondents for **Janitorial/Housekeeping Services** We invite vendors to submit a response with their qualifications for
5 consideration.

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7 Responses will be evaluated by an internal steering committee to determine if it has the required knowledge, expertise,
8 and experience to fulfill requirements. The Agency may, but is not required to, proceed with negotiations to determine
9 the budget, scope, and deliverables.

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11 Responses that do not adhere to the requirements herein may not be considered. Please read the entire solicitation
12 package and submit a response in accordance with the instructions. All forms and signature areas contained in the
13 solicitation package must be completed in full.

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15 SCOPE OF WORK

16 **1. RESPONDENT QUALIFICATIONS.** The responder must have significant knowledge, expertise, and experience in
17 Cleaning and sanitation of a commercial office work environment, with the interior leased space of approximately
18 11,000 sq. ft.

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Main Floor(6,211 sq. ft.)	Mezzanine (788sq. ft.)	Second (2,813 sq.ft.)	Third (1,242 sq. ft.)
<ul style="list-style-type: none"> • Reception Desk Area w/seating area • 4 workstation cubes near reception area. • Large Conference Area • 8 Single Offices • 1 Executive Office (no dusting)- with single bathroom. • 5 Double Offices • 1 triple office • 2 Open Workstations • Breakroom with wet bar (includes fridge, coffee station, sink, etc.) • 2 Two-stall Restrooms • 2 Conference Rooms-Mezzanine Level 	<ul style="list-style-type: none"> • North Conference Room w/ wet bar. • South Conference Room 	<ul style="list-style-type: none"> • 5 Single Offices • 1 Double Office • 6 Open Workstations • Breakroom with wet bar • 1 Individual Restroom 	<ul style="list-style-type: none"> • 1 Open Office area w/ 3 work stations • 1 Office w/ 2 work stations • 2 Single Offices • 1 Individual Restroom • 1 Conference Room

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2. SPECIFIC REQUIREMENTS.

Tasks	Open Office Conf Rm	Offices, Workstations	Bathrooms	Break Rooms	Mezz Conf Rms	Foyer	Hallways	Main Open Area
Detail dusting – high and low areas	X	X	X	X	X	X	X	X
Hard surface dust mopping	X		X	X		X		X
Hard surface damp mopping	X		X	X		X		X
Door glass and frame wiping	X	x		X	X	X		X
Horizontal surfaces dusting (normal reach)	X	X	X	X	X		X	X
Damp wipe horizontal surfaces (normal reach)	X	X	X	X	X		X	X
Detail vacuum carpet	X	X			X		X	X
Vacuum walk-off mats						X		X
Empty and remove trash, replace liner (if needed)	X	X	X	X	X			X
Refill (soap, toilet paper, hand towels)			X	X				
Quarterly Dusting (ornamental fixtures and lights)								X

Other. Respondent should address within their proposal:

- i. Initial Term shall not exceed one year, and must include a 30-day trial period, with an option to extend term up to 5 years.
- ii. **Payment policy shall be no less than 30 days net.**
- iii. Proposals shall include labor, supervision, material, and equipment necessary to assure performance of specified cleaning service.
- iv. Itemized pricing for supplies is requested separate from cleaning service pricing.
- v. **Pricing is requested for service at 2-day and 3-day frequencies, and recommended number of service days per task at each frequency.**

Proposed implementation timeline.

- ii. Describe their proposed staffing model to service the proposed services.
- iii. Identify their busy season(s) and their capacity to balance these commitments with supporting R1 in times of high demand.
- iv. Their insurance coverages (to be maintained throughout the contract term*), including all statutorily required and prudent relative coverages, and Commercial General Liability at a minimum liability limit of \$2,000,000. Certificate of Insurance required prior to beginning work; including endorsements for Additional Insured; Waiver of Subrogation; and Primary and Non-contributory to additional insured coverage. **If any policy or coverage is written as "claims made" then coverage must be maintained for 4 years after project completion.*

F. Resources. The information is available for review, as follows:



- i. Service Area specific information-Floor plan
- ii.
- iii.
- iv.

3. RESPONDENT PERFORMANCE. The vendor agrees to perform its obligations demonstrating quality workmanship and completion of all work in a timely manner as shall be judged and determined by R1-designated staff.

QUALIFICATIONS

Your response should clearly identify the following information, preferably in the prescribed outline provided.

1. CONTACT INFORMATION:

Vendor Name (dba and legal if different)

- Description of current business
- Years in operation
- Number of staff members
- Contact name
- Office Phone
- Mobile Phone
- Business Email

2. QUALIFICATIONS

Respondent should provide information establishing its qualifications to perform the services requested, including those listed above. Please provide qualifications of staff relevant to the delivery of services requested.

3. WHERE SERVICES ARE TO BE PERFORMED

- a. Location where services will be performed
- b. Percentage of contract of services performed at this location

4. REFERENCES: Respondent must provide references from:

- i.e. three (3) established private firms, and
- i.e. three (3) government agencies,

other than the procuring Agency, who can attest to Respondent’s experience and ability to perform services subject to this solicitation. Respondent must provide the name, contact information, and a description of the services provided.

STATEMENT OF WORK

Your response should clearly identify the following information, preferably in the prescribed outline provided.

1. STATEMENT OF WORK/PROPOSAL. Proposal describing the Respondent’s solution to meet the requirements of the solicitation. Address the Specific Requirements in the Scope of Work, identify milestones and deliverables.

PRICING PROPOSAL

1. FORMAT OF PRICING:

- a. Respondent’s price proposal shall serve as the basis for the compensation terms of the resulting contract. Failure to submit pricing as shown in this section may render Respondent’s entire Proposal non-responsive and

ineligible for award. Pricing will be based on the terms and conditions set forth in this solicitation.

b. Pricing should be for a **three-year term**, including the following:

Service	Element	Description
RFP Specific	Onboarding Fee	Initial cost(s) to set-up account and system above the monthly retainer
	Monthly retainer	At an average of 4 hours per week Number of hours and price at recommended number of hours per week
	Hourly rate	Additional hours, as needed
	Software recommendation(s) and cost	All fees, tiers, and options, including initial and ongoing
	Other	As applicable

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	Hourly rate	Additional hours, as needed
	Software cost	All fees, tiers, and options, including initial and ongoing
	Other	As applicable

2. OTHER DETAILS: Indicate whether the contract pricing is firm or estimated at the time it is submitted for obligation, invoice discounts offered, expense reimbursements requested.

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INSTRUCTIONS FOR SUBMITTING RESPONSE

1. DESIGNATED CONTACT: The individual listed in the “Designated Contact:” on the posting shall be the *single point of contact* for this solicitation. Unless otherwise directed, Respondents should only communicate with the Designated Contact. R1 shall not be held responsible for information provided by or to any other person. Suspected errors should be immediately reported to the Designated Contact. Do not discuss, directly or indirectly, the solicitation or any Response with any officer or employee other than the Designated Contact.

Designated Contact: Kayla Gipson
127 N Wyman St, Ste 100, Rockford, IL 61101
kgipson@r1planning.org

2. GENERAL PROCESS OF SOLICITATION

The following is a general description of the solicitation process. R1 may adjust this process, as needed, and makes no assurance or representation regarding the timing or schedule of the process.

EVENT		DATE, TIME (CST)
1.	RFP Published	Fri, Feb 14, 2025
2.	Pre-submission Teleconference (optional)	n/a
3.	Pre-submission Questions Accepted	Fri, Feb 14-Fri, Feb 21, 2025
4.	Questions and Answers Posted	Mon, Feb 24, 2025
5.	Proposals Due and Opened	Friday, February 28, 2025 by 11:00am
6.	Responsiveness Determination	Monday, March 3, 2025
7.	Negotiation with Responsive and Responsible Respondents	Wed, Mar 3 – Fri, Mar 14, 2025
8.	Selection of Preferred Response	Mon, Mar 17, 2025
9.	Additional Negotiation (if necessary)	Mon, Mar 17 – Fri, March 21, 2025
10.	Notice of Award	Mon, March 24, 2025

3. PRE-SUBMISSION QUESTIONS AND AGENCY RESPONSE: All questions, other than questions raised at a Pre-Submission Conference, pertaining to this solicitation must be submitted *in writing* to the Designated Contact. Questions received and R1 responses may be posted as an Amendment to the original solicitation on the website; only these posted answers to questions shall be binding on R1. Respondents are responsible for monitoring for posted updates.

4. PRE-SUBMISSION CONFERENCE

In the posting, the Agency may schedule a Pre-Submission Conference as the “Pre-Bid Conference:”
Is attendance at the Pre-Submission Conference mandatory? Yes No
If attendance is mandatory, Respondent (current Vendor included) will be disqualified and considered non-responsive if Respondent does not attend, is not on time, leaves early or fails to sign the attendance sheet. Respondent must allow



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- 7. adequate time to accommodate security screenings at the site.
- 5. **SUBMISSION OF RESPONSE:** Response must be received by the Due Date and Time specified herein by electronic bid response submitted through DemandStar.com. Responses will be downloaded at the time of response opening.
- 6. **ORGANIZATION.** Submissions are to be labeled as follows:

File	Contents
1	a) Qualifications b) Proposal/Statement of Work c) Acknowledgement of Terms <i>And, if applicable:</i> d) Request for Preference form e) Supplemental Materials f) Redacted Materials
2	a) Pricing (<i>must be separate from all other materials</i>)

- 8. **EVALUATION:** R1 determines how well Responses meet the Responsiveness requirements. R1 will rank Proposals, without consideration of price, from best to least qualified using a point ranking system (unless otherwise specified) as an aid in conducting the evaluation. Respondents who fail to meet minimum requirements or who receive fewer than the minimum required points, if any, will not be considered for price evaluation and award. R1 evaluates three categories of information: Responsiveness, Responsibility, and Price. R1 considers the information provided and the quality of that information when evaluating Proposals. If R1 finds a failure or deficiency, R1 may reject the Proposal or reflect the failure or deficiency in the evaluation.
- 9. **RESPONSIVENESS:** A Responsive Respondent is one who submits a Proposal that conforms in all material respects to the Request for Proposal, and includes **all required** forms.
 - a. R1 will determine whether the Proposal meets the stated requirements. Minor differences or deviations that have negligible impact on the price or suitability of the supply or service to meet R1’s needs may be accepted or corrections allowed. If no Respondent meets a particular requirement, R1 may waive that requirement.
 - b. When the specification calls for “Brand Name or Equal,” the brand name product is acceptable. Other products will be considered with proof that the other product meets stated specifications and is equivalent to the brand product in terms of quality, performance and desired characteristics.
 - c. R1 will determine whether the Proposal complied with the instructions for submitting Proposals. Except for late submissions, and other requirements that by law must be part of the submission, R1 may require that a Respondent correct any deficiencies as a condition of further evaluation.
- RESPONSIBILITY:** A responsible Respondent is one who has the capability in all respects to perform fully the contract requirements and who has the integrity and reliability that will assure good faith performance. R1 determines whether the Respondent is a “responsible” Respondent; a Respondent with whom R1 can or should do business. For example, R1 may consider the following:
 - a. A “prohibited bidder” includes any person assisting an employee of R1 by reviewing, drafting, directing, or preparing any invitation for bids, a request for proposal, or request of information, or providing similar assistance unless such assistance was part of a publicly issued opportunity to review drafts of all or part of these documents. For purposes of this section, an employee of R1 means one who, by the nature of his or her duties, has the authority to participate personally and substantially in the decision to award a contract. No such person or business shall submit specifications to an agency unless requested to do so by R1. No person or business that contracts with the agency to write specifications for a particular procurement need shall submit a bid or proposal or receive a contract for that procurement need.
 - b. Nothing herein is intended to prohibit a vendor from bidding or a Proposal from supplying developing technology,



goods or services after providing R1 with a demonstration of the developing technology, goods, or services; provided the subject of the demonstration to R1 represents industry trends and innovation and is not specifically designed to meet R1's needs. Nothing herein is intended to prohibit a person or business from submitting a bid or Proposal or entering into a contract if the person or business: (i) initiates a communication with an employee to provide general information about products, services, or industry best practices and, if applicable, that communication is documented in accordance with Section 50-39 of the Illinois Procurement Code or (ii) responds to a communication initiated by an employee of R1 for the purposes of providing information to evaluate new products, trends, services, or technologies.

211 Other factors that R1 may evaluate to determine responsibility include, but are not limited to: political
212 contributions, certifications, conflict of interest, financial disclosures, taxpayer identification number, past
213 performance in business or industry, references (including those found outside the Proposal), compliance with
214 applicable laws, financial responsibility, insurability, effective equal opportunity compliance, payment
215 of prevailing wages if required by law, capacity to produce or sources of supply, and the ability to provide required
216 maintenance service or other matters relating to the Respondent's ability to deliver in the quality and quantity
217 within the time and price as specified in this solicitation.

218 d. Awarded Respondents must at all times have financial resources sufficient, in the opinion of R1, to ensure
219 performance of the contract and must provide proof upon request. R1 may require a performance bond if, in
220 the opinion of R1, it ensures performance of the contract. R1 may terminate the contract, consistent with the
221 termination for cause provision of the contract, if the vendor lacks the financial resources to perform under the
222 contract.

223 e. R1 may require that a Respondent correct any deficiencies as a condition of further evaluation.

224 **10. PRICE:** R1 identifies the lowest priced Proposal that meets the responsibility and responsiveness requirements, viz.,
which proposal provides the smartest budget, accounting for projected development costs, carrying out the
statement of work to meet R1's specifications, and potential ownership, royalty arrangements, or other value added
offerings.

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ACKNOWLEDGEMENT OF TERMS

Attach this form to your response.

1. **PUBLICATION:** R1 publishes procurement information, including solicitations, awards, and amendments, to its website <http://r1planning.org/procurement> and large purchases to DemandStar at www.demandstar.com. Respondent is responsible for monitoring the site for updated information. R1 will not be held responsible if Respondent fails to receive optional update notices. Use of DemandStar to submit a response is voluntary. R1 continues to accept responses outside DemandStar. If R1 provides information on its website that is different or in conflict with the information entered in DemandStar, then the information on the R1 website is presumed to represent R1's intent.
2. **TERM OF CONTRACT:** The prospective contract has an initial term of 36 months. If a start date is not identified, then the term shall commence upon the last dated signature of the Parties.
 - a. Vendor shall not commence billable work in furtherance of the contract prior to final execution of the contract except when permitted in writing by the Agency.
 - b. In no event will the total term of the contract, including the initial term, any renewal terms and any extensions, exceed ten (10) years.
 - c. Any renewal of the contract is subject to the same terms and conditions as those which apply to the initial term of the contract, unless otherwise provided in the pricing section. R1 may renew the contract for any or all of the option periods specified, may exercise any of the renewal options early, and may exercise more than one option at a time based on continuing need and favorable market conditions, when in the best interest of R1. The contract may neither renew automatically nor renew solely at the Vendor's option.
3. **TERMINATION FOR CAUSE:** R1 may terminate the contract, in whole or in part, immediately upon notice to the Vendor if: (a) R1 determines that the actions or inactions of the Vendor, its agents, employees or subcontractors have caused, or reasonably could cause, jeopardy to health, safety, or property, or (b) the Vendor has notified R1 that it is unable or unwilling to perform the contract.
 - a. If Vendor fails to perform any material requirement of the contract to R1's satisfaction, it is in violation of a material provision of the contract. If R1 determines that the Vendor lacks the financial resources to perform the contract, then R1 shall provide written notice to the Vendor to cure the problem identified within the period of time specified in R1's written notice. If not cured by that date R1 may either: (a) immediately terminate the contract without additional written notice or (b) enforce the terms and conditions of the contract.
 - b. For termination due to any of the causes contained in this Section, R1 retains its rights to seek any available legal or equitable remedies and damages.
4. **TERMINATION FOR CONVENIENCE:** R1 may, for its convenience and with thirty (30) days' prior written notice to Vendor, terminate the contract in whole or in part and without payment of any penalty or incurring any further obligation to the Vendor. Upon submission of invoices and proof of claim, the Vendor shall be entitled to compensation for supplies and services provided in compliance with the contract up to and including the date of termination.
5. **AVAILABILITY OF APPROPRIATION:** The contract is contingent upon and subject to the availability of funds. R1, at its sole option, may terminate or suspend the contract, in whole or in part, without penalty or further payment being required, if (1) the Illinois General Assembly or the Federal funding source fails to make an appropriation sufficient to pay such obligation, or if funds needed are insufficient for any reason (30 ILCS 500/20-60), (2) the funding governmental entity decreases the Agency's funding by reserving some or all of the Agency's appropriation(s), or (3) the Agency determines, in its sole discretion that a reduction is necessary or advisable

267 based upon actual or projected budgetary considerations. Contractor will be notified in writing of the failure of
268 appropriation or of a reduction or decrease.

269 **6. PAYMENT TERMS AND CONDITIONS**

- 270 a. **LATE PAYMENT:** Payments, including late payment charges, will be paid in accordance with the State of Illinois
271 Prompt Payment Act and rules when applicable. Payment terms contained in Vendor's invoices shall have no
272 force or effect.
- 273 b. **EXPENSES:** Prior to the execution of a contract by the Parties, even if the effective date of the contract is prior
274 to execution, R1 will not pay for supplies provided or services rendered, including related expenses, incurred.
- 275 c. **PREVAILING WAGE:** As a condition of receiving payment Vendor must (i) be in compliance with the contract,
276 (ii) pay its employees prevailing wages when required by law, (iii) pay its suppliers and subcontractors
277 according to the terms of their respective contracts, and (iv) provide lien waivers to R1 upon request. Examples
278 of prevailing wage categories include public works, printing, janitorial, window washing, building and grounds
279 services, site technician services, natural resource services, security guard and food services. The prevailing
280 wages are revised by the Illinois Department of Labor (DOL) and are available on DOL's official website, which
281 shall be deemed proper notification of any rate changes under this subsection. Vendor is responsible for
282 contacting D O L at 2 1 7 -782-6206 or (<https://www2.illinois.gov/idol/Pages/default.aspx>) to ensure
283 understanding of prevailing wage requirements.
- 284 d. **FEDERAL FUNDING:** The contract may be partially or totally funded with Federal funds. If Federal funds are
285 expected to be used, then the percentage of the goods/services paid using Federal funds and the total Federal
286 funds expected to be used will be provided to the awarded Vendor in the notice of intent to award.
- 287 e. **INVOICING:** By submitting an invoice, Vendor certifies that the supplies or services provided meet all
288 requirements of the contract, and the amount billed and expenses incurred are as allowed in the contract.
289 Invoices for supplies purchased, services performed, and expenses incurred through June 30 of any calendar
290 year must be submitted to R1 no later than July 10 of that calendar year; otherwise Vendor may be required
291 to seek payment through the Illinois Court of Claims.
- 292 f. Vendor shall not bill for any taxes unless accompanied by proof that R1 is subject to the tax. If necessary,
293 Vendor may request the applicable Agency's tax exemption information.
- 294 g. Vendor shall invoice at the completion of the contract. Exceptions to this term are allowed when, as identified
295 in the contract, invoicing is tied to milestones, deliverables, or other invoicing requirements agreed to therein.

296 **7. ASSIGNMENT:** The contract may not be assigned or transferred in whole or in part by Vendor without the prior
297 written consent of R1.

298 **8. SUBCONTRACTING**

- 299 a. Subcontractors are not allowed. A subcontractor is a person or entity that enters into a contractual agreement
300 with a total value of \$50,000 or more with a person or entity who has a contract subject to the Illinois
301 Procurement Code pursuant to which the person or entity provides some or all of the goods, services, real
302 property, remuneration, or other monetary forms of consideration that are the subject of the primary
303 contract, including subleases from a lessee of a contract. If subcontractors are to be utilized, Respondent must
304 identify subcontractors expected to receive \$50,000 or more annually under the contract and disclose the
305 expected amount of money each will receive.
- 306 ~~b. The Respondent shall notify R1 of any additional or substitute subcontractors hired during the term of the~~
307 ~~contract. If required, Respondent shall provide R1 a copy of all such subcontracts within fifteen (15) days after~~
308 ~~execution of the contract or the subcontract, whichever occurs later.~~

c. ~~Any subcontracts entered into prior to award of the contract are done at the sole risk of the Respondent and subcontractor(s).~~

~~For purposes of this section, subcontractors are those specifically hired to perform all or part of the work covered by the contract. Vendor must receive prior written approval before use of any subcontractors in the performance of the contract. Vendor shall describe, in an attachment if not already provided, the names and addresses of all authorized subcontractors to be utilized by Vendor in the performance of the contract, together with a description of the work to be performed by the subcontractor and the anticipated amount of money that each subcontractor is expected to receive pursuant to the contract. If required, Vendor shall provide a copy of any subcontracts within fifteen (15) days after execution of the contract. All subcontracts must include the same certifications that Vendor must make as a condition of the contract. Vendor shall include in each subcontract the subcontractor certifications as shown on the Standard Certification form available from R1. If at any time during the term of the Contract, Vendor adds or changes any subcontractors, then Vendor must promptly notify, by written amendment to the Contract, R1 Purchasing Officer or the Chief Procurement Officer of the names and addresses and the expected amount of money that each new or replaced subcontractor will receive pursuant to the Contract.~~

9. AUDIT/RETENTION OF RECORDS: Vendor and its subcontractors shall maintain books and records relating to the performance of the contract and any subcontract necessary to support amounts charged to R1 pursuant the contract or subcontract. Books and records, including information stored in databases or other computer systems, shall be maintained by the Vendor for a period of three (3) years from the later of the date of final payment under the contract or completion of the contract, and by the subcontractor(s) for a period of three (3) years from the later of final payment under the term or completion of the subcontract. If Federal funds are used to pay contract costs, the Vendor and its subcontractors must retain their respective records for five (5) years. Books and records required to be maintained under this section shall be available for review or audit by representatives of: the procuring Agency or other governmental entities with monitoring authority, upon reasonable notice and during normal business hours. Vendor and its subcontractors shall cooperate fully with any such audit and with any investigation conducted by any of these entities. Failure to maintain books and records required by this section shall establish a presumption in favor of R1 for the recovery of any funds paid by R1 under the contract or any subcontract for which adequate books and records are not available to support the purported disbursement. The Vendor or subcontractors shall not impose a charge for audit or examination of the Vendor's or subcontractor's books and records. 30 ILCS 500/20-65.

10. TIME IS OF THE ESSENCE: Time is of the essence with respect to Vendor's performance of the contract. Vendor shall continue to perform its obligations while any dispute concerning the contract is being resolved unless otherwise directed by R1.

11. NO WAIVER OF RIGHTS: Except as specifically waived in writing, failure by a Party to exercise or enforce a right does not waive that Party's right to exercise or enforce that or other rights in the future.

12. FORCE MAJEURE: Failure by either Party to perform its duties and obligations will be excused by unforeseeable circumstances beyond its reasonable control and not due to its negligence including acts of nature, acts of terrorism, riots, labor disputes, fire, flood, explosion, and governmental prohibition. The non-declaring Party may cancel the contract without penalty if performance does not resume within thirty (30) days after the declaration.

13. CONFIDENTIAL INFORMATION: Respondent should provide a redacted copy of the Proposal, if applicable, that removes material considered to be a trade secret or competitively sensitive, confidential, or proprietary. Each Party to the contract, including its agents and subcontractors, may have or gain access to confidential data or information owned or maintained by the other Party in the course of carrying out its responsibilities under the contract. Vendor shall presume all information received from R1 or to which it gains access pursuant to the

352 contract is confidential. Vendor information, unless clearly marked as confidential and exempt from disclosure
353 under the Illinois Freedom of Information Act, shall be considered public. No confidential data collected,
354 maintained, or used in the course of performance of the contract shall be disseminated except as authorized by
355 law and with the written consent of the disclosing Party, either during the period of the contract or thereafter.
356 The receiving Party must return any and all data collected, maintained, created or used in the course of the
357 performance of the contract, in whatever form it is maintained, promptly at the end of the contract, or earlier at
358 the request of the disclosing Party, or notify the disclosing Party in writing of its destruction. The foregoing
359 obligations shall not apply to confidential data or information lawfully in the receiving Party's possession prior to
360 its acquisition from the disclosing Party that were received in good faith from a third-party not subject to any
361 confidentiality obligation to the disclosing Party; that is now or later becomes publicly known through no breach
362 of confidentiality obligation by the receiving Party; or that is independently developed by the receiving Party
363 without the use or benefit of the disclosing Party's confidential information.

364 **14. USE AND OWNERSHIP:** All work performed or supplies created by Vendor under the contract, whether written
365 documents or data, goods or deliverables of any kind, shall be deemed work-for-hire under copyright law and all
366 intellectual property and other laws. R1 does/does not waives its right to sole and exclusive ownership for all such
367 work, unless otherwise agreed in writing. Vendor acknowledges R1 may use the work product for any purpose.
368 Confidential data or information contained in such work shall be subject to the confidentiality provisions of the
369 contract.

370 **15. INDEMNIFICATION AND LIABILITY:** The Vendor shall indemnify and hold harmless R1, its agencies, officers,
371 employees, agents and volunteers from any and all costs, demands, expenses, losses, claims, damages, liabilities,
372 settlements, and judgments, including in-house and contracted attorneys' fees and expenses, arising out of: (a)
373 any breach or violation by Vendor of any of its certifications, representations, warranties, covenants or
374 agreements; (b) any actual or alleged death or injury to any person, damage to any real or personal property, or
375 any other damage or loss claimed to result in whole or in part from Vendor's negligent performance; (c) any act,
376 activity or omission of Vendor or any of its employees, representatives, subcontractors or agents; or (d) any actual
377 or alleged claim that the services or goods provided under the contract infringe, misappropriate, or otherwise
378 violate any intellectual property (patent, copyright, trade secret, or trademark) rights of a third party. Neither
379 Party shall be liable for incidental, special, consequential, or punitive damages.

380 **16. INSURANCE:** Vendor shall, at all times during the term of the contract and any renewals or extensions, maintain
381 and provide a Certificate of Insurance naming R1 as an additional insured for all required bonds and insurance.
382 Certificates may not be modified or canceled until at least thirty (30) days' notice has been provided to R1. Vendor
383 shall provide: (a) General Commercial Liability insurance in the amount of \$1,000,000 per occurrence (Combined
384 Single Limit Bodily Injury and Property Damage) and \$2,000,000 Annual Aggregate; (b) Auto Liability, including
385 Hired Auto and Non-owned Auto (Combined Single Limit Bodily Injury and Property Damage), in the amount of
386 \$1,000,000 per occurrence; and (c) Worker's Compensation insurance in the amount required by law. Insurance
387 shall not limit Vendor's obligation to indemnify, defend, or settle any claims.

388 **17. INDEPENDENT CONTRACTOR:** Vendor shall act as an independent contractor and not an agent or employee of, or
389 joint venturer with R1. All payments by R1 shall be made on that basis.

390 **18. SOLICITATION AND EMPLOYMENT:** Vendor shall not employ any person employed by R1 during the term of the
391 contract to perform any work under the contract. Vendor shall give notice immediately to the Agency's director if
392 Vendor solicits or intends to solicit R1 employees to perform any work under the contract.

393 **19. BACKGROUND CHECK:** Whenever R1 deems it reasonably necessary for security reasons, R1 may conduct, at its
394 expense, criminal and driver history background checks of Vendor's and subcontractor's officers, employees or

agents. Vendor or subcontractor shall immediately reassign any individual who, in the opinion of R1, does not pass the background checks.

20. **APPLICABLE LAW:** The Vendor, its employees, agents, and subcontractors shall comply with all applicable Federal, State, and local laws, rules, ordinances, regulations, orders, Federal circulars and all license and permit requirements in the performance of the contract. Vendor shall be in compliance with applicable tax requirements and shall be current in payment of such taxes. Vendor shall obtain at its own expense, all licenses and permissions necessary for the performance of the contract. Furthermore, the contract shall be construed in accordance with and is subject to the laws and rules of R1.
21. **EQUAL OPPORTUNITY:** The Department of Human Rights' Equal Opportunity requirements are incorporated by reference. 44 ADM. CODE 750.
22. **OFFICIAL TEXT:** The official text of the statutes cited herein is incorporated by reference.
23. **ANTI-TRUST ASSIGNMENT:** If Vendor does not pursue any claim or cause of action it has arising under Federal or State antitrust laws relating to the subject matter of the contract, then upon request of the Illinois Attorney General, Vendor shall assign to R1 all of Vendor's rights, title and interest in and to the claim or cause of action.
24. **CONTRACTUAL AUTHORITY:** The Agency that signs the contract on behalf of R1 shall be the only entity responsible for performance and payment under the contract. When an Agency representative signs, they do so as approving officer and shall have no liability to Vendor.
25. **EXPATRIATED ENTITIES:** Except in limited circumstances, no business or member of a unitary business group, as defined in the Illinois Income Tax Act, shall submit a bid for or enter into a contract with the Agency if that business or any member of the unitary business group is an expatriated entity.
26. **NOTICES:** Notices and other communications provided for herein shall be given in writing via electronic mail whenever possible. If transmission via electronic mail is not possible, then notices and other communications shall be given in writing via registered or certified mail with return receipt requested, via receipted hand delivery, via courier (UPS, Federal Express or other similar and reliable carrier), showing the date and time of successful receipt. Notices shall be sent to the individuals who signed the contract using the contact information following the signatures. Each such notice shall be deemed to have been provided at the time it is actually received. By giving notice, either Party may change its contact information.
27. **MODIFICATIONS AND SURVIVAL:** Amendments, modifications, and waivers must be in writing and signed by authorized representatives of the Parties. Any provision of the contract officially declared void, unenforceable, or against public policy, shall be ignored and the remaining provisions shall be interpreted, to the extent possible, to give effect to the Parties' intent. All provisions that by their nature would be expected to survive, shall survive termination. In the event of a conflict between R1's and the Vendor's terms, conditions and attachments, R1's terms, conditions, and attachments shall prevail.
28. **PERFORMANCE RECORD/SUSPENSION:** Upon request of R1, Vendor shall meet to discuss performance or provide contract performance updates to help ensure proper performance of the contract. R1 may consider Vendor's performance under the contract and compliance with law and rule to determine whether to continue the contract, whether to suspend Vendor from doing future business with R1 for a specified period of time, or whether Vendor can be considered responsible on specific future contract opportunities.
29. **FREEDOM OF INFORMATION ACT:** The contract and all related public records maintained by, provided to, or required to be provided to R1 are subject to the Illinois Freedom of Information Act notwithstanding any provision to the contrary that may be found in the contract. 5 ILCS 140.
30. **SCHEDULE OF WORK:** Any work performed on premises shall be performed during the hours designated by R1 and performed in a manner that does not interfere with R1 and its personnel.

438 **31. WARRANTIES FOR SUPPLIES AND SERVICES**

- 439 a. Vendor warrants that the supplies furnished under the contract will: (a) conform to the standards,
 440 specifications, drawings, samples or descriptions furnished by R1 or furnished by the Vendor and agreed to
 441 by R1, including but not limited to all specifications attached as exhibits hereto; (b) be merchantable, of good
 442 quality and workmanship, and free from defects for a period of twelve months or longer if so specified in
 443 writing, and fit and sufficient for the intended use; (c) comply with all Federal and State laws, regulations, and
 444 ordinances pertaining to the manufacturing, packing, labeling, sale, and delivery of the supplies; (d) be of good
 445 title and be free and clear of all liens and encumbrances and; (e) not infringe any patent, copyright or other
 446 intellectual property rights of any third party. Vendor agrees to reimburse R1 for any losses, costs, damages
 447 or expenses, including without limitation, reasonable attorneys’ fees and expenses arising from failure of the
 448 supplies to meet such warranties.
- 449 b. Vendor shall ensure that all manufacturers’ warranties are transferred to R1 and shall provide to R1 copies of
 450 such warranties. These warranties shall be in addition to all other warranties, express, implied, or statutory,
 451 and shall survive R1’s payment, acceptance, inspection, or failure to inspect the supplies.
- 452 c. Vendor warrants that all services will be performed to meet the requirements of the contract in an efficient
 453 and effective manner by trained and competent personnel. Vendor shall monitor the performance of each
 454 individual and shall immediately reassign any individual who does not perform in accordance with the
 455 contract, who is disruptive or not respectful of others in the workplace, or who in any way violates the contract
 456 or State policies.

457 **32. REPORTING, STATUS AND MONITORING SPECIFICATIONS:** Vendor shall immediately notify R1 of any event that
 458 may have a material impact on Vendor’s ability to perform the contract.

459 **33. EXCEPTIONS AND PROVISIONS.** Exceptions (*if applicable*) must be provided on the Acceptance of Terms form or
 460 must be in a substantially similar format. R1 discourages taking exceptions. State law shall not be circumvented
 461 by the exception process. Exceptions may result in rejection of the Proposal. Additional terms and conditions to
 462 contracting may be submitted Supplemental Provisions.

463 Respondent agrees with the terms and conditions set forth in R1 Request for Proposal, including the standard
 464 terms and conditions, provisions, certifications, and disclosures, with the following exceptions (if any). Requested
 465 modifications to terms, conditions, or provisions here: _____
 466 _____

467 *Reference the line number and state the modification such as “add,” “replace,” or “delete.”*

468 Excluding certifications required by statute to be made by the Respondent, both Parties agree that all of the duties
 469 and obligations that the Respondent owes to Agency for the work performed shall be pursuant to the solicitation,
 470 resulting contract, and Respondent’s exceptions accepted by R1 thereto as set forth here

471
 472 Signature of Authorized Representative: _____

473 Printed Name of Signatory: _____

474 Position: _____

475 Date: _____



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 477 **Required: attach to submission**

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REQUEST FOR PREFERENCE FORM

The Illinois Procurement Code provides various preferences to promote business opportunities in Illinois. Does Respondent make any claims for preferences? If so, please mark the applicable preference(s) and include a listing of the items that qualify for the preference at the end of this Section and a description of why the preference applies. Agency reserves the right to determine whether the preference indicated applies.

- Business Enterprise for Minorities, Women, and Persons with Disabilities Act (30 ILCS 575).
- Veterans Preference (330 ILCS 55). Go to <https://cms.diversitycompliance.com/> to search for certified VOSB and SDVOSB vendors.
- Not-for-Profit Agencies for Persons with Significant Disabilities (30 ILCS 500/45-35).
- Disabled Veterans (30 ILCS 500/45-57).
- Small Businesses (30 ILCS 500/45-45).
- Resident Bidder (30 ILCS 500/45-10).
- Soybean Oil-Based Ink (30 ILCS 500/45-15).
- Recycled Materials (30 ILCS 500/45-20).
- Recycled Paper (30 ILCS 500/45-25).
- Environmentally Preferable Supplies (30 ILCS 500/45-26).
- Correctional Industries (30 ILCS 500/45-30).
- Gas Mileage (30 ILCS 500/45-40).
- Illinois Agricultural Products (30 ILCS 500/45-50).
- Corn-Based Plastics (30 ILCS 500/45-55).
- Vehicles Powered by Agricultural Commodity-Based Fuel (30 ILCS 500/45-6)
- Biobased Products (30 ILCS 500/45-75).
- Historic Preference Area (30 ILCS 500/45-80).
- Procurement of Domestic Products (30 ILCS 517).
- Public Purchases in Other States (30 ILCS 520).
- Illinois Mined Coal (30 ILCS 555).
- Steel Products Procurement (30 ILCS 565).
- Fair Chance Hiring Practices
- State-Registered Vendor
- Certified BEP Vendor Go to <https://cms.diversitycompliance.com/> to search for certified BEP vendors.

Explanation of Preference Qualifications selected: _____

Signature of Authorized Representative: _____

Printed Name of Signatory: _____

Respondent's Name: _____

Date: _____



If applicable: include this form and related attachments

