

**ILLINOIS INTERNATIONAL PORT DISTRICT
REQUEST FOR PROPOSALS (“RFP”) FOR:**

**Fire Suppression / Protection System
Contractor Services**

Required for use by:

**Illinois International Port District
(IIPD)**



All proposals and other communications must be addressed and returned to:

Mr. Clayton Harris III
Executive Director
Illinois International Port District
3600 E. 95th Street
95th and the Lakefront
Chicago, Illinois 60617-5193
director@IIPD.com

PROPOSALS MUST BE RECEIVED NO LATER THAN 4:00 P.M., ON JULY 30, 2018

**MICHAEL K. FORDE
CHAIRMAN**

**CLAYTON HARRIS III
EXECUTIVE DIRECTOR**

Illinois International Port District
REQUEST FOR PROPOSALS (RFP)

RFP SCHEDULE

Event	Target Date
RFP Issuance	May 11, 2018
Due Date for Sealed Proposals	July 30, 2018 at 4:00 pm (CST)
Opening of Sealed Proposals	July 31, 2018 at 10:00 am (CST)

Respondents that download a proposal from the IIPD's website: <http://www.iipd.com>, instead of obtaining the hard copy paper proposal from the IIPD's Central Office, are responsible for checking the IIPD's website for clarifications and/or addenda. Failure to obtain clarifications and/or addenda from the IIPD's website will not relieve the Respondent from being bound by any additional terms and/or conditions. For all information concerning this RFP, including questions from Respondent(s) and responses from IIPD, and any updates to this RFP, Respondent(s) are urged to frequently refer to IIPD's website at: <http://www.iipd.com>

COMMUNICATION DURING THE RFP PROCESS

All questions or requests for clarification shall be in writing and must be sent by email to director@iipd.com, and directed to the attention of Clayton Harris, III, Executive Director. Emails must clearly indicate "Questions and Requests for Clarification" in the subject line and must refer to "Request for Proposals (RFP) for Fire Suppression / Protection System Contractor Services for the IIPD."

CAUTION: DEADLINES AND PROCEDURES FOR SUBMITTING PROPOSALS

To be assured of consideration, proposals must be received by the Executive Director, at the immediately above-listed address, no later than 4:00 p.m. Central Standard Time on July 30, 2018. Respondent must submit one (1) hard copy original, five (5) duplicate hardcopies and an electronic copy in .pdf format on a USB-compatible flash drive, of the respondent's proposal(s). The original documents must be clearly marked as "ORIGINAL" and must bear the original signature of an authorized corporate agent on all documents requiring a signature. Respondent must enclose all documents in sealed envelopes or boxes.

When responses are delivered by mail or messenger to the Executive Director, the Respondent is responsible for their delivery BEFORE the due date and time. If delivery is delayed beyond the date and hour set for the receipt, said responses so delayed will not be considered and will be returned unopened at the expense of the Respondent.

Any false statement(s) made by the Respondent(s) will void the response and eliminate the Respondent(s) from further consideration.

The Executive Director reserves the right to reject any submittal that deviates from the submittal requirements. No additional or missing documents will be accepted after the due date and time except as may be requested by the Executive Director.

TABLE OF CONTENTS

- I. Background
- II. General Information
- III. Response Requirements
- IV. Communication during RFP Process
- V. Pre-Bid Walkthrough Meeting
- VI. Deadline and Procedures for Submitting Proposals
- VII. Resident Businesses / M/WBE Participation / Hiring Practices
- VIII. Rights / Reservations
- IX. Miscellaneous

REQUEST FOR PROPOSALS (RFP)

I. Background

The Illinois International Port District (“IIPD” or “Port District”) is an Illinois municipal corporation created to promote the shipment of cargoes and commerce through its facilities. The IIPD is the owner and master landlord controlling two land areas in South Chicago: Iroquois Landing, an open paved terminal with 3,000 linear feet of ship and barge berthing space located at the mouth of the Calumet River in the southwest corner of Lake Michigan; and Senator Dan Dougherty Harbor (Lake Calumet) which currently is home to various harbor operations and terminals located at the junction of the Grand Calumet and Little Calumet Rivers, situated six miles inland from Lake Michigan. The IIPD’s harbor facilities are served by rail facilities and are adjacent to three interstate highways and feature an abundance of warehouse facilities.

II. General Information

The IIPD is hereby issuing this request for proposals (“RFP”) seeking proposals from qualified and experienced companies to provide consultation and a range of services relating to the updating and installation of new fire suppression/protection systems and equipment with respect to certain IIPD properties. This RFP includes two distinct service areas: (A) system installation services; and (B) system inspection and maintenance services. Respondents may propose or bid on one or both services. The IIPD intends to evaluate the costs and services for installation independently from inspection and maintenance when making its determination on any award.

A. System Installation Services:

1. The IIPD maintains five (5) buildings and areas that currently have existing fire suppression systems. A listing and description of the identified buildings subject to this RFP is set forth in Appendix 1. For each location, the scope of services will include any necessary removal of the existing system along with installation of new fire suppressions. Bids should include the labor, materials and equipment required to remove the existing system and facilities where necessary and install the new fire suppression system in the noted buildings.
2. Where recommended, the IIPD may consider installation a nitrogen or compressed gas fire suppression system for buildings housing commodity storage to combat against damage or destruction to stored material.

B. System Inspections / Maintenance Services:

1. IIPD is also seeking the services of an on-call fire protection systems contractor to provide system performance monitoring including annual inspections and general

preventative and on-going maintenance of the installed fire suppression system equipment.

2. The duration of the contract for inspections and maintenance services for the fire suppression system(s) will be for a term of three (3) years commencing with the contract signing, with two (2) additional one (1) -year extension options. Responses must identify and include rates and charges associated with the entire initial three (3) year term. Any annual adjustments made during the extension years must be submitted by a ninety (90) day advance written notification before the signing of any extension agreement. These extension options, if accepted by the IIPD, shall become effective on the anniversary date of the initial agreement.
3. Any agreement entered with a successful respondent will be subject to appropriation funding by the IIPD Board of Directors. Additionally, the IIPD will have the right to terminate the contract, with or without cause, upon provision of thirty (30) days advance written notification to the contractor provided that upon termination, the contractor would be paid in full for all services, labor and material rendered or provided up to the effective date of the termination.

C. Additional Details Applicable to Both Categories of Services:

1. The selected contractor(s) will be responsible for all necessary supervision, labor, materials, tools and equipment required to perform the services, including removal of the existing fire suppression system and installation of any new fire suppression system and related equipment or components. The contractor(s) shall coordinate with the IIPD on any work to be performed at the site location and specify any work to be conducted off-site, including identification of the location of such work.
2. All parts used for installation of any fire suppression system(s), including all components shall be the factory OEM components, manufacturer's authorized parts or otherwise specifically approved by the IIPD prior to installation.
3. All work shall be performed in accordance with National Wiring Standards.
4. All work shall be quality work, performed according to the standards of the industry and to the complete satisfaction of the IIPD. Unsatisfactory work shall be immediately corrected by the contractor at no additional cost to the IIPD.
5. Personnel used for the performance of this work shall be properly trained and qualified to perform the installation on the variety and complexity of the existing and proposed fire suppression systems the IIPD facilities. The contractor shall provide and keep up to date a list of all personnel performing work under this

contract with classifications denoted, as well as written evidence of the personnel's qualifications for those classifications.

Further information on the scope of this request and information required to be submitted is set forth within the following Section III.

III. Response Requirements

- A. *Minimum Response Requirements:* In order to be considered, all Respondent(s) proposals must meet the following Minimum Requirements:
1. Information must be received on time. Information must be complete, in conformance with the specifications and other requirements of this RFP and include all documentation, evidence or verification requested.
 2. Respondents, to be eligible to bid this project, are required to be in business a minimum of five (5) years and to be licensed in both the City of Chicago and the State of Illinois and to provide a listing of any litigation they have been involved in for the past five (5) years, as well as any debarment or disciplinary actions taken against respondent in the past five (5) years.
 3. Respondent(s) must agree to comply with applicable local, state and federal laws and regulations governing the conduct of firms in business with the State of Illinois.
- B. *General Respondent Requirements:* Proposals should be as thorough and as detailed as possible so that IIPD may properly evaluate a respondent(s)' capabilities, and should affirmatively acknowledge that Respondents understand and have relevant skills to perform the services sought by IIPD, if selected, and should include the following details:
1. Specifically identify any and all portions of RFP being responded to within submittal and provide general discussion of scope of work (for each portion responded to).
 2. Describe the Respondent's proposed methods and procedures for providing services including procedure for providing cost estimates.
 3. Respondents must provide a general description and background concerning Respondent's organization, including size and structure of firm. State whether respondent will self-perform proposed services and/or include any joint venture arrangements. If joint venture, discuss portions of the work to be performed by each joint venture partner, contractor and/or subcontractor.
 4. Provide a statement of relevant experience and/or qualifications relevant to

any portion of the work being proposed, and include additional statements for all joint venture partners relevant to the portion of work to be performed by each such partner to outline their technical experience and qualifications.

5. Respondents should identify all licensures, certifications and/or accreditations that Respondent has received or attained. Respondents should demonstrate understanding of all applicable standards for performance applicable to this RFP and explain plans for compliance with applicable standards.
 6. Provide a complete proposed pricing schedule for services proposed, including sub-categorization of pricing for labor, material, equipment, parts and other material components of the work. Include all applicable hourly rates for labor and/or field service work. Respondents shall submit separate pricing for each subsection of the scope of work proposed (for example: maintenance bids shall be segregated into individual pricing for services to be provided in relation to each specific facility).
 7. Respondents are recommended to provide a listing of their current clients and/or current contacts for references.
 8. Please submit any additional information which you believe would be useful to the directors of IIPD in evaluating your performance on similar transactions as well as your qualifications to serve as underwriter.
- C. *Changes by Respondent(s).* If Respondent(s) changes any element(s) of its bid, IIPD, in its discretion, may disqualify the Respondent(s).
- D. *Proprietary Information.* Respondent(s) are hereby advised that the IIPD is subject to the Illinois State Freedom of Information Act, (“FOIA”), (5 ILCS 140/1, et seq.). Confidential information will be treated as such to the extent consistent with the Port District’s legal obligations under FOIA and other applicable laws, regulation or legal process and the provisions of any Confidentiality Agreement between IIPD and Respondent(s). Upon the request of a Respondent(s), IIPD will entertain reasonable confidentiality agreements concerning confidential or proprietary information a Respondent(s) wishes to protect from public disclosure, provided, however, any such agreement shall be subject to FOIA and other applicable legal requirements as set forth above.

IV. Pre-Bid Walkthrough Meeting

All potential respondents are encouraged to perform a physical inspection of the buildings and facilities identified on Appendix A requiring fire suppression system upgrades to view the existing systems and facilities prior to submitting a response. A pre-bid walkthrough meeting will be held on July 20, 2018 at 2:00 pm CST. This meeting will take place at IIPD’s office located at the address above and will include a walkthrough of each of the buildings listed in Appendix A of this RFP.

V. Communication during RFP Process

IIPD's contact person for this solicitation is Clayton Harris, III, who can be reached at:

Clayton Harris, III, Executive Director

director@iipd.com

All questions or requests for clarification shall be in writing and must be sent by email to director@iipd.com, and directed to the attention of Clayton Harris, III, Executive Director. Emails must clearly indicate "Questions and Requests for Clarification" in the subject line and must refer to "Request for Proposals (RFP) for Fire Suppression / Protection Contractor Services."

Unless otherwise agreed in advance with TBD, Respondent(s) must not communicate directly or indirectly with any IIPD board member, officer, employee, or other representative of IIPD or its advisors or customer or their advisors on matters related to this RFP other than the contact person specified above or his designee.

Answers to questions of general interest, updates and addenda will be posted on the IIPD website: <http://www.iipd.com>

The Port District will review all properly submitted responses and if necessary, may request additional information (in writing and/or through presentations or interviews) or written clarification.

VI. Deadline and Procedures for Submitting Proposals

To be assured of consideration, proposals must be received by the Executive Director, at the immediately above-listed address, no later than 4:00 p.m. Central Standard Time on July 30, 2018.

Respondent must submit one (1) hard copy original, five (5) duplicate hardcopies and an electronic copy in .pdf format on a USB-compatible flash drive, of the respondent's proposal(s). The original documents must be clearly marked as "ORIGINAL" and must bear the original signature of an authorized corporate agent on all documents requiring a signature. Respondent must enclose all documents in sealed envelopes or boxes.

VII. Resident Businesses / M/WBE Participation / Hiring Practices

Preference will be given to Illinois resident businesses and M/WBE certified businesses, when possible. IIPD seeks to reach goals of (26%) Minority Business Enterprise ("MBE") participation and (6%) Women Business Enterprise ("WBE") participation in

goods and/or services relating to its contracting matters. Respondent shall indicate any plans to address the IIPD's M/WBE goals.

The Respondent shall agree to comply with the constitution of the United States, the Civil Rights Act of 1964 (42 U.S.C. 1971, et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794, et seq.), the Americans With Disabilities Act of 1990 (42 U.S.C. 1210, et seq.), the Fair Labor Standards Act of 1938 (29 U.S.C. 201, et seq.), the Constitution of the State of Illinois, the Illinois Human Rights Act (Ill. Comp. Stat. 1992, Ch. 775, Sec. 5/1-101 et seq.), the Cook County Human Rights Ordinance.

VIII. Rights / Reservations

The IIPD reserves the right to accept or reject any and all Responses or Proposals and is not obligated to award any contract pursuant to this solicitation. Respondents must read and understand the solicitation and tailor any responsive items and all activities to ensure compliance. The IIPD reserves the right to amend the solicitation, reject any or all Proposals and waive minor defects. The IIPD may request a clarification, interview staff, request a presentation, or otherwise verify the contents of a Proposal, including information concerning subcontractors and suppliers. The IIPD will make all decisions on compliance, evaluation, and terms and conditions, and shall make decisions in the best interests of the IIPD and in accordance with its policies and applicable statutes and regulations. This competitive process may require that Respondents provide additional information and otherwise cooperate with the IIPD. The IIPD is not responsible for and will not pay any costs associated with the preparation and submission of any Proposal.

The preparation of an RFP response shall be at the cost and expense of the Respondent. IIPD will not reimburse Respondents for any costs associated with the preparation or submission of a response by responding to the RFP, Respondents acknowledge and consent to the conditions set forth herein relative to the submission, review and consideration of the response or submission.

VIII. Miscellaneous

Respondent(s) are urged to refer frequently to IIPD's website. IIPD will post questions from Respondent(s) and IIPD's responses as well as corrections, addenda and updates to this RFP, if any on IIPD's website located at: www.iipd.com

APPENDIX A

LIST OF IIPD BUILDINGS SUBJECT TO RFP

1. Shed 1
2. Shed 2
3. Shed 3
4. Shed 4
5. Shed 5