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AN  **MANAGED FACILITY**

McCormick Place | SMG  
Request for Proposal ("RFP")  
Housekeeping, Snow Removal and Grounds Cleaning  
#S2018-01

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**McCORMICK PLACE | SMG  
PURCHASING DEPARTMENT  
REQUEST FOR PROPOSAL (RFP)**

**FOR  
HOUSEKEEPING, SNOW REMOVAL AND GROUNDS CLEANING  
#S2018-01**

All documents relating to this procurement are available for download by clicking on “Doing Business” at McCormick Place’s website at [www.mccormickplace.com](http://www.mccormickplace.com) under “Current Opportunities”

**KEY DATES:**

<b>RFP Issued:</b>	Thursday, March 22, 2018
<b>*MANDATORY Pre-Submittal Meeting and Site Visit*:</b>	DAY 1: Thursday, April 12, 2018 DAY 2: Friday, April 13, 2018
<b>Requests for Interpretation (1<sup>st</sup> Round) Due:</b>	Monday, April 23, 2018
<b>Requests for Interpretation (2<sup>nd</sup> Round) Due:</b>	Wednesday, May 2, 2018
<b>Proposals Due:</b>	Wednesday, May 30, 2018

**Purchasing Contact:**

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## SECTION I. BACKGROUND INFORMATION, DEFINITIONS AND INTERPRETATIONS

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### 1.1 OBJECTIVE

McCormick Place | SMG is seeking proposals from qualified, experienced Contractors that have demonstrated the capacity for implementing a systematic service approach to a wide variety of unique facility needs, along with the resources to spontaneously respond to unforeseen operational circumstances in providing Housekeeping, Snow Removal and Grounds Cleaning Services for all of the facilities throughout the McCormick Place Campus as outlined herein.

### 1.2 BACKGROUND

The Metropolitan Pier and Exposition Authority (the “Authority”) has transferred the operations of the McCormick Place Convention Center to SMG, a private management company, doing business under the name of McCormick Place | SMG.

Chicago’s McCormick Place is North America’s premier convention facility. The McCormick Place Complex consists of nine million square feet in six buildings: North, South, Lakeside Center, West, the Energy Center, the Corporate Center and the Wintrust Arena.

The McCormick Place convention facility includes four state-of-the-art exhibit halls, the South, West, North buildings and the Lakeside Center. The exhibit halls have a combined total of more than 2.6 million square feet of exhibit space, and over 600,000 square feet of meeting rooms, making McCormick Place the nation’s largest convention center. The Authority also has three parking lots that accommodate approximately 5,000 cars. McCormick Place hosts approximately 125 to 150 events and attracts more than four million trade and public show visitors annually.

The newest addition to the McCormick Place Complex is the Wintrust Arena. This 10,000 seat, multi-purpose facility features twenty two (22) suites and 479 club seats, which is a venue for concerts, sporting events and other major special events. The new Arena will feature a first-class NCAA basketball court that will be the new home court for the DePaul University basketball teams. The Wintrust Arena can serve as a general session hall for large business meetings and conventions.

In addition, an expansive series of pedestrian promenades and sky bridges link the entire campus. The Grand Concourse connecting South and North and the Central Concourse in West are also locations for retail shops, cafes, restaurants and other visitor amenities

The Authority owns the Hyatt Regency McCormick Place, a 1260-room hotel and adjacent parking garage which opened in 1998 and Conference Center which opened in August, 2001. The Conference Center offers 31,000 square feet of prime meeting space. The hotel and conference center are managed by Hyatt Corporation and are **not** part of the facilities covered by this RFP.

The Energy Center consists of three central utility plants that provide the primary or base-load heating and cooling capacity for most of the McCormick Place facilities; including the East Building, North Building, South Building, Hyatt Regency Hotel, Conference Center, Corporate Center, which houses the Authority’s administrative offices, as well as several external customers. The Energy Center also provides most of the heating and cooling for the West Building.

### 1.3 DEFINITIONS

The following terms in this Solicitation shall be defined as follows:

**“Agreement”** or **“Contract”** means the **Housekeeping, Snow Removal and Grounds Cleaning Service** Agreement that is to be entered into between McCormick Place | SMG and the Selected Proposer(s) pursuant to this RFP.

**“Allowance”** means the dollar amount set forth in this RFP and as, from time to time, adjusted by SMG for Additional Services.

**“Arena or Wintrust Arena”** means the new 10,000 seat, multi-purpose facility.

**“Authority”** or **“MPEA”** means the Metropolitan Pier and Exposition Authority.

**“Contractor”** means the individual or entity that enters into a Contract with McCormick Place | SMG to provide the Services.

**“Customer”** means anyone that purchases services from the Contractor.

**“Include”** in any of its forms means “include, without limitation.”

**“Laws”** shall mean City, State and Federal statutes, ordinances, codes, rules and regulations.

**“MBE”** means Minority Business Enterprise.

**“McCormick Place Campus”** means the McCormick Place Complex®, the world class multi-purpose convention and meeting facility consisting of the Energy Center, Lakeside Center, North, South and West Buildings, the Arie Crown Theater®, the Corporate Center and the new Wintrust Arena. The term “McCormick Place” does *not* include the Hyatt Regency McCormick Place Hotel and/or the Marriott Hotel.

**“Meeting Room Allowance”** means the Allowance established by SMG in this RFP and as modified over the term of the Contract for labor for event set up, tear down and associated cleaning as approved and directed by SMG.

**“Proposal”** means all materials submitted in response to this RFP, including, without limitation, all exhibits, attachments, addenda, renderings and drawings.

**“Proposer(s)”** means the firm(s), individual(s), corporation(s), partnership(s) and joint venture(s) that submit Proposals pursuant to this RFP.

**“Responsive”** Responsiveness is determined by McCormick Place | SMG and relates to compliance with the provisions of the solicitation, including specifications, and contractual terms and conditions. Conformity in material respects or substantial compliance suffices, although absolute or precise conformity is not required. SMG reserves the right to reject any Proposal that it deems materially non-responsive.

**“Responsible”** Responsibility is determined by McCormick Place | SMG and relates primarily to the ability of a Proposer to successfully carry out a proposed contract, and whether it has the character, reputation, and integrity to receive an award. Considerations bearing on a determination of responsibility can include experience, past performance, business and financial capabilities, skills, technical organization and reliability. Some of the mechanisms available to measure a Proposer’s responsibility are the utilization of reference checks, vendor performance on previous contracts and availability of financial credit information.

**“RFP”** means this Request for Proposals, including all exhibits and addenda.

**“Selected Proposer”** means the individual, partnership, corporation or joint venture that McCormick Place | SMG selects for award of the Agreement.

**“Services”** means all Work for which SMG engages the Selected Proposer. In general, Services are grouped into two categories, Base Services and Additional Services. Base Services include all charges, including labor, equipment and material, as listed in this RFP, including Exhibits. Additional Services and Materials include those labor, equipment and material charges included in the Snow Removal Allowance or the Meeting Room Allowance which are specifically excluded from the Base Services, pursuant to this RFP.

**“Snow Removal Allowance”** means the Allowance established by the Authority in this RFP, and as modified over the term of the Contract for labor, rock salt (with industrial strength blend calcium chloride melting power) and calcium magnesium acetate (“CMA”) related to snow removal. This does not include, and expressly excludes all other charges which are to be part of the Base Services including costs for equipment, repairs, maintenance, fuel and other materials and items for snow removal, all of which are part of the Base Fee.

**“Sub-Contractor”** means individual(s), partnership(s), corporation(s) or joint venture(s) that the Proposer engages to provide services required by the Agreement.

**“Trade Reference”** means a reference concerning the creditworthiness of the Proposer given by another business that extends credit to the Proposer, such as a supplier.

**“WBE”** means Women Business Enterprise.

#### 1.4 INTERPRETATIONS

- A. Any headings in this RFP are for convenience of reference only and do not define, limit, control or affect the meaning of the RFP’s provisions. In this RFP, unless the context otherwise requires, the terms "hereby," "herein," "hereof," "hereto," "hereunder" and any similar terms used in this RFP refer to this RFP. All section references, unless otherwise expressly indicated, are to sections of this RFP. Words of any gender shall be deemed and construed to include correlative words of the other genders. Words indicating the singular number shall include the plural number and vice versa, unless the context shall otherwise indicate. All references to any exhibit or document shall be deemed to include all supplements and/or amendments to any such exhibits or documents entered into in accordance with the terms and conditions of this RFP and such documents. All references to any person or entity shall be deemed to include any person or entity succeeding to the rights, duties, and obligations of such persons or entities in accordance with the terms and conditions of this RFP.
- B. Unless a contrary meaning is specifically noted elsewhere, the words “as required,” “as directed,” “as permitted” and similar words used in the RFP mean that requirements, directions of and permission of McCormick Place | SMG are intended; similarly, the words “approved,” “acceptable,” “satisfactory” or words of like import mean “approved by,” “acceptable to” or “satisfactory to” McCormick Place | SMG. Words “necessary,” “proper” or words of like import as used with respect to extent, conduct or character of Services specified shall mean that the Services must be conducted in a manner or be of character which is “necessary” or “proper” in the option of McCormick Place | SMG.
- C. Unless a contrary meaning is specifically noted elsewhere, the words “approved,” “reasonable,” “suitable,” “acceptable,” “properly,” “satisfactory” or words of like effect and import used in the RFP mean reasonable, suitable, acceptable, proper or satisfactory in the judgment of McCormick Place | SMG.

## SECTION II. GENERAL REQUIREMENTS AND DETAILED SPECIFICATIONS

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### 2.1 SCOPE OF SERVICES

The Contractor will be responsible for providing all custodial, janitorial, meeting room conversion and snow removal and associated labor services throughout all of the facilities throughout the McCormick Place Campus in accordance with the schedules and performance criteria outlined herein. The schedules and procedures for services listed herein are outlined by specific facility, location, and area within the facilities. These schedules and work procedures are based solely upon SMG's staff "best projection" of the appropriate services required. It is expected that the Contractor will conduct their own strategic assessment and recommendations for appropriate housekeeping, and maintenance techniques for each facility, location, and area of the McCormick Place Campus. This assessment should give full consideration to the information contained in this document, as well as the professional expertise of the Contractor in suggesting service delivery options. The Contractor's proposal should clearly identify any additional recommendations for appropriate maintenance services which are not represented within the following list, or recommend any changes in schedule or procedure which they deem appropriate.

The Contractor is expected to maintain all internal building areas (exclusive of those occupied by tenant lessees) in a clean, sanitary and aesthetically pleasing condition at all times.

Where available or provided, the Contractor will protect the warranty for facility surfaces, structures, and equipment by cleaning and maintaining them in accordance with manufacturer's recommendations and providing documentation which includes the dates of services and the procedures followed. (This includes, but is not limited to the attached specifications for carpet cleaning and paver maintenance).

The Contractor shall furnish all materials, supplies, equipment, and manpower necessary to achieve the aforementioned objectives. The Contractor shall supply a recommended staffing plan, by shift, on a seasonal basis, which clearly identifies seasonal staffing levels for an entire operating year. Any services which are to be subcontracted under this contract, should be clearly identified, along with a minimum of three (3) professional references of performance by the subcontractor must be submitted.

### 2.2 SCOPE INCREASE AND REDUCTION

A scope decrease may be required for the Contractor when services can be decreased or eliminated based on areas under construction, areas eliminated, or scope decreased due to economic and industry changes upon 30 days of advance notification from McCormick Place | SMG. Scope increases may be required for the Contractor when services need to be increased based on new or upgraded facilities, economic strength and industry changes upon 30 days of advance notification from McCormick Place | SMG. The Contractor must work with McCormick Place | SMG based on the labor hours required and materials required to determine the amount that can be decreased or increased from each monthly payment.

### 2.3 GENERAL REQUIREMENTS AND SPECIFICATIONS

- A) Furnish, in accordance with detailed specifications as described herein, all required cleaning services and all required cleaning equipment and supplies necessary to clean all space, and equipment, labor, and materials to perform snow removal, in all facilities throughout the McCormick Place Campus. Services will be required as needed up to 24 hours per day, 7 days per week, and 365 days per year.
  
- 1.) The McCormick Place Campus is comprised of the South, North, West Buildings, Lakeside Center, Energy Center, Corporate Center Building and the Wintrust Arena. The entire McCormick Place Campus is linked by the Grand Concourse, a 50,000 square-foot pedestrian promenade, containing retail shops and other visitor amenities. The following locations are included, but not limited to, the scope of this Contract:

- a. **South Building:** The McCormick Place South Building, located at 2301 South King Drive, contains 840,000 square feet of first class exhibit space and over 150,000 square feet of meeting space.
  - b. **North Building:** The McCormick Place North Building, located at 450 East 23<sup>rd</sup> Street, features over 700,000 square feet of exhibition space and over 60,000 square feet of meeting space. Including the Metra lobby waiting area.
  - c. **West Building:** The McCormick Place West Building, located at 2301 South Indiana, provides 470,000 square feet of exhibit space and 250,000 square feet of meeting room space, which includes a 100,000 square foot ballroom.
  - d. **Lakeside Center:** The McCormick Place Lakeside Center, located at 2301 South Lake Shore Drive, has 580,000 square feet of exhibition space, 140,000 square feet of meeting room space and the 4,300 fixed seat Arie Crown Theater.
  - e. **Connecting Bridges:** the three (3) sky bridges connecting the Corporate Center to the Wintrust Arena; the South to the West Building and the Grand Concourse to the Lakeside Center.
  - f. **Corporate Center Building:** The MPEA Corporate Center, located at 301 East Cermak Road, includes approximately 60,000 square feet of office space on five floors.
  - g. **Energy Center:** The Energy Center, located at 2211 South Martin Luther King Drive, includes approximately 1,900 square feet of office space that is covered by this RFP.
  - h. **Wintrust Arena:** The Wintrust Arena is a new 10,000 seat, 25,000 square foot, multi-purpose venue.
  - i. **Pocket Park:** Located at the northeast corner of East 21<sup>st</sup> Street and Prairie Avenue, pocket park is public park space including a designated dog park area within the space.
- B) Ensure required management support, both on-site and off-site, sufficient to manage the Services to be provided. Such Services are substantial, and should be expected to change frequently and on short notice.
- C) Some moving of furniture in administrative offices and tenant spaces will be required.
- D) Contractor will be required to lower and raise flags throughout the facility, as requested by McCormick Place | SMG. There are a total of nine (9) flag poles throughout the facility; four (4) 30' poles with 4 x 6 flags at the Energy Center and five (5) 40' poles at the West Building with 8 x 12 flags. Flags are replaced on an as needed basis and lowered on an as needed basis when directed by the local or federal government.
- E) The staffing levels for events must be sufficient to ensure that cleaning and set-up services may be performed at a minimum in accordance with the attached specifications and performance criteria in this Request for Proposal and to enable McCormick Place | SMG to be fully responsive to client and customer demands. The Contractor must provide at least one designated contact person on each shift in each building for all hours of operation for set-up and meeting room operations and a separate contact for cleaning operations. These contacts must be empowered to make decisions on behalf of the company which include; making assignments, managing performance, changing staffing levels, and disciplining employees. The Contractor must be prepared to provide the staffing to perform additional or emergency services without affecting the quality of the base contract work.

- F) McCormick Place | SMG desires to use environmentally preferable purchasing (EPP) criteria when making purchases for equipment and services, as outlined in Section 2.11. The Contractor will be required to integrate green and sustainable practices into all facets of their operations throughout the McCormick Place Campus. At a minimum, the Successful Proposer must include the following:
- 1.) Use of 100% post-consumer recycled content paper products; must meet US EPA Standards for post-consumer material paper content.
  - 2.) Use of non-toxic environmentally friendly cleaning products where available. Any use of cleaning materials which do not obtain Green Seal Certification must be approved in writing by McCormick Place | SMG's contract administrator. A chemical handling and tracking system has to be developed that compiles a list of all cleaning chemicals in use, how you will track product usage and provide timely access to MSDS's. Training and inspection programs have to be detailed to document how training is performed for your company that includes the proper handling of chemicals, proper use and maintenance of equipment, and proper cleaning procedures.
  - 3.) A documented recycling program for all waste handled by the Contractor. Where possible recyclable materials shall be sorted separately at their source and be maintained in separate streams through transportation to the proper recycling processor.
  - 4.) A defined and documented sustainability training program for all employees working on site. This program must contain information on the green practices enacted on site, the impact of these programs on the environment, and the commitment of the organization to maintain and improve these practices over time. Communication Protocols & Requirements that document how your organization will provide a clear and trackable method for cleaning staff and building occupants to communicate cleaning and/or building concerns. Document how you will schedule and provide advance notice to building occupants when non-routine cleaning operations will be performed.
  - 5.) A program for sustainability to minimize the environmental impact of the Contractor's day to day operations at MPEA facilities.
  - 6.) The use of new equipment with a lower environmental impact profile such as vacuums certified by the Carpet & Rug Institute or CRI'S Green Label that pass performance tests on soil removal, dust containment, and carpet appearance retention. Extraction equipment that have the Carpet & Rug Institute Seal of Approval or Green Label that pass performance tests on soil removal, water recovery, and appearance retention. Auto scrubbers equipped with variable-speed pumps that optimize the use of cleaning solutions that use environmentally preferable gel batteries and operate at less than 70dBA sound level. Buffers and Burnishers that are equipped with guards, vacuums or other devices designed to capture fine particulate that operate at less than 70dBA. Touch-Free restroom cleaning equipment with less than ½ gallon per minute flow rate to reduce water consumption and over-saturation.
  - 7.) Redistribute workloads, redefine daily cleaning processes, and implement high performance systems to improve the outcomes of daily cleaning and extend the time between major restorative cleaning projects. The use of Microfiber technology mops and cloths and the deployment of high performance matting systems to reduce soil tracked into the buildings.
  - 8.) Contractor must implement a comprehensive cleaning policy that allows McCormick Place | SMG to qualify for USGBC LEED Indoor Environmental Quality "EQ Prerequisite 3: Green Cleaning Policy."

- 9.) Additional consideration will be given to organizations that can qualify for USGBC LEED Indoor Environmental Quality “EQ Credit 3.1: Green Cleaning: High-Performance Cleaning Program, 3.2 and 3.3: Green Cleaning: Custodial Effectiveness Assessment, 3.4-3.6: Green Cleaning: Purchase of Sustainable Cleaning Products and Materials, 3.7: Green Cleaning: Sustainable Cleaning Equipment, and 3.8: Green Cleaning: Entryway Systems based on the amount of points you guarantee you can deliver.
- 10.) Additional consideration will be given to organizations gain third-party certification for your Green Cleaning Program for the Green Seal or any other party that receives advance approval from McCormick Place | SMG.

Additional consideration will be given to organizations which can demonstrate green and sustainable practices throughout their organization.

- G) The Contractor will be required to maintain a backup supply of paper products adequate to supply McCormick Place | SMG’s needs for approximately 30 days. There are several custodial storage spaces in each building, with the exception of the North Building.
- H) The Contractor will be required to implement and maintain comprehensive workforce development programs, including formal recruitment and training programs, which are deemed adequate to attract and train a highly qualified workforce. Such programs are to be approved by McCormick Place staff. Training programs must contain at a minimum, site orientation, relevant location policy and procedures, customer service and performance expectations, blood-borne pathogens training, sharps-disposal training, employee right to know training and any additional training required by local, state, or federal law for the scope of work defined in this Request for Proposal. Contractor will be required to submit an annual report outlining the training provided to staff, including attendance sheets of all staff members that have completed the training.
- I) The Contractor will be required to maintain a documented system for inspecting, logging, and reporting any graffiti, damages, non-functioning, or improperly functioning equipment, or hazards encountered by their staff in the completion of their duties. This system will ensure that any such issues can quickly and accurately be documented and relayed to the appropriate McCormick Place | SMG personnel. The Contractor is responsible for the removal of all graffiti unless it cannot be cleaned by chemicals and must be painted.
- J) The proposed management team and other key personnel managing the services for the Contractor are to be approved by McCormick Place | SMG.
- K) The Contractor must maintain a labor force for the “base cleaning and grounds cleaning services” which is separate from the services covered under meeting room preparation. In the event an employee from the base contract is used to provide services in snow removal or meeting room preparation, the Contractor will not charge McCormick Place | SMG for labor provided by that individual. At no time will Contractor submit hourly charges for labor provided by an employee working under the base contract. Contractor will provide a weekly listing of all employees working on services within the base contract and timesheets for those employees which are covered under the allowances for meeting room preparation and snow removal.
- L) Common areas and office spaces must be cleaned year-round in accordance with Exhibit II – Detailed Cleaning Matrix. The events at McCormick Place are responsible for cleaning of the exhibition space both during and following events. However, the Selected Proposer must be prepared to perform any such cleaning work, such as floor scrubbing, to the extent required and on short notice.
- M) All Contractor employees must be clearly identifiable by clean, uniforms. Employee uniform styles are subject to the review and approval of McCormick Place | SMG.

- N) Radio Communications – All Contractor personnel must be equipped with radio communication equipment at all times. Radio usage should be “non-intrusive” to the guests; therefore, the use of headsets or other such technologies is encouraged. The Contractor is responsible for furnishing and maintaining all operable communication equipment.
- O) Crowd Control – Contractor must install and remove temporary crowd control barricades as necessary for crowd control, maintenance work, event closures, or any other needs as requested by McCormick Place | SMG.
- P) McCormick Place undertook a process of modifying the care practices for terrazzo floors. The current contractor has utilized a honing process to eliminate the need for ongoing stripping and waxing. Currently, we are approximately 80% complete with our transition of the existing floor surfaces. The Selected Contractor will be responsible for completing the process on the remaining 20% of the flooring based upon available schedule openings. This work should be included as part of the base bid and any savings for unneeded stripping and waxing in out years after the completion of the remaining floors should be returned as a credit. Contractor must be prepared to offer a reduction of cost on a square footage basis as we finalize the transition of terrazzo from traditional sealed surfaces to honed surfaces.

**2.4 STANDARDS OF PERFORMANCE – INTERIOR JANITORIAL SERVICES**

All services must be performed in a first-class manner. Sanitation and safety practices must be of the highest quality. All facilities maintained by the Contractor must demonstrate the highest quality of customer service. The following are general standards of performance that should be used as a qualitative guideline for interior janitorial services:

- A) Windows - All windows, doors and glass should be cleaned floor to ceiling and must be maintained up to a 12ft. height as outlined in Exhibit II – Detailed Cleaning Matrix. Glass should be clean and clear.
- B) Stairwells, Elevators, & Escalators - Should be cleaned as detailed in Exhibit II – Detailed Cleaning Matrix. Stairwells surfaces should be held to the same cleanliness standards as tile floor or carpeted surfaces. Additionally, all stairwell structures, including riser ledges hand railings, and spindles must be cleaned. Elevators should be cleaned and maintain smudge and dirt free surfaces. Escalators should be mechanically cleaned to remove all dirt and debris from stairs hand railings and glass surfaces, as well as ledges. All fire escape stairwells should be checked, cleaned and sealed as outlined in Exhibit II – Detailed Cleaning Matrix. Contractor will be responsible for cleaning all escalator stairs. McCormick Place currently has the following elevators and escalators throughout the facility:

**ELEVATORS:**

<b>CORPORATE CENTER OFFICES</b>	Two (2) Kone Eco Disc Passenger
<b>CORPORATE CENTER PARKING FACILITY</b>	Four (4) Kone Eco Disc Passenger
<b>LAKESIDE CENTER</b>	One (1) Gallagher & Speck Stage Lift Nine (9) Montgomery One (1) Schindler Passenger One (1) Access Handicap Lift One (1) Schindler Service One (1) Gallagher & Speck Passenger Lift
<b>MCCORMICK PLACE NORTH BUILDING</b>	Seven (7) Montgomery

<b>MCCORMICK PLACE SOUTH BUILDING</b>	Fourteen (14) Schindler Passenger Four (4) Motion Control Service Four (4) Minnesota Solid State Passenger Three (3) Minnesota Service Fourteen (14) CEMCO Crate Two (2) Motion Control Passenger
<b>MCCORMICK PLACE WEST BUILDING</b>	Fifteen (15) Motion Control Passenger Eleven (11) Motion Control Service Ten (10) Motion Control Freight Four (4) Minnesota Motion Control Crate
<b>METRA (IN MCCORMICK PLACE SOUTH BUILDING)</b>	One (1) Schindler Passenger
<b>WINTRUST ARENA</b>	Two (2) Otis Service Three (3) Otis Passenger
<b>ESCALATORS:</b>	
<b>LAKESIDE CENTER</b>	Sixteen (16) Otis
<b>MCCORMICK PLACE NORTH BUILDING</b>	Sixteen (16) Montgomery
<b>MCCORMICK PLACE SOUTH BUILDING</b>	Thirty-Nine (39) Schindler Three (3) Kone
<b>MCCORMICK PLACE WEST BUILDING</b>	Thirty-two (32) Kone
<b>WINTRUST ARENA</b>	Four (4) Otis

- C) Interior furnishings - All tables, chairs, benches, and other interior furniture/furnishings must be kept in clean condition, with no surface dust, dirt, or debris.
- D) Waste/Recycling Receptacles - All waste/recycling receptacles should be cleaned of dirt and dust on all surfaces and should be sanitized on a regular basis. The volume of interior contents should be continually monitored so that the contents can be removed when full. Clean lining bags should be installed when containers are emptied.
- E) Light Fixtures - All light fixtures in public hallways, meeting rooms, and other interior locations must be wiped down or dusted free of dust, dirt, and cobwebs. It is the responsibility of the MPEA Electricians to clean the ceiling fixtures.
- F) Carpeted Surfaces - All carpeted floors and stairs must be vacuumed as directed in Exhibit II – Detailed Cleaning Matrix. Thorough carpet cleaning of carpeted areas (steam cleaning, shampooing, or other dry-cleaning methods) should be done as specified for each area, or more frequently if needed in certain areas. Carpets should be free of "dirt paths", stains, spots, and other debris material. Hand sweeping (pan and broom) and spot cleaning should be conducted during operating hours. Below please find a chart which outlines what type of carpet is located throughout each building of the Campus:

<b>Building</b>	<b>Carpet Manufacturer</b>
<b>Lakeside Center</b>	Convention Space – Tai Ping; Lakeside Offices – Milliken
<b>South Building</b>	Tai Ping
<b>North Building</b>	Tai Ping
<b>West Building</b>	Tai Ping
<b>Corporate Center</b>	Milliken
<b>Wintrust Arena</b>	Bentley and Interface

Carpet cleaning methods are to be conducted per the manufacturer’s specifications, as outlined in Exhibit III – Maintenance Guidelines for Carpets and Pavers. The Spin Bonnet method of carpet cleaning is not acceptable anywhere throughout the McCormick Place Campus.

- G) Walls – All wall surfaces floor to ceiling should be kept clean of dirt, dust, scuff marks, cobwebs, and other foreign matter.
- H) Ceilings – All ceiling surfaces should be kept clean of dirt, dust, cobwebs, and other foreign matter quarterly or as necessary.
- I) Graffiti – If and when graffiti is discovered on any surface it should be removed immediately. If painting is required, the Operations Department should be notified immediately.
- J) Stray Birds - When stray birds are discovered within any building, the Contractor should notify the Building Operations staff for assistance.
- K) Building Maintenance Issues - In the course of the execution of housekeeping services, employees should make note of any structural and/or mechanical problems they may encounter (i.e. burned-out lights, leaky plumbing, cracked tile, broken doors, etc.) These problems should be reported to a supervisor who can submit a maintenance/damage (MD Report) to the Operations Department via email. If a situation demands immediate attention, the supervisor should contact McCormick Place | SMG Operations personnel or the Security Department supervisor on duty immediately.
- L) Computers - The Contractor is required to purchase and furnish all computer equipment, software, and services necessary to communicate process orders, damage reports, required electronic reports and perform all contract responsibilities. All equipment, software, and services must be approved by the McCormick Place | SMG Information Technology Department before it is purchased. All Contractor employees utilizing the McCormick Place | SMG computer network resources must comply with all McCormick Place SMG computer procedures and guidelines. All computer equipment and software provided or used specifically for McCormick Place | SMG companywide programs such as EBMS and any other software utilized will become or remain the property of McCormick Place | SMG. The Contractor must adhere to and participate in all McCormick Place | SMG reporting or tracking systems including, but not limited to EBMS and MD reports for tracing labor and damage for shows and the facilities.
- M) Recycling – The collection of all (non-tenant) public area, meeting room, and office refuse and recyclable materials is the Contractors responsibility. Collection and disposal or deposit of these materials must be coordinated between the Contractor and McCormick Place | SMG’s scavenger service Contractor.
- N) Meeting Room/Event Set-Up – The Contractor will be responsible for having staff in attendance at weekly and, potentially, daily operations meeting (depending on show requirements) to discuss the need for meeting room and event set-up of tables, chairs, podiums, risers, etc. After each event the Contractor must take down the set-up and store the equipment in a designated storage area. The Contractor must furnish an inventory

count of all tables, chairs, risers, etc. to the McCormick Place | SMG Operations Department twice annually and as requested.

## **2.5 MEETING ROOM REQUIREMENTS**

The Contractor will be required to perform all activities necessary to prepare the meeting rooms for use by clients and personnel according to the procedures and schedules established by McCormick Place management. These activities include set-up, refresh, tear-down and cleaning of the meeting rooms and meeting room equipment. Activities also include placing equipment in the proper storage areas.

Both facilities host a very large number of meeting room functions similar to the operation of a major convention hotel. This requires the Contractor to maintain a major, separate, knowledgeable, well-trained organizational unit to provide these services at McCormick Place. This staff will be directed by the Contractor's on-site managers who must be pre-approved by McCormick Place | SMG staff. The initial training of meeting room staff will be conducted by Contractor, under the guidance and approval of McCormick Place | SMG management.

It is customary in our industry and for our events that there be many short term and short notice changes and additions to meeting room setups and cleaning schedules for events. The areas to be cleaned, as well as the frequency schedule, and hours of cleaning, can be expected to vary widely depending on the use of the facilities at any particular time. Variations in the services required will be continuous, and will often be required on short notice. The Contractor must be able to quickly and efficiently perform these short notice changes and additions in order to satisfy our clients and customers.

During the last three years, McCormick Place hosted 100 to 250 meeting room events annually (each using between 1 and all 170 available meeting rooms at one time) and utilized an average of 125,000 man hours annually. Exhibit IV – Event Schedule and Meeting Room Activities contains the list of events for fiscal years 2016 and 2017, a matrix of required meeting room activities and a function calendar from three sample events. The sample events are examples of one small, one mid-sized and one large event.

A) Meeting Room Set-Up Operations include, but are not limited to:

- 1.) Set up, servicing, turnover, teardown of meeting rooms. Tables, chairs, stages etc. Contractor will be required to install all non-tied, ganging chairs.
- 2.) All cleaning within meeting rooms; before, during and after usage.
- 3.) Set up of temporary concession seating in meeting rooms and exposition space.
- 4.) Movement of meeting room equipment, to and from meeting rooms, exposition space, between buildings as necessary and back to designated storage.
- 5.) Delivery of ice water service to meeting space.
- 6.) Control inventory of meeting room equipment, monitor to ensure cleanliness and free of damage / in proper working order.
- 7.) Provide semi-annual inventory of all meeting room equipment, and spot inventories whenever required by management.
- 8.) Clean meeting room equipment as needed prior to delivery, during and after usage.

- 9.) Remove dirty or damaged meeting room equipment from service and designate for cleaning / repair or replacement.
- 10.) Actively patrol public space, front and back of house, roadways and docks – for stray meeting room equipment, and return to proper storage.

B) Meeting Room Management Requirements, include but are not limited to:

- 1.) Contractor will provide Meeting Room managers to run day to day operations and assist with advance planning under the direction of SMG Management.
- 2.) Contractor will provide linen for meeting room tables. Contractor will provide staff to stock, store, and distribute linen, as well as provide service to launder.
- 3.) Contractor will provide an inspection system to ensure that rooms are properly set / will inspect rooms and share results with SMG Management.
- 4.) Contractor will provide all necessary cleaning equipment and supplies for meeting room cleaning as part of the base contract.
- 5.) Contractor will attend event and facility related meetings as requested by management.
- 6.) Contractor will ensure that all meeting room employees are trained in basic set up procedures, cleaning procedures, and customer service.

C) Meeting Room Reporting / Billing Requirements:

- 1.) Contractor must provide daily sheets by building and event, for all hourly employees.
- 2.) Contractor will submit billing on a per event basis no later than one week after the end of the event.
- 3.) Contractor will bill for general maintenance / miscellaneous activity on a monthly basis.

## **2.6 STANDARDS OF PERFORMANCE – EXTERIOR GROUNDS CLEANING SERVICES**

With respect to grounds maintenance, the McCormick Place Complex has approximately one hundred acres of roads and other space that will require cleaning and over 1,000,000 square feet of space including sidewalks, entrances, loading docks, roadways, stairwells (as needed), Prairie Avenue and Pocket Park that will require snow removal. The Contractor will be required to perform the grounds cleaning services as outlined in Exhibit II – Detailed Cleaning Matrix.

The Contractor will be responsible for removing weeds in the paved areas.

Contractor will be required to provide snow and ice removal services, as detailed in Exhibit II – Detailed Cleaning Matrix. Snow removal will be a twenty-four hour requirement. Services will be requested for accumulations of 3” or more, or based on show schedules and requirements at the direction of McCormick Place | SMG.

## **2.7 ESTIMATED MATERIALS, SUPPLIES & EQUIPMENT REQUIREMENTS**

The Contractor is responsible for providing all materials, supplies and equipment for all operations under their jurisdiction. This includes consumable commodities such as soap, toilet tissue, paper hand towels, sanitary napkins, etc. This includes furnishing and maintaining non-consumable commodities such as soap, toilet tissue, paper towel

and feminine product dispensers, etc. The Contractor is responsible for maintaining a sufficient inventory of materials and supplies to prevent any occurrence of facilities not being full supplied and operational at all times. The materials and supplies furnished by the Contractor must be made of 100% recyclable materials when available and must be green seal certified, unless substitutions are requested by McCormick Place | SMG to ensure quality control and the Contractor may request to use substitutions for quality control reasons.

- A) **Linens:** Contractor will be required to provide linen service related to the preparation of meeting rooms to include placing, removing, and cleaning. Contractor will be required to maintain an adequate inventory to service all events within the facility. Current activities require a minimum of 5000 - 52" X 114" and 2000- 85" X 85" white cotton (or cotton blend) linens on-site at all times. Sizes are standard for 6'x18', 6'x30' rectangular and 60", 72" round tables. These minimums may be adjusted based upon usage. Daily usage will vary, and service and delivery requirements will be based upon event requirements. Contractor must be able to provide daily service when needed. Contractor will be responsible for managing the quantities ordered and delivery schedule. Any linens which are used within the facility must be free of stains, marks, tears, worn or tattered edges or cloth. Linens must be clean and wrinkle free at the time of placement. Any linens which do not meet these requirements must be replaced at no charge to McCormick Place.
  
- B) **Equipment:** The Contractor on a weekly basis must provide must electronically provide a schedule of maintenance for all equipment. For example: equipment operable, un-operable, miles, hours, fuel, repairs, usage, age of equipment and must submit monthly and yearly summary reports on all equipment. The Contractor must have a comprehensive equipment maintenance and replacement plan. In addition, McCormick Place | SMG requires the Contractor to provide copies of the manufacturer recommended preventative maintenance required and check lists to properly maintain each piece of equipment. Please note: all repairs for snow removal equipment, scrubbers and sweepers must be completed within 24 hours of damage occurrence. If the Contractor is not able to satisfy the required timeline you will be required to rent, sub-contract or purchase a comparable piece of equipment at your expense as part of the base contract. All other Housekeeping and grounds equipment must be repaired within forty-eight hours of damage occurrence. If the Contractor is not able to satisfy the prescribed timeline they will be required to rent, sub-contract or purchase a comparable piece of equipment as part of the base contract.

Equipment utilized in the performance of these services must be adequate in quantity and quality and dedicated to each location throughout the Campus. Each location/building must be supplied with the necessary equipment to maintain that particular location/building. The equipment is to reside at the dedicated location and is not to be utilized in any other location/building.

Contractor will be required to provide all necessary grounds equipment to perform the services outlined herein. At **minimum**, the Successful Proposer must have the following equipment on-site, in order to perform the necessary services:

QUANTITY	VEHICLE/EQUIPMENT TYPE	REQUIRED ACCESSORIES	ON-SITE REQUIREMENT
<b>TWO (2)</b>	*F450 (or equivalent) Model Super Duty Trucks	Plow and Spreader	Vehicles = Year-Round Required Accessories = November 1 – April 15 of each contract year
<b>FOUR (4)</b>	*F250 (or equivalent) Model Super Duty Trucks	Plow and Spreader	Vehicles = Year-Round Required Accessories = November 1 – April 15 of each contract year
<b>SIX (6)</b>	Bob Cats/Skid Steer	Bucket and Pushbox	One (1) Year-Round; Five (5) November 1 – April 15 of each contract year

<b>SIX (6)</b>	Walk-Behind Brushes	N/A	November 1 – April 15 of each contract year
<b>SIX (6)</b>	Walk-Behind Snow Blowers	N/A	November 1 – April 15 of each contract year
<b>ONE (1)</b>	Street Sweeper	N/A	Year-Round
<b>SIX (6)</b>	RTV/ATV	Winter Attachments including, but not limited to; brushes, blades and spreaders	November 1 – April 15 of each contract year

\*All trucks must have a fiberglass blade for snow removal and one of each size vehicle (one F450 (or equivalent) and one F250 (or equivalent)) must have a rubber blade for areas with Pavers.

Propane powered equipment is not allowed in the facilities, per the Chicago Fire Department. Diesel powered equipment may be used on the show floors and outside. Battery powered equipment is to be used in all public areas.

**2.8 DELIVERY LOCATIONS**

All deliveries shall be F.O.B. Receiving Rooms, as follows:

**North Building**

450 East 23<sup>rd</sup> Street  
Chicago, Illinois 60616

**South Building**

2301 South Mines Drive  
Chicago, Illinois 60616

**West Building**

2301 South Indiana  
Chicago, Illinois 60616

**\*Lakeside Center\***

2301 South Lake Shore Drive  
Chicago, Illinois 60616

**\*Note:** The Receiving Room at Lakeside Center has an entrance clearance of eleven feet two inches (11’ 2”). Deliveries that cannot clear this height will be refused.

McCormick Place | SMG reserves the right to add to the locations as it deems necessary.

**2.9 MINORITY AND WOMEN BUSINESS ENTERPRISES**

Minority and Women Business Enterprises are encouraged to participate in this Proposal. SMG has adopted and maintains a minority and women owned business enterprise procurement program for any and all work undertaken by SMG. SMG’s goals for MBE and WBE participation in the performance of this Contract are **30%** and **10%** respectively. Proposers will be required to submit a MBE/WBE utilization plan and to commit to making a good faith effort to achieve these goals with sub-consultants, subcontractors and suppliers.

**2.9 TRANSITION**

The Selected Proposer shall work with McCormick Place | SMG in every way to ensure an orderly transition and start-up of operation while providing excellent services. The transition of all services must be completed no later than November 1, 2018.

**2.10 ACCESS TO PREMISES**

The Contractor and its employees shall be entitled to enter upon and remain on McCormick Place | SMG’s premises only as necessary to perform the Services required herein. Access by the Contractor’s employees shall be limited to the areas on McCormick Place | SMG premises designated for the Contract or available for common use. Contractor

shall abide by the following Security guidelines, as well as any additional Security measures as directed by McCormick Place | SMG Security Department:

- The Contractor and its employees will only utilize the designated point of entry and abide by all McCormick Place/SMG security procedures.
- The Contractor and its employees must have in the possession will on the premises a valid government issued identification card.
- The Contractor and its employees must wear issued uniform at all times and clearly display any and all required building identification devices.
- The Contractor and its employees must exercise proper control and care for McCormick Place property, to include the securing of doors and use of any materials.
- The carrying or use of personal items, i.e., backpacks while performing your duties is strictly prohibited.

### **2.11 ENVIRONMENTALLY PREFERABLE PURCHASING (EPP)**

McCormick Place | SMG desires to use environmentally preferable purchasing (EPP) criteria when making purchases for equipment and services. Environmentally preferable purchasing refers to the procurement of equipment and services that has the least adverse effect on human health and the environment when compared with competing equipment or services that serve the same purpose. In determining the effect of equipment on human health and the environment, consideration may be given to raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the equipment. EPP's minimize the consumption of natural resources, reduce the creation of solid waste, air pollution, or water pollution, minimize the use of materials or processes which compromise the environment and contribute to the goal of mitigating climate change, and/or promote the use of non-toxic substances and avoid toxic materials or processes.

Proposers able to supply EPP's that meet performance requirements are encouraged to offer them in their Proposal. Refer to the U.S. Environmental Protection Agency's (EPA) website at [www.epa.gov/epaoswer/non-hw/procure/index.htm](http://www.epa.gov/epaoswer/non-hw/procure/index.htm) for guidelines regarding minimum recycled content equipment standards.

### **2.12 FINANCIAL OFFER**

Contractor shall provide a competitive financial offer for the 'Base Fee' which covers the cost of all labor, equipment, materials and supplies as outlined herein, unless otherwise noted. Additionally, all proposals shall include hourly rates for additional services for meeting room services as outlined in Required Form F – Proposed Pricing and Fee Structure

The allowances outlined in Required Form F – Proposed Pricing and Fee Structure are set by McCormick Place | SMG to be invoiced on an as needed basis. For Snow Removal the allowance is inclusive of labor, rock salt and CMA only. Costs for equipment, repairs, maintenance, fuel, materials and other items not listed above for the snow allowance must be incorporated into the Base Contract Fee. For Meeting Room, this is for labor only for event set-up, tear down and associated cleaning as directed by McCormick Place | SMG. There is no markup allowed for hourly pay.

Additionally, McCormick Place | SMG is requesting a percentage mark up for items purchased by the Contractor that are not included in the Base Contract (i.e. replacement floor mats, new linens, new skirting, new table umbrellas, etc.) or other items that become damaged by an event or wear. McCormick Place | SMG reserves the right to request invoices to verify actual cost of items. All additional items shall be provided on invoice cost plus percentage (%) markup rate.

### III. RFP PROCESS AND SUBMISSION REQUIREMENTS

#### 3.1 The RFP Submittal Process

Requirements and procedures for providing submittals in response to this RFP are described herein.

Proposer's written response, which includes all required information as outlined herein, are due no later than **2:00 PM (CST) on Wednesday, May 30, 2018**. McCormick Place is committed to initiatives designed to conserve energy, protect vital resources and promote ecologically-efficient policies and procedures. In an effort to achieve this goal, McCormick Place | SMG will not request multiple hard copies of Proposals. Interested parties must submit **One (1) COMPLETE ORIGINAL hard copy and one electronic copy** of the RFP submittal that includes all information in the format outlined in this RFP (Section 3.2). *The electronic copy must be saved as a **searchable PDF document(s)** on a **USB drive**.* Required Form F – Financial Offer and Required Form G – Special Conditions Regarding Minority and Women Business Enterprises **must** be saved as separate documents and identified as such in the electronic copy.

Original copy submittals and supporting documentation must be labeled "Proposal for McCormick Place | SMG Housekeeping, Snow Removal and Grounds Cleaning" and submitted to:

McCormick Place | SMG  
Attention: Hilary Barker, Purchasing Manager  
301 East Cermak Road  
Chicago, Illinois 60616

McCormick Place | SMG will accept pre-submittal questions, in writing via e-mail only to Hilary Barker, Purchasing Manager at: [hbarker@mccormickplace.com](mailto:hbarker@mccormickplace.com). The first round of questions are due no later than **3:00 PM (CST) on Monday, April 23, 2018**. A summary of questions received, and answers will be issued as an addendum. McCormick Place | SMG will extend a second round of questions and are due not later than **3:00 PM (CST) on Wednesday, May 2, 2018**.

There will be a **MANDATORY** pre-proposal conference and site visit. Due to the size of the facilities and number of buildings needed to be toured, the **MANDATORY MEETING & SITE VISITS** will be held on two days, as follows:

Date:	Meeting Location/Building:	Parking:
Thursday, April 12, 2018 at 9:00 AM – 1:00 PM	E353A – Lakeside Center	Lot C
Friday, April 13, 2018 at 9:00 AM – 1:00 PM	DIBS Club – Wintrust Arena	Lot A

Parking and driving directions to the facilities are located on our website at: <http://mccormickplace.com/attendees/parking.php>

A tour of portions of the facility will be conducted immediately following each initial meeting. We anticipate that the pre-submittal meeting and site visits will last approximately four (4) hours each day. There will be a substantial amount of walking involved, therefore, it is highly recommended to wear comfortable walking shoes.

All interested parties are encouraged to attend. If your firm plans on attending the pre-submittal meetings and site visits, we ask that you register your firm and provide a list of attendees to Hilary Barker, Purchasing Manager, via e-mail at [hbarker@mccormickplace.com](mailto:hbarker@mccormickplace.com).

**Contractors that do not attend BOTH mandatory pre-submittal meetings and site visits, in their entirety, will be ineligible to submit as a Prime Contractor for this opportunity.**

If it becomes necessary to revise or amend any part of this RFP, McCormick Place | SMG will publish a revision by written addendum and notify all prospective Proposers (via e-mail) who have registered as document holders to [hbarker@mccormickplace.com](mailto:hbarker@mccormickplace.com). It will be the responsibility of the Proposer to obtain all such addenda and to acknowledge receipt of any addenda that have been issued by visiting the McCormick Place website at [www.mccormickplace.com](http://www.mccormickplace.com) under the 'Doing Business' link. If none are issued, indicate "NONE" on Required Form A - Form of Transmittal Letter.

Proposers are to contact only the McCormick Place | SMG Purchasing Manager, Hilary Barker, via e-mail at [hbarker@mccormickplace.com](mailto:hbarker@mccormickplace.com), concerning this RFP and should not rely on verbal representations, statements, or explanations other than those made in this RFP or in any written addendum to this RFP.

The responsibility for submitting a response to this RFP on or before the stated time and date will be solely and strictly that of the Proposer. McCormick Place | SMG will in no way be responsible for delays caused by the U.S. Post Office or caused by any other entity or by any occurrence. ***Proposals received after the proposal due date will be non-responsive and ineligible for consideration.***

### 3.2 RFP Submittal Requirements and Contents

Interested Proposers are to provide a thorough submittal using the guidelines presented herein. Submittals should be straightforward and concise in providing evidence of the Proposer's ability to meet the requirements of the RFP. Emphasis should be on conforming to the RFP instructions, responsiveness to the RFP requirements, and the completeness and clarity of content. The following provides an outline of the information to be included in the submittal.

#### Proposal Contents

In its Proposal the Proposer must provide, at minimum, detailed information regarding the following:

- a) **Financial Offer:** Proposers are required to submit the proposed base rate to provide all labor, equipment, materials and supplies to perform all services as outlined herein. Proposers must also provide hourly rates for additional services and percentage mark-up for items purchased that are not included in the base Contract, as outlined on Required Form F – Proposed Pricing and Fee Structure.
- b) **Operational Plan:** A detailed Operational Plan which includes, at minimum:
  1. **Staffing Plan:**
    - i. A staffing plan which demonstrates how the Contractor will manage their labor resources to ensure that sufficient qualified reliable labor is made available to efficiently meet the slow/busy cycle presented by a variable event schedule. The Staffing Plan must detail the estimated labor hours, task workers would perform, and the category of workers assigned to each facility throughout the Campus. The plan should be broken down by shift, on a seasonal basis, which clearly identifies seasonal staffing levels for an entire operation year.
    - ii. The on-site organizational and management structure, including an organizational chart and job descriptions.
  2. **Key Personnel:** A summary of experience of key account personnel who will be in charge of the operation and management of the McCormick Place Campus Agreement, along with resumes for each proposed individual. Resumes must include the full name, education background and years of experience and employment history, particularly, as it relates to the scope of services specified herein, specifically the knowledge of and experience of Housekeeping, Snow Removal and Grounds Cleaning Services.

3. **Employee Training Program Overview:** An overview of the employee training program which will be employed including topics covered, interval required and expected outcomes.
  4. **Sustainability:**
    - i. Provide an overview of the green or environmental practices which will be implemented as part of the proposal.
    - ii. Provide examples and descriptions of how your firm incorporates sustainability and efficient energy usage into operations.
  5. **Equipment:** Detailed information pertaining to the proposed equipment that will be utilized to perform the services outlined in this Request for Proposals and the proposed maintenance plan for such equipment, including but not limited to; make, model and age of equipment.
  6. **Supplemental Supporting Documentation:**
    - i. An overview of performance management practices that will be employed as part of the proposal.
    - ii. Recommendations to service each facility throughout the campus, if additional services will be required and pricing, if it is not included in the specifications.
    - iii. Any additional information which would assist the review panel in evaluating your ability to meet the minimum performance requirements and operational specifications outlined herein.
- c) **Experience & Qualifications:** Overview of Proposer's company, including a brief description of at least three (3) relevant agreements for which your company currently provides services similar in scope and complexity to McCormick Place | SMG's requirements and facilities. Provide the following information for each facility, for reference purposes: the Owner Name, Address, Phone, E-Mail, a detailed description of services performed and contract number.
- d) **Financial Information:** Financial statements, such as balance sheets and/or profit and loss statements, for the last three (3) years demonstrating that the Proposer has the financial viability and ability to perform the services. The Proposer must also provide written disclosure advising of any pending litigation against the Proposer that may have a material effect upon the Proposer's ability to provide the services.
- e) **Supplemental Information:** Provide details regarding any other relevant factors you believe should be considered by McCormick Place | SMG.
- f) **Required Forms:** In addition to the information required above, Proposals must contain the following completed items, included as attachments to this RFP:
1. **Required Form A – Form of Transmittal Letter**
  2. **Required Form B – Statement of Business Organization**
  3. **Required Form C – Statement of Qualifications**
  4. **Required Form D – Insurance Requirements**
  5. **Required Form E – Notification of Exceptions**
  6. **Required Form F – Financial Offer**
  7. **Required Form G – Special Conditions Regarding Minority and Women Business Enterprises**

## IV. RFP EVALUATION CRITERIA

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### 4.1 Evaluation Process

McCormick Place | SMG intends to conduct a comprehensive and impartial evaluation of proposals received in response to this RFP. McCormick Place | SMG will use an Evaluation Committee to review and evaluate the proposals. At the conclusion of the evaluation process, the Evaluation Committee shall recommend the award be made to the Proposer whose proposal is determined to be the most advantageous to McCormick Place | SMG based on the proposal and the outcome of the negotiation process.

### 4.2 Evaluation Criteria

In evaluating the Proposals, McCormick Place | SMG will consider the administrative compliance, Proposer Responsibility and Responsiveness, as well as the following criteria:

- a. **Experience and Qualifications:** Experience, qualifications and performance on past service agreements of the same quality, complexity and size. Whether the Proposer has demonstrated previous experience of similar scope as described in the RFP. Expertise in and knowledge of maintaining the quantity, sizes and variety of facilities they are proposing on. Experience in cleaning and servicing multiple, high-traffic facilities continuing numerous functions.
- b. **Operational Plan:** Quality of the proposed Operational Plan. Displays understanding of program and facility objectives: Quality and adequacy of proposed on-site equipment and maintenance services of equipment. Evaluation of proposed Key Personnel, including experience and qualifications.
- c. **Sustainability:** Proposed sustainability initiatives and Proposer's incorporate of efficient energy usage in its operations, and specifically its operations pertaining to this Agreement.
- d. **Financial Considerations:** Reasonableness and competitiveness of Proposer's base fee, hourly rates and percentage mark-up.
- e. **Financial Capability:** Whether the Proposer has provided sufficient evidence of their company's financial abilities to perform the work.
- f. **Responsiveness:** Completeness, thoroughness and detail of response as reflected by the Proposals coverage of all requirements as outlined herein.

## V. CONDITIONS, DISCLAIMERS AND DISCLOSURES

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This RFP does not represent a commitment or offer by McCormick Place | SMG to enter into an agreement with a Proposer or to pay any costs incurred in the preparation of a response to this RFP. McCormick Place | SMG also reserves the right to seek new submittals when such a request is in the best interest of McCormick Place | SMG and to reasonably request additional information or clarification of information provided in the response without changing the terms of the RFP. The Proposer assumes the responsibility for all costs incurred in responding to this RFP. It is understood and agreed that McCormick Place | SMG assumes no liability for the Proposer's costs incurred in responding to this RFP. The RFP and the Selected Proposer's response to the RFP will, by reference, become a part of the final Agreement between the selected Proposer and McCormick Place | SMG resulting from this solicitation process.

By submitting a Proposal, Proposer agrees to accept and abide by the terms of this RFP. McCormick Place | SMG reserves the right to reject any or all submittals, to waive any informality or irregularity, and to accept any submittals which it may deem to be in the best interest of McCormick Place | SMG. Only submittals from those complying with the provisions of this RFP will be considered. The submittals can be withdrawn at any time, if requested in writing, until the deadline date at which time it will be considered final.

### 5.1 General Agreements

The Successful Proposer agrees that he has had an opportunity to examine the site and that he has carefully prepared his Proposal upon the basis thereof, and that he has carefully examined and checked this Proposal and the materials, equipment, and labor required there under, and cost thereof, and his figures therefore, and hereby states that the amount or amounts set forth in this Proposal is, or are, correct and that no mistake or error has occurred in this proposal or in the Proposer's computations upon which this Proposal is based. Submission of this Proposal indicates the awareness and full acceptance of existing conditions by the Proposer.

### 5.2 Signing Forms

Proposal forms must be properly completed and the Form of Transmittal Letter (See REQUIRED FORM A) must be in the required form and signed by persons with the authority to bind the Proposer(s). Special requirements apply depending on the nature of the Proposer's organization. The Proposal and Form of Transmittal Letter shall be signed as follows:

- If the Proposer is a corporation or limited liability company, the Proposal and Form of Transmittal Letter shall be signed in the name and under the seal of the corporation by a duly authorized officer of the corporation or manager of the company, with the designation of his/her official capacity, and attested properly. The Response and Form of Transmittal Letter shall show the state in which the corporation is chartered. If it is a foreign corporation, the Response shall show whether or not the Proposer is licensed to transact business in the State of Illinois.
- If the Proposer is a firm or partnership, the Proposal and Form of Transmittal Letter shall be signed in the name or style under which the organization is doing business and by the partner, proper officer, or officers whose official capacity shall be designated. The name and address of each member of the organization shall be shown on the Proposal and Form of Transmittal Letter.
- If the Proposer is an individual, he/she shall sign the Proposal and Form of Transmittal Letter in person or by representative, stating the name or style, if any, under which he/she is doing business. If the signing is by representative, the representative's Power of Attorney or other authorization shall be stated and shall be proven if requested.
- If the Proposer is a joint venture, the Proposal and Form of Transmittal Letter shall be signed by each of the persons or firms that are a party to the joint venture agreement. A certified copy of the joint venture

agreement shall be attached to the Proposal and Form of Transmittal Letter. A joint venture will not be accepted unless the joint venture agreement or some other signed and legally binding instrument is certified and attached to the Proposal Form sheet and Form of Transmittal Letter and contains provisions for one of the parties to the joint venture to be in full direction of the services and to exercise this direction through a single individual to be appointed manager of operations with the consent of all parties to the joint venture agreement.

- In every case, the Proposal and Form of Transmittal Letter shall show the present business address of the Proposer at which address communications shall be received and service of notices accepted.
- Where the Proposal and Form of Transmittal Letter are signed by an agent of the Proposer, evidence of the agent's authority to sign must accompany the Proposal. If the Proposer is a corporation, such evidence shall be a certified copy of that section of corporate bylaws or other authorization such as a Resolution by the Board of Directors, which permits the person to sign the offer on behalf of the corporation. The name of each person signing the Proposal shall be typed or printed below his/her signature.

### **5.3 Ownership of Proposals**

The timely submittals and any information made a part of the Proposals will not be returned to the sender. McCormick Place | SMG reserves the right to retain all submittals and to retain any ideas in a submittal regardless of whether a Proposer is selected. Submittal of a response to this RFP indicates acceptance by the Proposer of the conditions contained within the RFP document.

### **5.4 Improper Practices**

The Proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the McCormick Place | SMG, McCormick Place | SMG's appointed evaluation committee, the City of Chicago, CCTB, State of Illinois, or any other organization that may have a clear interest in the outcome of the selection process, for the purposes of influencing the outcome of the RFP response selection process.

The Proposer shall not collude in any manner or engage in any practices with any other Proposer(s), which may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the Proposer(s) submittal(s) to be rejected by McCormick Place | SMG. The prohibition is not intended to preclude joint ventures or subcontracts.

### **5.5 Interpretation**

Should any question arise as to the proper interpretation of the terms and conditions contained in this RFP, McCormick Place | SMG's decision shall be final.

### **5.6 Multiple Awards**

It is the intent of McCormick Place | SMG to award to one Proposer. However, McCormick Place | SMG reserves the right to award the Contract to one or more Proposers as it deems to be in its best interest.

### **5.7 Contract Term**

This Contract will become effective as of November 1, 2018 for a term of five (5) years with the proviso that the term may, at the option of McCormick Place | SMG, be extended for up to an additional five (5) years upon such terms as the parties may agree.

### **5.8 No Criminal/ Civil Liability and Not In Arrears Certification**

Submission of a proposal shall include a representation that neither the Proposer, nor any of its joint venture participants, partners, members, affiliates, subsidiaries, officers, directors, managerial employees, or any individual who, directly or indirectly, holds an ownership interest in the Proposer's organization has been

convicted of a criminal offense incident to the application for or performance of a contract or subcontract with a governmental entity in the State of Illinois, or has been convicted of a criminal offense, or held liable in a civil proceeding, that negatively reflects on the entity's or individual's business integrity, based on a finding of embezzlement, theft, forgery, bribery, falsification, or destruction of records, receiving stolen property, or violation of state or federal antitrust statutes or similar laws.

#### **5.9 Vendor Ethics**

McCormick Place | SMG is prohibited by law from contracting with certain persons and entities. Accordingly, ownership interests must be disclosed. Proposers must also comply with the prohibitions on political contributions that are set forth in the MPEA Act, as amended. Proposers must complete the Required Forms provided.

#### **5.10 Insurance Requirements**

At all times during the term of the Agreement and during the time period following final completion if the Proposer is required to return and perform any additional work, Proposer is required to maintain the minimum insurance coverage and requirements specified in Required Form D, insuring all operations related to the Agreement. McCormick Place | SMG reserves the right to modify insurance requirements based on the nature of the services rendered or the projects required under the Agreement.

#### **5.11 Taxes**

The Successful Proposer is responsible for all existing and future applicable federal, state, and local taxes, whether direct or indirect, incurred in connection with the Management Contract. SMG, as acting agent for the Authority, is exempt by law from Illinois Retailers Occupation Tax, Use Tax, Service Occupation Tax, Service Use Tax, and Municipal and Regional Transportation Authority Retailers Occupation Tax on materials or services purchased in connection with the Services.

#### **5.12 Rejection of Proposals**

Proposals that do not comply with the submittal requirements of the RFP, or that contain omissions, erasures, alterations or additions not called for, or that are irregular in any way, may be rejected as informal and insufficient. McCormick Place | SMG, however, reserves the right to waive any or all informalities when it considers a waiver to be in its and the public's best interest.

In addition to all other basis for rejection, any Proposer found to have falsified any information to McCormick Place | SMG in relation to this or any other procurement, or which has been barred from doing business with the Authority, the City of Chicago or State of Illinois, or which has been convicted of a felony related to procurement contracting with any unit of government, may be rejected.

#### **5.13 Protests**

Any and all protests or challenges with respect to the selection of the successful Proposer and this RFP, any of the procedures or requirements stated herein, or any other terms and conditions related to the transactions stated or contemplated herein must be asserted in writing to:

McCormick Place | SMG  
Attn: Hilary Barker, Purchasing Manager  
301 E. Cermak Rd.  
Chicago, IL 60616  
[hbarker@mccormickplace.com](mailto:hbarker@mccormickplace.com)

All protests or challenges concerning the process, ambiguities or defects of the RFP must be submitted within five (5) calendar days after publication of the RFP. All protests or challenges concerning the selection of the Successful

Proposer must be asserted within five (5) calendar days after the notification of award of the Successful Proposer. Failure to file any action, protest or challenges within the time frames set forth above shall constitute a full and absolute waiver to take action against, protest or challenge the RFP process or selection of the Successful Proposer.

**5.14 Freedom of Information Act**

This RFP and any subsequent agreement are subject to disclosure pursuant to the Illinois Freedom of Information Act, 5 ILCS 140 (FOIA) and other applicable laws and rules. The Proposal may be made available for public inspection and copying and if the Proposer believes certain information is exempt from public disclosure under FOIA, the Proposer must clearly mark those portions of its Proposal as being “Confidential” and request confidential treatment. The Proposer must show the specific grounds under FOIA or other law or rule that support exempt treatment. McCormick Place | SMG is not obligated to honor requests for confidential treatment, even if the information is exempt from public disclosure. The Proposer will be responsible for any costs or damages associated with McCormick Place | SMG’s defending the Proposer’s request for exempt treatment.

**5.15 Confidentiality**

Except with the McCormick Place | SMG's approval, the Proposer shall not directly or indirectly disclose, divulge or communicate to any person, firm or corporation, other than McCormick Place | SMG or its designated representatives, or as required by law, any non-public information which it may have obtained during the RFP process concerning any matter relating to the work or regular business of McCormick Place | SMG.

**5.16 Prevailing Wage Act**

Wages of laborers, mechanics and other workers employed under this Agreement shall be subject to the provisions of the Illinois Prevailing Wage Act, 820 ILCS 130/1 et. seq.

Contractor will be required to adhere to the City of Chicago Minimum Wage Ordinance ([https://www.cityofchicago.org/city/en/depts/mayor/supp\\_info/minimum-wage.html](https://www.cityofchicago.org/city/en/depts/mayor/supp_info/minimum-wage.html)); and the City of Chicago Paid Sick Leave Ordinance ([https://www.cityofchicago.org/city/en/depts/mayor/supp\\_info/minimum-wage.html](https://www.cityofchicago.org/city/en/depts/mayor/supp_info/minimum-wage.html))

**5.17 Invoices**

All invoices must be addressed as follows:

McCormick Place | SMG, agent of MPEA  
Attention: Accounts Payable  
301 East Cermak Road  
Chicago, Illinois 60616

Via e-mail to: [financedept@mccormickplace.com](mailto:financedept@mccormickplace.com)

REQUIRED FORM A – FORM OF TRANSMITTAL LETTER

[Insert Date]

McCormick Place | SMG  
301 East Cermak Road  
Chicago, Illinois 60616

Re: **Housekeeping, Snow Removal and Grounds Cleaning #S2018-01**

Ms. Hilary Barker, Purchasing Manager:

On behalf of \_\_\_\_\_ (Full legal name of Proposer), I submit with this letter its response to McCormick Place | SMG’s Request for Proposals (“RFP”) for **HOUSEKEEPING, SNOW REMOVAL AND GROUNDS CLEANING #S2018-01**. In this connection, I state the following:

1. I have full authority to bind Proposer with respect to this response to the Request for Proposals and any oral or written presentations and representations made to McCormick Place | SMG.
2. I have read and understand the Request for Proposals (RFP) and am fully capable and qualified to provide the goods and/or services as described within this Request for Proposals (RFP).
3. I have read and understand the Request for Proposals, including addenda numbers    [insert number of addenda issued] \_\_\_\_\_.
4. I understand that McCormick Place | SMG will rely on my firms response to the Request for Proposals and I agree to be bound by its representations and statements made in its response and in any oral or written presentation(s) made during the evaluation and selection process.
5. I agree to hold my Proposal open for a period of 90 days from the date and time established for notification of award, and, if requested by McCormick Place | SMG, for an additional 30 days thereafter.
6. If requested by McCormick Place | SMG, Proposer agrees to furnish additional information or documentation or to make one or more oral presentations or demonstrations to assist McCormick Place | SMG in evaluating its Proposal.
7. Neither I nor Proposer has any beneficial interest in or relationship with any other party working or performing services for or otherwise affiliated with McCormick Place | SMG and no conflict of interest which could interfere with the provision of services to McCormick Place | SMG.
8. Proposer understands that McCormick Place | SMG will rely upon the material representations set forth in the Request for Proposals and that Proposer has a continuing obligation to update any information which changes or which Proposer learns to be incorrect.
9. It is understood that an original and multiple copies of the Request for Proposals have been submitted for consideration. Proposer warrants that all electronic copies are identical to the original in all respects.
10. If selected by McCormick Place | SMG, Proposer agrees to negotiate and enter into an Agreement for **HOUSEKEEPING, SNOW REMOVAL AND GROUNDS CLEANING** with McCormick Place | SMG.
11. I declare that **all** Required Forms A through F have been examined by me and to the best of my knowledge and belief are true, correct, and complete.

Signed: \_\_\_\_\_

\_\_\_\_\_  
(Typed name of signatory)

as: \_\_\_\_\_  
(Relationship to Proposer/Title/etc.)

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Notary Public Signature (Notary Seal)

REQUIRED FORM B – STATEMENT OF BUSINESS ORGANIZATION

**PROJECT DESCRIPTION:** Housekeeping, Snow Removal and Grounds Cleaning  
**PROJECT NUMBER:** #S2018-01  
**CONTRACTOR:** \_\_\_\_\_

**Note:** Each Proposer is obligated to notify McCormick Place | SMG of any changes in its ownership or in its officers and directors at the time such changes occur if the change occurs during bid evaluation or during the Contract term.

**INDIVIDUAL**

If the Proposal is submitted by an **individual**, complete the information listed below:

Name:		Address:	
Phone:		Fax:	
E-Mail:		FEIN:	

Is the **individual** authorized to do business in Illinois? [ ] YES [ ] NO

**PARTNERSHIP**

If the Proposal is submitted by a **partnership**, complete the information listed below:

Firm Name:		Address:	
Phone:		Fax:	
E-Mail:		FEIN:	

Is the **partnership** authorized to do business in Illinois?

List each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one half (7½%) in the business organization.

**Holding Firms:** Where owners are themselves a corporation, LLC, partnership or other business entity, list the business entity’s name and each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one half percent (7½%) in such “holding firm”. (Use a separate page if necessary).

**Affiliated Entities:** List each individual or business entity having a beneficial interest directly or indirectly of more than seven and one half percent (7½%) in any affiliated entities. (Use a separate page if necessary).

Name	Percentage Ownership

List the names of all managing partners:

**CORPORATION OR LIMITED LIABILITY COMPANY**

If the Proposal is submitted by a **corporation** or **limited liability company (LLC)**, complete the information listed below:

Corporate or Company Name: \_\_\_\_\_

Date of Incorporation:		State of Incorporation:	
Name:		Address:	
Phone:		Fax:	
E-Mail:		FEIN	

If incorporated in another State, are you authorized to do business in the State of Illinois?

List each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one half (7½%) in the business organization. (Holding Firms and Affiliated Entities to complete as instructed above).

Name	Percentage Ownership

List the names of all officers and directors/managers:

REQUIRED FORM C – STATEMENT OF QUALIFICATIONS

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**PROJECT DESCRIPTION:** Housekeeping, Snow Removal and Grounds Cleaning  
**PROJECT NUMBER:** #S2018-01  
**CONTRACTOR:** \_\_\_\_\_

Proposer **must** furnish all of the following information relative to its ability, experience, and financial resources available for the fulfillment of the Contract.

1. The number of consecutive years that Proposer has been engaged in the business under the present firm name.

Number of consecutive years at this location: \_\_\_\_\_.

Date when business was organized \_\_\_\_\_.

2. List all pertinent organizations and associations of which Proposer is currently a member:

\_\_\_\_\_  
\_\_\_\_\_

3. Provide the overall ratio of managers to personnel. \_\_\_\_\_

4. List below two (2) references:

A. Company Name \_\_\_\_\_

Contact \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email address \_\_\_\_\_

Length of Relationship \_\_\_\_\_

B. Company Name \_\_\_\_\_

Contact \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email address \_\_\_\_\_

Length of Relationship \_\_\_\_\_

5. List below one (1) bank reference:

Company Name \_\_\_\_\_

Contact \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email address \_\_\_\_\_

Length of Relationship \_\_\_\_\_

6. Identify all union contracts to which you are a signatory.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Has Proposer ever refused to sign a contract? Y \_\_\_ N \_\_\_ At the original price? Y \_\_\_ N \_\_\_

If yes to either question, provide details. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

8. Has Proposer ever been terminated for cause? \_\_\_\_\_ If yes, provide details. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

9. Has Proposer ever defaulted on a contract? \_\_\_\_\_ If yes, provide details. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

10. Has Proposer or any related or affiliated entity ever been adjudged bankrupt, been subject to a receivership or an order of reorganization, or other similar action involving the rights of creditors against vendors? If yes, provide details.

\_\_\_\_\_  
\_\_\_\_\_

11. Is Proposer or any related or affiliated entity at this time subject to any court order relating to bankruptcy, receivership, liquidation, reorganization, or similar relief? If yes, provide details.

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12. Detail any criminal or civil investigation or pertinent litigation pending or that has concluded within the last three (3) years against Proposer's organization or individuals within the organization.

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13. Has Proposer ever forfeited a performance bond? \_\_\_\_ If yes, provide details. \_\_\_\_\_

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14. Identify below the Proposer's contact person for purposes of responding to any questions McCormick Place | SMG may have:

Contact Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email address \_\_\_\_\_

**Proposer must provide evidence of the ability to provide insurance coverage as specified in this RFP.**

1. The Selected Contractor must procure and maintain, at its own expense, until final completion of the Services covered by this Contract and during the time period following final completion if required to return and perform additional Services, for any reason whatsoever, the types of insurance specified below, in amounts specified by McCormick Place | SMG 's Risk Manager. The Selected Contractor must provide McCormick Place | SMG with certificates of insurance evidencing such coverage prior to receiving the contract:

**a. Commercial General Liability**

Coverage	Limit
General Aggregate	\$ 2,000,000.00
Products Liability/Completed	
Oper. Aggregate	\$ 2,000,000.00
Each Occurrence	\$ 1,000,000.00
Personal & Advertising Injury	\$ 1,000,000.00

If Commercial General Liability or other form with a general aggregate limit is used, the general aggregate limit shall be twice the required occurrence limit.

**b. Workers' Compensation and Employer's Liability**

Coverage	Limit
Workers' Compensation	Statutory
Employer's Liability	
Each Accident	\$ 1,000,000.00
Per Employee - Disease	\$ 1,000,000.00
Annual Aggregate – Disease	\$ 1,000,000.00

Workers' Compensation/ Employer's Liability policies shall be endorsed to waive the insurer's right of subrogation against McCormick Place | SMG.

**c. Automobile Liability**

Coverage	Limit
Bodily Injury and Property Damage	
Combined - Occurrence	\$ 1,000,000.00
Uninsured/Underinsured Motorist -	
Occurrence	\$ 1,000,000.00

This Policy must provide coverage for all owned, non-owned, and hired autos.

**d. Umbrella Coverage** \$ 10,000,000.00

Coverage must be in excess of Commercial General Liability, Auto Liability and Employers Liability. It must be no more restrictive than the primary coverage listed.

**e. Errors & Omissions Liability**

\$ 1,000,000.00 each claim and aggregate

2. All insurance companies must be rated A-VIII or better by the A. M. Best Company.
3. Contractor's assumption of liability is independent from, and not limited in any manner by, the Contractor's insurance coverage obtained pursuant to this Contract, or otherwise. All amounts owed by Contractor to McCormick Place | SMG as a result of the liability provisions of the Contract shall be paid on demand.
4. Contractor expressly understands and agrees that any insurance or self-insurance programs maintained by McCormick Place | SMG shall apply in excess of and not contribute with insurance provided by them under the Agreement.
5. Policies should be written on an occurrence basis with the exception of errors & omissions liability coverage.
6. All coverages must contain a Waiver of Subrogation in favor of McCormick Place | SMG.
7. All policies must amend the other insurance clause to be Primary and Non Contributory for any liability arising directly or indirectly from the Services.
8. The Metropolitan Pier and Exposition Authority, its trustee, facilities, agents, officers, board members and employees, and SMG are named as an additional insured. Additional insured endorsement form ISO form CG 20 11 or CG 20 26 (or their equivalent) must accompany the Certificate of Insurance.
9. Subcontractors performing services for the selected Contractor shall maintain coverage terms and limits equal to or greater than the Contractor.
10. If policies are canceled for any reason, immediate notice is required to be given to the Risk Management Department via certified mail to:

McCormick Place | SMG  
301 East Cermak Road  
Chicago, Illinois 60616

REQUIRED FORM E – NOTIFICATION OF EXCEPTIONS

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The Undersigned understands and agrees that:

**PLEASE CHECK ONLY ONE**

Proposer acknowledges that there are **NO EXCEPTIONS** to the Form of Agreement, Exhibit I, or any other requirements stated in this procurement S2018-01.

Signed: \_\_\_\_\_

\_\_\_\_\_  
(Typed name of signatory)

As: \_\_\_\_\_  
(Relationship to Bidder/Title/etc.)

Date: \_\_\_\_\_

Proposer acknowledges that **THERE ARE EXCEPTIONS** to the Form of Agreement, Exhibit I, including conflicts of interest, or any other requirements stated in this procurement S2018-01 and has attached them to this Required Form E Notification of Exceptions.

Signed: \_\_\_\_\_

\_\_\_\_\_  
(Typed name of signatory)

As: \_\_\_\_\_  
(Relationship to Bidder/Title/etc.)

Date: \_\_\_\_\_

**Remainder of page is blank.**

**Required Form F - Proposed Pricing and Fee Structure**

**Housekeeping, Snow Removal and Grounds Cleaning**

#S2018-01

<b>*BASE FEE:</b>	<b>Year 1</b> November 1, 2018 - October 31, 2019	<b>Year 2</b> November 1, 2019 - October 31, 2020	<b>Year 3</b> November 1, 2020 - October 31, 2021	<b>Year 4</b> November 1, 2021 - October 31, 2022	<b>Year 5</b> November 1, 2022 - October 31, 2023	<b>CONTRACT TERM TOTAL</b> (Year 1 - Year 5)
<b>McCormick Place</b> (Lakeside, North, South and West Buildings)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Corporate Center</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Energy Center</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Wintrust Arena</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Pocket Park</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>McCormick Place Campus Base Fee Total:</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

\*All costs for labor, equipment and supplies must be included in the Base Fee.

<b>**Snow Removal Allowance</b>	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$300,000
<b>**Meeting Room Allowance</b>	\$5,137,680	\$5,256,222	\$5,450,565	\$5,576,326	\$5,782,504	\$27,203,297
<b>GRAND TOTAL:</b> (Base Fee + Snow Removal Allowance + Meeting Room Allowance)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

\*\*Allowances are set by McCormick Place | SMG and are to be invoiced and paid on an as needed basis. For snow removal, this allowance is for labor, rock salt and CMA only. Costs for equipment, repairs, maintenance, fuel, materials and other items not listed above for the Snow Allowance must be incorporated into the Base Fee.

**Required Form F - Proposed Pricing and Fee Structure**

**Housekeeping, Snow Removal and Grounds Cleaning**

#S2018-01

**HOURLY BILLING RATES FOR ADDITIONAL SERVICES**

<b>POSITION</b>	<b>REGULAR TIME</b> (rate per hour)	<b>OVERTIME</b> (rate per hour)	<b>DOUBLE TIME</b> (rate per hour)
Janitorial Labor	\$ _____	\$ _____	\$ _____
Part-Time Janitorial Labor	\$ _____	\$ _____	\$ _____
Lead Labor	\$ _____	\$ _____	\$ _____
Part-Time Lead Labor	\$ _____	\$ _____	\$ _____
Supervisory Labor	\$ _____	\$ _____	\$ _____
Room Changeover Labor	\$ _____	\$ _____	\$ _____
Snow Removal Labor	\$ _____	\$ _____	\$ _____

<b>Other(s):</b>	<b>REGULAR TIME</b> (rate per hour)	<b>OVERTIME</b> (rate per hour)	<b>DOUBLE TIME</b> (rate per hour)
	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____

Please indicate what days of the week, Holiday's and Hours constitute "Regular", "Overtime" and "Double Time"

REGULAR: \_\_\_\_\_

OVERTIME: \_\_\_\_\_

DOUBLETIME: \_\_\_\_\_

Provide a markup percentage (%) for items purchased by the Contractor that are not included in the base contract:

MARK UP RATE ABOVE COST: \_\_\_\_\_ %

McCormick Place | SMG may request invoices to verify actual cost of goods.

**[INSERT CONTRACTOR NAME]**  
**[INSERT CONTRACT DESCRIPTION]**  
**[INSERT CONTRACT NUMBER]**

**THIS AGREEMENT** (together with the Exhibits attached hereto, the “Agreement”) is dated as of the *[insert day]* day of *[insert month]*, *[insert year]* (“Effective Date”) by and between SMG, a Pennsylvania general partnership, with an address at 301 East Cermak Road, Chicago, Illinois 60616 (“SMG”), and *[insert Contractor]*, a(n) *[State and Type of Entity]* whose current address is *[insert address of Contractor]* (the “Contractor”).

### BACKGROUND

The Metropolitan Pier and Exposition Authority, a unit of local government, political subdivision, body politic and municipal corporation organized and existing under Illinois law (“Owner”) owns the McCormick Place® Complex (the “Facility”) located at 2301 South Lake Shore Drive, Chicago, IL 60616. Owner has retained SMG to act as Owner’s agent for the operation of the Facility. Contractor is prepared to provide the Services for SMG as more particularly described herein, in accordance with the terms and conditions set forth in this Agreement.

**NOW, THEREFORE**, in consideration of the foregoing and the mutual promises, covenants, and agreements herein contained, the parties hereto, intending to be legally bound, hereby agree as follows:

1. **Contract Documents.** The Contract shall be deemed to include this document and the following exhibits and attachments, all of which are incorporated into and made a part of this Contract as the Contract Document. In the event of a conflict between this document and any Exhibit, the provisions of this document shall control. The Exhibits are as follows:

- Exhibit 1 – Scope of Services
- Exhibit 2 – Pricing
- Exhibit 3 – Insurance Requirements
- Exhibit 4 – Request for Proposals (RFP) document
- Exhibit 5 – Special Conditions Regarding Minority and Women Business Enterprises

2. **Term.** This Contract begins on the Effective Date and shall remain in effect, unless earlier terminated pursuant to Section 18 hereof, until *[insert contract expiration date]*. SMG shall have the option to extend any expiration date for a period of *[insert renewal term]* by giving no less than thirty (30) days prior written notice to Contractor. In each such event, the terms of this Agreement during the then current term shall be the terms for the renewal term, unless SMG and Contractor otherwise mutually agree in writing.

3. **Scope of Contract.**

- (a) **Description of Services.** Contractor shall perform the Services as described in Exhibit 1 attached hereto (collectively, the “Services”). All orders for Services will be initiated by SMG and submitted to Contractor via a purchase order (the “Purchase Order”) setting forth the description of services and delivery terms of such Services. All terms and conditions contained in this Agreement shall be deemed incorporated into and made a part of each Purchase Order.

- (b) **Materials.** The Contractor shall at all times during this Contract, have all necessary materials in sufficient amounts and capabilities and properly maintained, as needed to comply with the terms of this Agreement. The Contractor shall use and supply only materials of the highest quality and consistency and, where applicable, within budget allowance. Contractor shall identify the source for any materials, to be used at SMG's facility as part of the Services. Contractor shall only use Providers approved from time to time by SMG related to integrity, quality and market rates. SMG shall have the absolute right to review and approve such material providers, and may reject any such providers at any time in its sole and unlimited discretion.
  - (c) **Equipment.** The Contractor shall at all times during this Agreement, have and maintain all necessary equipment in sufficient amounts and capabilities, and properly maintained, as needed to perform all Services. On signing this Agreement, and subsequent thereto as changes in equipment are made, Contractor shall identify the equipment to be used under this Agreement. SMG shall have the right to review and approve such equipment, and may require additional or different equipment in the event SMG determines, in its sole discretion, that the equipment provided is inadequate in amount, quality or capability.
  - (d) **Standard of Care.** Contractor shall perform the Services with due care in a manner consistent with industry standards for the type of Services provided hereunder.
  - (e) **Contractual Relationship.** In performing its Services under this Agreement, Contractor is an Independent Contractor and does not and must not act as or represent itself as an agent or employee of SMG.
  - (f) **Time is of the Essence.** Contractor shall proceed to perform the Services under the terms of this Contract promptly and diligently, in accordance with the Contract Documents.
  - (g) **Additional Services.** No change increasing or decreasing the quantity or price of any Services, or change from the terms set forth in the Contract Documents for any such shall be made unless previously authorized by SMG as required by law, and no claim for extra compensation will be considered unless such prior authorization has been obtained. The Contractor shall not deliver any Additional Services until it has received prior written approval from SMG authorizing the Contractor to proceed with such Additional Services. The Contractor acknowledges that Additional Services involving costs may require the prior approval of Management. Upon approval of Additional Services by SMG, SMG and the Contractor shall execute an amendment to Exhibit 1, or such other portions of this Contract as may be necessary the Contract evidencing the Contract of the parties regarding such Additional Services.
- 4. Standard of Performance.** Contractor shall perform all activities as set forth in the Contract Documents with that degree of skill, care and diligence customarily required of a professional performing services of comparable scope, purpose and magnitude in the Chicago area, and in conformance with the applicable professional standards. Contractor shall at all times use its best efforts on behalf of SMG to assure timely and satisfactory rendering and delivery of the required Services. Contractor and all of Contractor's employees or subcontractors providing Services under this Contract shall be qualified and competent in the applicable discipline or industry, shall be appropriately licensed as required by law, shall comply with all City of Chicago, State of Illinois, and federal laws as applicable and shall conform to the terms of the Contract Documents and this Contract. Contractor remains responsible for the professional and technical accuracy of all Services and other deliverables furnished, whether by the Contractor or others on its behalf. No review, approval, acceptance, nor payment for any and all of the Services by SMG shall relieve the Contractor from its responsibilities.

- 5. Approvals.** The Services purchased by SMG are subject to approval by SMG to determine compliance with the provisions of this Contract. Provided, under no circumstances shall such approval relieve Contractor from any obligation set forth in this Contract, including, without limitations, all obligations mandated by law or industry safety requirements, or latent defects. Further, such approval is for the purpose of determining the quality and completeness of the Services, including materials used, and is not for the purpose of determining compliance with applicable laws or industry safety requirements.
- (a) Services determined by SMG to be non-compliant with this Contract shall be corrected or replaced within five (5) days after notification to Contractor. Payment for any Services ordered hereunder prior to inspection and approval shall not constitute acceptance thereof and is without prejudice to any and all claims that SMG may have against Contractor.
  - (b) Services determined by SMG to be compliant with this Contract shall be accepted upon proper completion.
- 6. Shipping.** Unless otherwise set forth on Exhibit 1 or any Purchase Order delivered by SMG hereunder, all costs, fees, and expenses arising in connection with the delivery and shipment to SMG of Goods furnished in connection with the Services shall be borne by Contractor. Contractor guarantees that all merchandise now being sold or delivered to SMG will be, at the time of its delivery as required by this Agreement, packaged, marked, labeled, and shipped in accordance with all applicable federal, state, and local statutes, regulations, ordinances, and orders. All shipments must be packed in a manner that will provide for efficient handling and prevent damage in transit. Goods must conform to the description, quantity, and other specifications set forth in this Agreement.
- 7. Risk of Loss.** The risk for loss shall remain with the Contractor until any Goods that may be required to be delivered pursuant to this Contract or the Contract Documents are delivered to SMG in accordance with the terms hereof. Contractor shall carry on the work of furnishing and delivering the Goods at Contractor's own risk and expense until the same is fully completed and accepted by SMG and shall be solely liable and responsible for the safety and security thereof.
- 8. Contractor Representations and Warranties.** Contractor hereby represents and warrants to SMG, and agrees as follows:
- (a) Contractor warrants that it is fully staffed, equipped, trained and otherwise capable to perform this Contract. Contractor further represents that, by its own independent investigation it has ascertained the nature of the Services required, the conditions involved in delivering the Services, and Contractor's obligations under this Contract. Contractor is responsible to verify all information furnished by SMG as to the correctness and accuracy of that information. Any failure by Contractor to investigate independently and become fully informed will not relieve Contractor from its responsibilities under this Contract;
  - (b) Contractor warrants that all Services provided (a) shall be compliant with the standards set forth in Section 4 hereof, (b) shall comply with all City of Chicago, State of Illinois, and Federal laws applicable to the Services, and (c) shall conform to the terms of this Contract;
  - (c) The Contractor further warrants that it is either the original manufacturer of any Goods furnished in connection with the Services and is capable of providing genuine parts, assemblies and/or accessories, or is capable of transferring and/or assigning original warranties to SMG. SMG may return any nonconforming or defective Goods to Contractor or require replacement of the materials at the time the defect is discovered, all at the Contractor's expense. Contractor must replace any nonconforming or defective Goods within ten

(10) days of notification from SMG's designated representative. Acceptance of Goods and Services by SMG by payment shall not relieve Contractor of the responsibilities herein;

- (d) Contractor warranty shall survive the termination or expiration of this Contract;
- (e) Contractor has the full power and authority to enter into this Agreement and perform each of its obligations hereunder;
- (f) No litigation or pending or threatened claims or litigation exist which do or might adversely affect Contractor's ability to fully perform its obligations hereunder or the rights granted by Contractor to SMG under this Agreement.

**9. Compensation.** Contractor shall deliver to SMG an invoice for all requested services covered in this Agreement. Contractor shall receive compensation in the amount and schedule as set forth on Exhibit 2. All invoicing and requests for payment shall be in such form and with such documentation as required by SMG. Under no circumstances shall the Compensation exceed the agreed upon pricing set forth in Exhibit 2 without a prior written amendment to this Contract.

- (a) It is understood that the prices set forth in Exhibit 2 are firm prices for the term of this Agreement.
- (b) Most Favored Nations: The Contractor shall provide prices for Services at a rate not greater than the rate offered to the State of Illinois or any other unit of local government. In the event that the Contractor agrees to provide Services to the State of Illinois or any other unit of local government at a rate lower than that then in effect under this Agreement, Contractor shall offer to adjust the price to SMG accordingly.
- (c) The Contractor shall submit invoices for payment to SMG upon delivery of the Services, indicating the Services provided and all authorized reimbursable expenses incurred during the preceding month and the charges therefore as any approved Additional Services conducted during the preceding billing period.
  - (i) Payment will be made on the basis of approved invoices and such supporting documentation as SMG may require, including, but not limited to: receipted invoices for materials used, certified payroll records and any applicable lien waivers releasing SMG from any and all present or future liability which accrued or may accrue against SMG on account of the Work covered thereby.
  - (ii) If SMG objects to all or any portion of any invoice, it shall promptly notify Contractor of its objection and both parties shall immediately make every effort to promptly settle the disputed portion of the invoice. In the event the settlement of a disputed portion of an invoice is not reached by the date that payment authorization is due, then SMG shall pay only that portion of the invoice that is not in dispute.
  - (iii) Neither the initial payment nor any later progress payment constitutes acceptance of the Services or any deliverables provided under this Contract.
  - (iv) No additional or altered terms and conditions shall be included with the invoice except as are permitted and consistent with the terms of the Contract Documents.
- (d) Contractor shall be solely responsible to ensure that any of its sub-contractors and consultants are timely paid all amounts due them in connection with the performance of this Contract. After the first partial payment under the Contract, SMG may withhold later partial payments until Contractor submits evidence

satisfactory to SMG that all amounts Contractor owes in connection with performance of this Contract have been paid. Further, SMG is entitled, after giving notice to Contractor, to pay all persons who have not been paid the monies due to them in connection with the Contract, whether or not a claim or lien has been filed, unless Contractor, within ten (10) calendar days after notice is given either (i) demonstrates to SMG's reasonable satisfaction that these sums are not due or (ii) provides SMG adequate security.

- (e) Each Party shall have the right to set-off and net against any amounts owed to it by the other Party under this Contract, including without limitation any termination payment.
- (f) Payment for Changes. If SMG and Contractor agree to change the Services in accordance with the provisions set forth under this Agreement, and the change(s) cause an increase or decrease in Contractor's costs of, or time required for, performance of some portion of the Services, than an equitable adjustment will be made and the Agreement will be amended. Any claim by Contractor for adjustments under this clause must be submitted in writing to SMG within thirty (30) days of receipt by Contractor of the notification of change unless SMG grants a further period of time, which will be subject to SMG's approval. No change increasing or decreasing the quantity or price of the Services shall be made unless previous authorized by SMG, and no claim for extra compensation will be considered unless such prior authorization has been obtained.

**10. Taxes.** The Contract prices include all applicable federal and state taxes in effect as of the Effective Date. The acquisition of supplies and materials under this Contract is to be completed in a manner that, to the extent permitted by law, such purchase is exempt from taxes, including manufacturers' and retailers' state sales and occupation taxes. Upon the request of the Contractor SMG shall provide a copy of the appropriate tax exemption certificate with respect to such excluded taxes.

- (a) If, after the Effective Date, there shall be imposed or charged any tax other than a tax upon the income of the Contractor and said imposition or charge shall be made applicable directly on the use, production, manufacture, sale, or transportation of the items covered hereby, which is applicable to the Contractor because of a specific contractual obligation or by the operation of law, and SMG is not otherwise exempt from such tax, then:
  - (i) The Contract Prices herein stated shall be accordingly adjusted and any amount due to the Contractor as a result of the adjustment in such prices shall be charged to SMG and entered upon such invoices as a separate item; or,
  - (ii) At its option, when exempt from the payment of such tax, SMG, in lieu of payment of such increase shall furnish to the Contractor appropriate tax exemption certificates or furnish other proof of exemption with respect to such tax or charge.
- (b) If the Contractor is relieved from the payment of any tax imposed, or portion thereof, included in the Contract Prices herein stated, by reason of the decrease or elimination of such tax, the Contractor shall promptly submit to SMG a statement showing the amount of such decrease or elimination and the Contract Prices herein stated shall be adjusted to reflect such decreases or elimination.

**11. Coordination.** Contractor shall coordinate its activities with SMG's designated personnel, Contractors, tenants and customers, if any, so no delays or interference will occur in completion of any part or all of SMG's projects or operations.

**12. Clean Condition.** The Contractor shall, at all times, keep MPEA premises free from accumulations of waste materials or rubbish caused by its employees or work and shall remove all its rubbish at the completion of its work to the total satisfaction of SMG. Use of SMG's open boxes is not permissible. Contractor must provide open boxes and/or trucks for hauling of debris as part of their services. All debris must be hauled off site at the Contractor's expense.

**13. Report Review and Audit Privileges.** SMG shall have the right, but not the obligation, to inspect all records of the Contractor in relation to the Services under this Contract. Contractor shall make such records reasonably available to SMG, including its authorized representatives. Contractor shall keep and preserve, for at least three (3) years following the sale of each and every Service hereunder, full and accurate accounting records relating to such Service. Contractor shall give SMG and its designated representatives (which representatives may include, without limitation, independent auditors) access to such records during such period of time to review and/or audit the records, from time to time, upon request. Contractor shall also provide, at Contractor's own expense, copies of all or a portion of the records when so requested by SMG. In the event any audit conducted by an independent auditor demonstrates a variance of more than five percent (5%) on an annual basis in the amount determined by such auditor to represent the fair purchase cost of any Service purchased hereunder and the amount actually paid to Contractor for such Service, Contractor shall pay to SMG the reasonable cost of such audit. In any event, Contractor shall promptly pay to SMG the amount of any such variance which results in an overpayment by SMG to Contractor.

**14. Insurance.** Contractor shall procure and maintain at all times during the term of this Contract and at Contractor's expense, the insurance coverage set forth in Exhibit 3 – Insurance Requirements, and shall provide SMG with original certificates evidencing the required coverage. Contractor's insurance policies shall name the following as additional insured on all certificates of insurance: "Metropolitan Pier and Exposition Authority, its trustee, facilities, agents, officers, board members, employees, SMG and Contractors". Contractor's duty to indemnify SMG is independent from, and not limited in any manner by, Contractor's insurance coverage obtained pursuant to this Section or otherwise.

**15. Wages and Personnel.**

(a) **Prevailing Wage Act.** Wages of laborers, mechanics and other workers employed under this Agreement shall be subject to the provisions of the Illinois Prevailing Wage Act, 820 ILCS 130/1 *et. seq.*

(b) **Personnel.** Contractor shall assign and maintain, and update as needed, a staff of competent personnel which is fully equipped and qualified to perform the Services required by this Agreement, including designation of the person on Contractor's behalf to serve as the day-to-day liaison for contractual matters. Provided, SMG shall have the right to review and approve such personnel selections, and may reject any such personnel at any time whenever SMG, in its sole and unlimited discretion, determines that such personnel is not qualified or otherwise unfit for such work. In accordance with the foregoing, Contractor shall, within three (3) days of the effective date of this Agreement, subject to SMG's approval which shall not be unreasonably withheld, appoint a management representative who shall be authorized by Contractor to promptly render decisions pertaining to all matters relating to the Services, in order to avoid delay in the orderly progress of the Services.

**16. Indemnification.**

(a) Contractor shall, at its sole cost and expense, indemnify, defend, and hold harmless SMG, Owner, and their agents, officials, employees, and consultants (individually referred to as "Indemnified Party" and collectively as, the "Indemnified Parties") against all injuries, deaths, losses, damages, claims, suits, liabilities,

judgments, costs and expenses, of any kind and nature, including but not limited to reasonable attorney fees and expert witness fees, which may in any way accrue against any such Indemnified Party (collectively, for purposes of Indemnification, referred to as the "Loss") in consequence of this agreement or the performance thereof, or which may in any way result therefrom, whether or not it shall be alleged or determined that the Loss arose from (i) Contractor's failure to comply with any and all federal, state, foreign, local, and municipal regulations, ordinances, statutes, rules, laws, and constitutional provisions applicable to Contractor's performance of this Agreement; (ii) any unlawful acts on the part of Contractor or its officers, directors, agents, employees, or subcontractors; (iii) personal or bodily injury to or death of persons or damage to the property of SMG or Owner to the extent caused by the negligent acts, errors, and/or omissions or the willful misconduct of Contractor or its officers, directors, agents, employees, or subcontractors; (iv) personal or bodily injury to or death of persons or damage to the property of SMG, Owner or the other SMG Parties as a result of any use or sale of the Goods and/or Additional Goods, whether or not the Contractor is the manufacturer of such Goods and/or Additional Goods or, (v) the material breach or default by Contractor or its officers, directors, agents, employees, or subcontractors of any provisions of this Agreement.

- (b) Contractor shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith, regardless of the merit of such claim. If any judgment shall be rendered against such Indemnified Party in any such action, Contractor shall, at its sole cost and expense, satisfy and discharge the same. Contractor expressly understands and agrees that the insurance required by this Agreement or the other related documents of any Indemnified Party or Contractor, or otherwise provided by Contractor or such Indemnified Party shall in no way limit the responsibility to indemnify, defend and hold harmless the Indemnified Parties as herein provided.
- (c) Contractor's defense, indemnification and hold harmless obligations to any Indemnified Party will remain an affirmative obligation of Contractor unless and until a court of competent jurisdiction finally determines otherwise and all opportunities for appeal have been exhausted or have lapsed.
- (d) Contractor's indemnification obligation set forth herein shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for Contractor under workers' compensation acts, workers' occupational disease acts, disability benefit acts, or other employee benefit acts or insurance policy coverage. 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 pursuant to Contractor's obligations under this Article, 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 law or judicial decision (such as *Kotecki v. Cyclops Welding Corporation*, 146 Ill. 2d 155 (1991)). The Indemnified Parties, however, do not waive any limitations they have on liability under the Illinois Workers' Compensation Act, the Illinois Local Government and Governmental Employees Tort Immunity Act, or any other statute.
- (e) The provisions set forth in this Section shall survive the termination of his Agreement.

#### **17. Equal Employment Opportunity/Non-Discrimination and Minority and Women Owned Business Enterprise Goals.**

- (a) **Equal Employment Opportunity/Non-Discrimination.** Throughout the term of this Contract, Contractor agrees as follows:
  - (i) Contractor will comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.*, and the rules and regulations of the Illinois Department of Human Rights ("IDHR") and all other applicable

federal, state and local laws, rules and regulations which prohibit unlawful discrimination and discrimination based on citizenship status in employment and undertake affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination.

- (ii) Contractor, in performing its obligations under this Contract shall comply with the procedures and requirements of the Illinois Department of Human Rights' (IDHR) regulations concerning equal employment opportunities and affirmative action.
  - (iii) Provide such information, with respect to its employees and applicants for employment, and assistance as SMG and the IDHR may reasonably request.
  - (iv) Contractor shall have written sexual harassment policies that shall include those requirements as set forth by the IDHR:
  - (v) Contractor will send to each labor organization or representative or workers with which it has or is bound by a collective bargaining or other Contract or understanding, a notice advising such labor organization or representative of Contractor's obligations under the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., and the IDHR's rules and regulations. If any such labor organization or representative fails or refuses to cooperate with Contractor in its efforts to comply with such Act and rules and regulations, Contractor will promptly so notify the IDHR and SMG, and will recruit employees from other resources when necessary.
  - (vi) Contractor further agrees that it shall not commit an unfair labor practice.
  - (vii) Contractor shall include, verbatim or by reference, the provisions of this Section in every contract it awards under which any portion of its obligations under this Contract are undertaken or assumed, so that such provisions shall be binding upon each such sub-Contractor. Contractor shall be responsible and liable for compliance with the pertinent provisions of this Section by such sub-Contractors, and, further Contractor shall promptly notify SMG and IDHR if any sub-Contractor fails or refuses to comply therewith. In addition, Contractor will not utilize any sub-Contractor declared ineligible by IDHR or the Illinois Human Rights Commission for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.
  - (viii) In the event of Contractor's non-compliance with any provision of this Section, the Illinois Human Rights Act, or the rules and regulations of IDHR, Contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and this Contract may be canceled or voided, in whole or in part, or such other sanctions or penalties that may be imposed or remedies invoked as provided by law.
- (b) **Minority and Women Business Enterprise Goals.** SMG has adopted and maintains an affirmative action program with respect to its contracts. The purpose of SMG's affirmative action program is to promote the ability of Minority Business Enterprises ("MBE") and Women-Owned Business Enterprises ("WBE") to have the maximum possible opportunity to participate in SMG contracts. As a minimum, SMG strives to ensure that, for Services necessary for the performance of this Contract, 25% of total contract amount is payable to MBE firms and 5% of the total contract amount is payable to WBE firms. Unless and only to the extent SMG grants an expressed waiver, Contractor shall comply with the Special Conditions Regarding Minority and Women-Owned Business Enterprises, as outlined in Exhibit 5, throughout the term of this Contract.

- (i) **Compliance.** As part of its review and approval of Contractor's monthly payment requests, SMG will monitor Contractor's performance to reasonably satisfy itself that Contractor will meet its commitment and use its good faith efforts to achieve the maximum MBE/WBE allocation. In order for SMG to ensure that Contractor complies with its MBE/WBE commitment, Contractor shall submit certified monthly statements with its invoices that include information on the level and scope of MBE and WBE participation in monetary terms as well as a description of the Services provided by each MBE and WBE.
- (ii) **Remedies for Noncompliance.** In the event Contractor fails to fulfill its obligations under this Section 17, SMG shall have available to it appropriate remedies at law or in equity, including the right to withhold amounts due to Contractor for any Work until Contractor submits a corrective action plan which has been approved by SMG or demonstrates to SMG's satisfaction that all good faith efforts to comply with the goals set forth herein have been exhausted, together with the ability to disqualify Contractor from future work that may, from time to time, be undertaken by SMG as well as all unfinished Work on the Project.

## 18. Default and Termination.

- (a) **Termination for Convenience.** SMG has the right to terminate this Contract, in whole or in part, for any reason, including the convenience of SMG, by providing Contractor with written notice specifying the date of termination. On the date specified in the notice, this Contract will terminate. SMG will pay Contractor the amount earned or reimbursable to it (if any) up to the termination date. After termination, Contractor has no further claim against SMG based upon this Contract.
- (b) **Termination for Cause.** This Contract may be terminated if an event of default occurs. The following constitute events of default by Contractor:
  - (i) Refusal of failure to provide sufficient properly skilled workers, adequate supervision, or adequate materials and equipment of proper quality;
  - (ii) Failing in any material respect to deliver the Services according to SMG's schedule;
  - (iii) Causing, by an action or omission, the stoppage or delay of or interference with the services or work of any employee or other Contractor or subcontractor;
  - (iv) Failure to comply with any provision of this Contract or the Specifications described in the IFB, including, but not limited to matters pertaining to insurance, indemnification and MBE/WBE use;
  - (v) Becoming insolvent, making a general assignment for the benefit of its creditors, or having a receiver appointed;
  - (vi) Inability to deliver the Goods and/or Services under the Contract as a result of insolvency, bankruptcy, or having a receiver appointed;
  - (vii) Conviction in a criminal court or finding of liability in civil court relating to the Services or involving fraud or misconduct adversely affecting any governmental entity;
  - (viii) Any other acts or omissions specifically identified in this Contract as an event of default.

- (c) **Curable and Incurable Defaults.** Time-sensitive defaults (e.g. failure to meet deadlines) are not curable unless SMG, in its sole and absolute discretion extends the deadline; an extension, however, does not relieve Contractor of liability for any damages SMG suffers on account of Contractor's failure to meet required deadlines. Contractor must cure any default that is not time sensitive within ten (10) calendar days after Contractor is given notice of the default in accordance with the terms of this Agreement. In the event a default cannot be reasonably cured within ten (10) calendar days after notice, in the sole opinion of SMG, Contractor must begin to cure the default promptly within the ten-day period and continue diligent efforts to complete the cure until accomplished.
- (i) SMG, in its sole discretion, shall determine whether a default is material and whether it can be cured. In the event SMG determines that an event of default can be cured, it shall provide Contractor with notice setting for the event of default and cure requirements, including the time period permitted for cure. Contractor shall cure any event of default as provided in the notice.
  - (ii) If Contractor fails to cure a default as provided in the notice, SMG may, at its sole option, declare Contractor in default. SMG will give Contractor written notice of the default and SMG's termination of this Contract. SMG's decision is final and takes effect when notice is given or such time as set forth in the termination notice. Contractor shall discontinue all activities under this Agreement, unless otherwise directed in the notice, and deliver all materials accumulated in performing under this Contract, whether completed or in the process, to SMG.
- (d) **Remedies.** In the event of default, SMG may invoke any or all of the following remedies. These remedies are not intended to be exclusive of any other remedies available. Rather, every remedy is cumulative and in addition to any other remedies, existing now or later at law, in equity or under the Contract.
- (i) The right to acquire Goods and/or Services from an alternate source. Contractor shall pay all additional costs incurred by SMG.
  - (ii) The right to terminate this Contract as to any or all of the Services yet to be performed effective at a time specified by SMG.
  - (iii) The right to monetary damages.
  - (iv) The right to deem Contractor non-responsive in future contracts to be awarded by SMG.
  - (v) The right to take assignment of any or all of Contractor's subcontracts and acquire the Goods, by itself or through others, by whatever method SMG considers expedient.
  - (vi) The right to set-off against any sums owing Contractor.
  - (vii) Such other remedies as permitted by law.
- (e) No delay or omission to exercise any right or power occurring upon any event of default impairs the right or power nor is it a waiver of or acquiescence in any event of default. Every right and power may be exercised from time to time and as often as SMG considers expedient.
- (f) In a court of competent jurisdiction determines that SMG wrongfully terminated Contractor, then the termination shall be treated as a termination for convenience.

**19. No Damages for Delay.** Contractor is not entitled to and must not include charges or claims for damages for any delays or hindrances from any cause whatsoever during the progress of any portion of the Services specified in this Agreement and agrees to waive any right to bring any claim for excess costs or damages that may be caused by delays or hindrances in the performance of the Services, regardless of the nature of the delay or hindrance, absent bad faith, fraud or direct tortious interference by SMG. If Contractor's performance of the Services is delayed by causes beyond Contractor's reasonable control, SMG may extend the time to complete the Services to reflect the extent of the delay (if extension is feasible given the project deadlines and the expectations of public performances), provided that Contractor has given SMG written notice within ten (10) days of the beginning of the delay. The notice by Contractor must include a description of the reasons for the delay and the steps Contractor has taken or will take to mitigate the effects of the delay. SMG does not waive any of its rights by permitting Contractor to proceed to complete the Services or any part thereof after the revised completion date.

**20. Cooperation.** The Parties shall cooperate in good faith to implement the terms of this Contract. At such time as this Contract is terminated or expires, the Parties shall undertake in good faith efforts to assure an orderly transition to another Contractor of the Services, if any. Contractor shall make an orderly demobilization of its own operations, provide, uninterrupted, the Services until the effective date of termination or expiration, and otherwise comply with the reasonable requests and requirements of SMG in connection with the termination or expiration.

**21. Authority's Proprietary Rights.**

- (a) **Names and Logos.** Owner owns all rights to the name "Navy Pier," "Navy Pier Chicago," certain Navy Pier and McCormick Place likenesses, and to certain logos and service mark(s). Contractor shall not use the Navy Pier or McCormick Place name as part of Contractor's business or trade name, and Contractor shall not use Owner's logos or service marks or sell merchandise with the Navy Pier or McCormick Place name or likeness or with Owner's logos or service marks without the Owner's express written consent. Also, Contractor shall not permit anyone else to do so.
- (b) **Sponsorship Program.** In addition, Owner has entered into Contracts to grant exclusive sales or advertising rights ("Sponsorship Contracts") to certain products, brands or services ("Official Brands") on Owner's property. Accordingly, to the extent permitted by law Contractor shall not advertise, promote, or display at any competing products, brands, or services at the facilities, including through displays or signs in or on any equipment, visible through or on any windows facing onto any part of the facilities or in advertisements, promotional material, or displays referring to facilities or utilizing (if Owner has not given its express written consent to it) Owner's logos or service marks. Contractor shall not interfere with Owner's sponsors' events.

**22. Confidentiality.**

- (a) All reports, data or information in any form prepared, assembled or encountered by or provided to Contractor under this Contract are confidential, and Contractor shall not disclose these (or make them available) to any other individual or organization without the prior written approval of SMG, except as specifically authorized in this Contract or as may be required by law. Contractor shall implement whatever measures are necessary to ensure that its staff and its sub-Contractors are bound by these confidentiality provisions.
- (b) Contractor shall not issue publicity news releases or grant press interviews, or, except as may be required by law during or after the performance of this Contract, disseminate any information regarding its Goods or the project to which the Goods pertain without the prior written consent of SMG.

- (c) If Contractor is presented with a request for documents by any administrative agency or with a *subpoena duces tecum* regarding any records, data or documents that are in Contractor's possession by reason of this Contract, Contractor shall immediately give notice to SMG with the understanding that SMG will have the opportunity to contest the process by any means available to it before the records or documents are submitted to a court or other third party. Contractor, however, is not obligated to withhold delivery beyond the time ordered by the court or administrative agency, unless the subpoena or request is quashed or the time to produce is otherwise extended

**23. Changes.** No changes to this Contract are effective unless in a written amendment signed by the authorized representatives of the parties.

**24. Assignment and Subcontracting.**

- (a) SMG may assign this Agreement upon 30 days written notice to the Contractor. Provided, any assignee shall be obligated to provide written acceptance and commitment to be bound by all terms and conditions as set forth herein. Upon such assignment, SMG shall be relieved from any further liability or obligation under this Agreement, it being understood that the assignee shall have all of SMG's rights, duties and obligations. In the event of such assignment, the term "SMG" as used herein shall mean the assignee.
- (b) Contractor shall not assign or subcontract this Agreement, or any part thereof, without the prior written consent of SMG which consent may be granted, denied or conditioned in the sole, unfettered discretion of SMG.

**25. Covenants.** Contractor hereby covenants as follows:

- (a) Contractor shall not occupy or use the Facility, nor shall interfere with the activities of the Facility, except as is reasonably necessary to perform its obligations hereunder.
- (b) Contractor shall not cause or permit any Hazardous Material to be used, stored, or generated on, or transported to and from the Facility. "**Hazardous Material**" shall mean, without limitation, those substances included within the definitions of "hazardous substances", "hazardous materials", "toxic substances", or "solid waste" in any applicable state or federal environmental law.
- (c) Contractor shall not make any alterations or improvements to the Facility without the prior written consent of SMG.
- (d) Contractor shall not operate any equipment or materials belonging to SMG or Owner without the prior written approval of SMG.
- (e) No portion of any passageway or exit at the Facility shall be blocked or obstructed in any manner whatsoever, and no exit door or any exit shall be locked, blocked, or bolted while the Facility is in use. Moreover, all designated exit ways shall be maintained in such manner as to be visible at all times.

**26. Accuracy and Update of Information.** In connection with this Agreement, Contractor has furnished and will continue to furnish various certifications, affidavits and other information and reports. Contractor represents that any such material and information furnished in connection with the IFB/RFP or this Agreement is truthful and complete. Contractor shall promptly update such material and information to be complete and accurate as needed due to events or changes occurring after the date of this Agreement.

**27. Notices.** Any notice, consent, or other communication given pursuant to this Agreement shall be in writing and shall be given by e-mail, by personal delivery, by United States registered or certified mail, or by a courier service with all delivery and postage charges paid. A notice shall be considered effective either (i) when delivered personally or via e-mail to the party for whom intended, (ii) upon delivery by an overnight courier service that is generally recognized as reliable, and the written records maintained by the courier shall be prima facie evidence of delivery, or (iii) on delivery (or attempted delivery) by certified or registered mail, return receipt requested, postage prepaid, as of the date shown by the return receipt; in any case addressed to such party as set forth below or as a party may designate by written notice given to the other party in accordance herewith. Any such communication intended for SMG shall be addressed:

**McCormick Place | SMG**

301 East Cermak Road

Chicago, Illinois 60616

Attention: Hilary Barker, Purchasing Manager

E-Mail: [hbarker@mccormickplace.com](mailto:hbarker@mccormickplace.com)

With a copy to:

**SMG**

300 Four Falls Corporate Center Conshohocken State Road

West Conshohocken, Pennsylvania 19428

Attention: Executive Director of Operations

Any such communication intended for Contractor shall be addressed to:

**[Insert Successful Proposer]**

Address

City, State, Zip

Attention:

E-Mail:

**28. Construction of this Agreement.**

**(a) Compliance with Laws.**

- (i) Contractor shall at its own expense comply with all federal, state and local laws, codes, ordinances and regulations applicable to this Contract and the Services whether by reason of general law or the specific Services required. Contractor shall pay all contributions, premiums, or taxes of whatever nature (including any interest or penalties) that are required of it under any federal, state or local laws arising out of the performance of this Contract.
- (ii) Contractor shall comply with applicable licenser or permit requirements and hold SMG harmless against any liability in connection with licenser, permitting, or taxes. Contractor shall obtain and pay for all permits, licenses, and fees which may be necessary for the prosecution and completion of its duties and obligations under the Contract, including royalties for playing, using, or delivering the Services. To the extent required, Contractor shall be duly licensed to operate in Chicago, Illinois. Contractor is liable to SMG for all losses, expenses, including attorney's fees, attributable to any acts of commission or omission by Contractor, its employees and agents, and sub-Contractors resulting from failure to comply with any federal, state or local laws, codes, ordinances or regulations including, but not limited to, any fines, penalties, or corrective measures.

- (b) **Applicable Law/Venue.** This Contract shall be governed by the laws of the State of Illinois. Any suit regarding this Contract or any alleged breach thereof shall be brought only in courts located in Chicago, Illinois, and the parties consent to the jurisdiction and venue of the courts located in the County of Cook, State of Illinois.
- (c) **Independent Contractor; No Partnership.** SMG and Contractor shall each be and remain an independent contractor with respect to all rights and obligations arising under this Agreement. Nothing herein contained shall make, or be construed to make, SMG or Contractor a partner of one another, nor shall this Agreement be construed to create a partnership or joint venture between and of the parties hereto or referred to herein.
- (d) **Singular and Plural.** Whenever the context shall so require, the singular shall include the plural, and the plural shall include the singular.
- (e) **Entire Agreement.** This Agreement constitutes the complete and entire agreement between SMG and Contractor, and supersedes any and all other communications or agreements, whether written or oral, between the parties hereto relating to the subject matter hereof.
- (f) **Force Majeure.** If any casualty or unforeseeable cause beyond the control of SMG, including, without limitation, acts of God, fires, floods, epidemics, quarantine restrictions, strikes, failure of public utilities, or unusually severe weather, prevents the performance of this Agreement by SMG, SMG is hereby released by Contractor from any damage so caused thereby.
- (g) **Severability and Waiver.**
- (i) The partial or complete invalidity of any one or more provisions of this Contract shall not affect the validity or continuing force and effect of any other provision. If any provision is invalid, in whole or in part, the provision shall be considered reformed to reflect the intent thereof to the greatest extent possible consistent with law.
  - (ii) The failure of either party to insist, in any one or more instances, upon the performance of any of the terms, covenants, or conditions of this Contract, or to exercise any right herein, shall not be construed as a waiver or relinquishment of such term, covenant, condition or right as respects further performance.
- (h) **Interpretation.** Headings of this Contract are for convenience of reference only and do not modify, define or limit the provisions thereof. Words of any gender shall be deemed and construed to include correlative words of the other genders. Words importing the singular number shall include the plural number and vice versa, unless the context shall otherwise indicate. All references to any exhibit or document shall be deemed to include all supplements and/or amendments thereto entered into in accordance with the terms of this Contract. All references to any person or entity shall be deemed to include any person or entity succeeding to the rights, duties and obligations of such person or entity in accordance with the terms of this Contract.

**IN WITNESS WHEREOF**, this Agreement has been duly executed by the parties hereto as of the day and year first written above.

SMG, AS AGENT FOR MPEA, OWNER OF  
McCORMICK PLACE,  
301 EAST CERMAK ROAD,  
CHICAGO, ILLINOIS 60616

[INSERT SUCCESSFUL PROPOSER]

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_