

**DEVELOPMENT ASSOCIATION OF ROCK ISLAND
2019 CLEAN AND SAFE PROGRAM
REQUEST FOR PROPOSAL**

RFP ISSUED APRIL 12, 2019

INCLUDED:

A. INTRODUCTION TO RFP

B. RFP SCHEDULE

C. PROPOSAL EVALUATION AND SELECTION CRITERIA

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SECTION A: RFP INTRODUCTION AND OVERVIEW

1. STATEMENT OF PURPOSE

The purpose of the Development Association of Rock Island (DARI) Clean and Safe Program is to make downtown Rock Island a thriving and competitive environment for recruiting and retaining businesses, employees, residents and visitors. To accomplish this, DARI utilizes sound business principles to deliver services that raise the overall standard of care and behavior in downtown's publicly owned right-of-way. Not replacing any services provided by the city and/or private property owners, the Clean and Safe services are additive and/or increased in frequency within the downtown district and delivered by contracting with third party vendors. Perceptions of downtown Rock Island as clean, safe and attractive are essential to its health, vitality and vibrancy.

DARI is requesting proposals from qualified vendors to continue and improve upon a long history of successfully delivering an enhanced level of clean & safe services to downtown Rock Island. Interested vendors should be prepared to think creatively about how to help DARI efficiently & effectively service a downtown district that continues to evolve and requires multiple services.

2. SCOPE OF SERVICE

This section sets forth the minimum requirements of the proposed services, along with other requirements the firm must satisfy in responding to this RFP. The vendor selected for the contract will be responsible for managing a comprehensive cleaning, safety and maintenance-based program for DARI. The list of proposed services is attached as **Exhibit A**.

Each firm is expected to provide all information necessary for the DARI board to evaluate the firm's ability to meet the minimum requirements as set forth below, including hourly rates and estimated total costs.

Each firm is expected to address the items listed below as they relate to the downtown Service Area (**Exhibit B**).

Each firm is expected to address its method for billing, including an itemization of anticipated time spent on services provided, along with associated equipment, materials and labor costs. The firm should include a sample billing format with the proposal. All billing proposed formats must provide for itemization of labor rates, time spent, and equipment/material costs.

3. SERVICE AREA

See the attached map of the downtown Rock Island service area boundaries (**Exhibit B**). It is composed of approximately 15 blocks. These blocks, distinctly diverse and economically mixed, exhibit a variety of uses and needs and varying levels and hours of pedestrian traffic. Due to the high level of service expected, it is strongly recommended that all vendors visit and study the downtown Rock Island area prior to submitting a proposal.

4. ONE CONTRACT/PARTNERSHIP IN BIDDING

The scope of work in the Clean and Safe Program is comprehensive and DARI shall award one contract for management and oversight of all functions. Vendors must have direct experience with both cleaning/maintenance and safety functions or may choose to partner with another firm that offers complementary services in order to provide the full spectrum of services required. If a partnership is established, vendor must name a primary contracting entity and designate the other as subcontractor.

SECTION B: RFP SCHEDULE

1. Proposal Submittal Information

Proposal Posted: April 12, 2019

Proposal Due: May 3, 2019

Board Approval: May 15, 2019

2. Please submit proposal to:

Development Association of Rock Island
Attention: Erik Hansen, Downtown Ambassador
100 19th St. Suite 109 Rock Island, IL 61201

Submit your proposal in pdf format to:

ehansen@growthcorp.org

C: PROPOSAL EVALUATION AND SELECTION CRITERIA

1. REQUIREMENTS

DARI will select the vendor which, in its sole judgment, is the most advantageous to the Clean and Safe program and which successfully demonstrates the qualities necessary to provide the services and meet the goals of the program. DARI will only consider proposals from vendors that have:

1. A preferred minimum of two years of experience operating a safety and/or cleaning and maintenance program in a Business Improvement District (BID), airport, shopping mall or campus used by the general public.
2. Background knowledge relating to the scope of work, demonstrated ability and experience of management and employees.
3. An understanding of the Clean and Safe mission and how to deliver services in a manner best suited to that mission.
4. The ability to perform contract responsibilities in a timely and cost effective manner and assume full operational capability beginning on April 12, 2019
5. The ability to respond to client concerns and resolve problems quickly and appropriately.
6. A minimum of two references where substantially similar services have been performed.
7. An insurance policy as defined in the attached insurance requirements (**Exhibit C**). By responding to this RFP and submitting a proposal for consideration, the firm acknowledges and certifies that he/she/it is aware of the insurance requirements and is able to acquire such a policy. Said policy shall be provided to the city by the firm prior to the execution of the contract.
8. Other criteria as determined, at the sole discretion of DARI.

2. REVIEW AND AWARD

Firms submitting proposals in response to the RFP will be given written notification of the results of the selection process. Finalists will be determined at DARI's sole discretion and will be invited to interview with a selection committee.

3. TERMINATION/REJECTION

DARI reserves the right, at its sole and absolute discretion to: a) reject any and all proposals submitted without negotiation or comment; b) accept any proposal as submitted without negotiation or comment; c) require revisions to, corrections of or other changes to any proposal submitted as conditions precedent to further consideration; d) select one or more proposals for negotiations; e) seek new proposals from new or existing vendors; and/or f) withdraw this RFP without notice.

This RFP document consists of an invitation to submit a proposal only. It is not a contract and creates no obligations or duties whatsoever to a firm or to the DARI.

4. FURTHER INFORMATION

Any questions or clarifications should be directed to:

Erik Hansen, Downtown Ambassador
Development Association of Rock Island
100 19th St. Suite 109 Rock Island, IL 61201
ehansen@growthcorp.org
(309) 794-6711

EXHIBIT "A"

MAINTENANCE SERVICES REQUIRED

1. GARBAGE CLEANUP

- Garbage is to be removed from streets, sidewalks, parking lots, alleyways and along all business entrances within the downtown Rock Island service area (**See map, Exhibit "B"**).
- Task to be performed each shift throughout the year.

2. WEEDING/MOWING

- Weeds are to be removed along sidewalks, curbs and businesses without the use of chemicals. Weed eaters, garden tools or by hand are the preferred method of remediation within the downtown Rock Island coverage area (**See map, Exhibit "B"**). Small areas of tall grass are to be mowed with the use of a push mower and/or weed eater.
- Task to be closely monitored and performed as needed, seasonally.

3. LEAVES/DEBRIS REMOVAL

- Leaves/tree debris/yard waste are to be removed along sidewalks, curbs, parking lots and businesses within the downtown Rock Island service area (**See map, Exhibit "B"**). Yard waste bags will be provided from the City, and a weekly pickup will be scheduled with The City of Rock Island Public Works.
- Task to be closely monitored and performed as needed, seasonally.

4. MONTHLY ACTIVITY REPORT

The firm will be required to submit an activity report by the end of each month. The report is expected to contain a **detailed, dated and photographed summary** of the following:

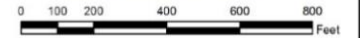
- **Special Areas of Concern** that have been addressed either by the firm or City of Rock Island.
- **Outstanding Issues** that have yet to be taken care of. This will include a brief description and pictures of damages, vandalism, areas of neglect interfering with safety or accessibility, etc.
- **Daily Tasks:** Employee hours for the month, resources used, average garbage removal by barrel per week, average yard waste bags filled per week, etc.

EXHIBIT "B" DOWNTOWN ROCK ISLAND COVERAGE MAP



Prepared By: City of Rock Island,
Community and Economic Development Department
Date: November 2015

City of Rock Island Aerial Map



Disclaimer: This map is not a substitute for an actual field survey or online investigation. The accuracy of the map is limited to the quality of the records from which it was assembled. The City of Rock Island makes no warranty concerning this information.

EXHIBIT “C”
INSURANCE REQUIREMENTS

(a) Required Coverages and Limits. Unless otherwise provided by franchise, license, or similar agreement, the selected entity shall secure and maintain the following liability insurance policies naming the Development Association of Rock Island, City of Rock Island, and its elected and appointed officers, officials, agents, and employees as additional insureds on the policies listed in paragraphs 1 and 2 below:

(1) Commercial general liability insurance, including premises-operations, explosion, collapse, and underground hazard (commonly referred to as “X,” “C,” and “U” coverages) and products-completed operations coverage with limits not less than:

- a. One million dollars (\$1,000,000) for bodily injury or death to each person;
- b. One million dollars (\$1,000,000) for property damage resulting from any one accident;
- c. One million dollars (\$1,000,000) for all other types of liability;
- d. Two million dollars (\$2,000,000) aggregate;

(2) Automobile liability for owned, non-owned and hired vehicles with a combined single limit of one million dollars (\$1,000,000) for personal injury and property damage for each accident;

(3) Worker’s compensation with statutory limits; and

(4) Employer’s liability insurance with limits of not less than one million dollars (\$1,000,000) per employee and per accident.

If the selected entity is not providing such insurance to protect the contractors and subcontractors performing the work, then such contractors and subcontractors shall comply with this Section.

(b) Excess or Umbrella Policies. The coverages required by this Section may be in any combination of primary, excess, and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following-form basis such that when any loss covered by the primary policy exceeds the limits under the primary policy, the excess or umbrella policy becomes effective to cover such loss. RIGHTS-OF-WAY AND PUBLIC

(c) Copies Required. The selected entity shall provide copies of any of the policies required by this Section to the Development Association of Rock Island within ten (10) days following receipt of a written request.

(d) Maintenance and Renewal of Required Coverages. The insurance policies required by this Section shall contain the following endorsement: “It is hereby understood and agreed that this policy may not be canceled nor the intention not to renew be stated until ten (10) days after receipt by the Development Association of Rock Island by registered mail or certified mail, return receipt requested, of a written notice addressed to the Downtown Ambassador of such

intent to cancel or not to renew.” Within ten (10) days after receipt by the Development Association of Rock Island of said notice, and in no event later than ten (10) days prior to said cancellation, the selected entity shall obtain and furnish to the Development Association of Rock Island evidence of replacement insurance policies meeting the requirements of this Section.

(e) Self-Insurance. A selected entity may self-insure all or a portion of the insurance coverage and limit requirements required by Subsection (a) of this Section. The selected entity that self-insures is not required, to the extent of such self-insurance, to comply with the requirement for the naming of additional insureds under Subsection (a), or the requirements of Subsections (b), (c) and (d) of this Section. The selected entity that elects to self-insure shall provide to the Development Association of Rock Island evidence sufficient to demonstrate its financial ability to self-insure the insurance coverage and limit requirements required under Subsection (a) of this Section, such as evidence that the selected entity is a “private self-insurer” under the Workers Compensation Act.

(f) Effect of Insurance and Self-Insurance on the selected entity’s Liability. The legal liability of the selected entity to the Development Association of Rock Island and any person for any of the matters that are the subject of the insurance policies or self-insurance required by this Section shall not be limited by such insurance policies or self-insurance or by the recovery of any amounts thereunder.

(g) Insurance Companies. All insurance provided pursuant to this section shall be effected under valid and enforceable policies, issued by insurers legally able to conduct business with the licensee in the State of Illinois. [All insurance carriers and surplus line carriers shall be rated "A-" or better and of a class size "X" or higher by A.M. Best Company.]