REQUEST FOR QUALIFICATIONS

Issued By

CITY OF PEORIA
PURCHASING DIVISION

PEORIA CITY HALL

419 FULTON ST * ROOM 108
PEORIA, ILLINOIS 61602
PHONE (309) 494-8507 * FAX (309) 494-8510

Sealed responses will be received at the Purchasing Office, Peoria City Hall, Peoria, Illinois until 5:00 PM December 16, 2022 for the goods or services described herein.

RFQ 46-22 Rehabilitation Contractors

*THIS IS A PUBLIC WORKS PROJECT AND WILL BE SUBJECT TO THE PREVAILING WAGE ACT*

Company Name ______________________________
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EXHIBIT A: BIDNET VENDOR REGISTRATION GUIDE
EXHIBIT B: SAMPLE CERTIFICATE OF INSURANCE

PLEASE SUBMIT THE FOLLOWING ITEMS WITH YOUR RESPONSE:
RFQ Responses that do not include all of these items will be considered non-responsive and will be rejected.

1. Completed and signed Request for Qualification (RFQ) packet.
2. Completed Experience Forms (Page 16 - 18)
3. Certificate of Insurance (Page 19)
4. Availability Statement (Page 19)
5. Documentation of Financial Capacity (Page 20)
6. Provide a statement on your company’s efforts to obtain a diverse workforce.
LEGAL NOTICE
Request for Qualifications

The City of Peoria is currently accepting proposals for the following goods or services:

REHABILITATION CONTRACTORS

RFQ # 46-22

Pre-bid meeting:

December 1, 2022 at 10:00 am
Peoria City Hall RM 110
419 Fulton St.
Peoria, IL 61602

Bids will be received until:

December 16, 2022 at 5:00 p.m.

At the following location:

Peoria City Hall -
Purchasing Division 419
Fulton St. Suite 108
Peoria, IL 61602

RFP documents and information may be obtained from the City of Peoria bid website at https://www.bidnetdirect.com/illinois/cityofpeoria
GENERAL INFORMATION

INTRODUCTION
The City of Peoria is currently accepting proposals from qualified vendors for **RFQ 46-22 Rehabilitation Contractors**.

PRE-BID MEETING
A pre-bid meeting will take place on **December 1, 2022 at 10:00 a.m.** at Peoria City Hall, 419 Fulton St. RM 110, Peoria, IL 61602.

PUBLIC WORKS PROJECT
This project is a Public Works Project and will be subject to Prevailing Wage Act. Please see "General Instructions to Proposers" for details regarding Prevailing Wage Act requirements and certified payroll requirement/procedures.

RFQ INFORMATION
Sealed proposals – one (1) original and three (3) copies – will be accepted by the City of Peoria, Purchasing Division, 419 Fulton Street, Room 108, Peoria, Illinois, 61602, until **5:00 p.m. on December 16, 2022**. Proposals shall be submitted in a sealed envelope or package with the RFQ title and RFQ number and marked on the outside. Please include your company name and return address on the outside of the envelope.

Proposals received after the stated date and time will not be considered. Faxed proposals will not be accepted. Proposals will be opened and publicly recorded immediately following the opening time.

AWARD OF RFQ
The RFQ will be awarded to the proposal that is in the best interest of the City, based on the given requirements and specifications. The City of Peoria reserves the right to award to either a single or multiple vendors. The City reserves the right to waive technicalities and accept the proposal that best suits its needs.

QUESTIONS*
All questions regarding this solicitation must be submitted in writing. Please submit at:

[https://www.bidnetdirect.com/illinois/cityofpeoria](https://www.bidnetdirect.com/illinois/cityofpeoria)

*Vendors may not contact any other City Departments or Staff with inquires regarding this RFP.*

Schedule of Events:

RFQ Issued.................................................................11/18/2022

Pre-Bid Meeting............................................................12/1/2022

  **Location:** Peoria City Hall RM 110
  419 Fulton St.
  Peoria, IL 61602

RFQ Opening..............................................................12/16/2022

Official contract award notification sent....................By 12/31/2022
GENERAL INSTRUCTIONS TO PROPOSERS

1.1 ACCEPTANCE OF PROPOSALS - The right is reserved, as the interest of the City may require, to reject any or all proposals and to waive any non-material informality or irregularity in the proposals received. All proposals will be in English. The City will award the proposals as described below or reject all bids within sixty (60) calendar days from the bid opening date.

1.2 ADDITIONAL COPIES OF SPECIFICATIONS - Proposers may secure additional copies of the RFP specifications from the City of Peoria’s [online bid platform](#).

1.3 REGISTERING ON BIDNET DIRECT - Proposers must register as a vendor on BidNet Direct to access RFP Documents. There is no charge to register. In order to complete registration go to the BidNet Direct website – click on “Vendor Registration” in the upper right corner of the page. Enter your company information, and when prompted, select the “Limited Access” option. If you have questions of problems while registering, please call the BidNet Support Team at 800-835-4603 for direct assistance.

1.4 ENVELOPE IDENTIFICATION - Proposers shall submit their response in a sealed envelope which shall be clearly labeled with the organization/individual name and address. Proposers should also indicate RFQ #46-22 Rehabilitation Contractors in the LOWER LEFT-HAND CORNER OF THEIR ENVELOPE.

1.5 MAILING OF PROPOSALS – One (1) original and three (3) copies of all responses are to be mailed or delivered to:

   Peoria City Hall – City Purchasing Manager
   419 Fulton St. Suite 108
   Peoria, IL 61602

1.6 CLOSING TIME - The RFP closing time will be based upon Central Standard Time or Central Daylight Time, whichever is in effect on the date the RFP is due.

1.7 WITHDRAWAL OF PROPOSALS - Proposers may withdraw their responses at any time prior to the RFP closing time by telephone, fax or written request. A telephone request must be confirmed in writing within 24 hours of the call and prior to closing time. No proposer shall withdraw their response for a period of sixty (60) calendar days from the RFP opening date. Negligence on the part of the proposer in preparing a response to the RFP confers no right of withdrawal or modification of a proposal after it has been opened. No proposal will be opened which has been received after the closing time specified in the RFP and it will be returned unopened to the proposer.

1.8 ALTERNATE PROPOSALS - The specifications describe the supplies and/or service, which the City feels are necessary to meet the performance requirements of the City. Proposers desiring to submit a proposal on items which deviate from these specifications, but which they believe to be equivalent, are requested to submit alternate proposals. However, ALTERNATE TENDERS MUST BE CLEARLY INDICATED AS SUCH AND DEVIATIONS FROM THE APPLICABLE SPECIFICATIONS PLAINLY NOTED. The proposal must be accompanied by complete specifications of the items offered.
1.9 **AWARD** - An award will be made to the (responsive and responsible) proposal that is determined to be in the best interest of the City. Responses will be scored according their conformity with specifications and their suitability to the requirements of the City and the delivery terms will be taken into consideration in making the award.

1.10 **PRICES** - Unit prices shall be shown for each unit on which there is a bid and shall include all packing, crating freight and shipping charges and cost of unloading supplies at destination unless otherwise stated in the bid response. All prices shall be stated in U.S. dollars. Unit prices shall not include any local, state, or federal taxes. In case of mistake in extension of price, unit price shall govern. All prices must be typewritten or written in ink. No erasures are permitted. Mistakes must be crossed out and corrections typewritten or written in ink adjacent there to and initialed in ink by the party signing the proposal or his authorized representative.

1.11 **SIGNATURES** - Each bid response must be signed by the bidder with his usual signature. Bids by partnerships must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and title of the person signing. Bid responses by corporations must be signed with the name of the corporation, followed by the signature and title of person authorized to bind it on the matter. All signatures must be in ink.

By signing and submitting the response to this document, the Vendor/Contractor/Consultant is certifying they have not been barred from bidding by Federal, State or Local governments and have not been suspended or debarred from receiving federal funding.

1.12 **INVESTIGATION** - Bidders shall make all investigations necessary to thoroughly inform themselves regarding the supplies and/or service to be furnished in accordance with the bid. No plea of ignorance by the bidder, of conditions that exist or that may hereafter exist because of failure or omission on the part of the bidder to make the necessary examinations and investigations, will be accepted as a basis for varying the requirements of the City or the compensation to the bidder.

1.13 **SAMPLES** - Samples of items, when required, must be submitted within the time specified and at no expense to the City; and if not destroyed in testing, they will be returned at the bidders request and expense. Samples, which are not requested for return within thirty (30) days, will become the property of the City.

1.14 **RESPONSES** – A response is requested of all bidders even if it is a “no bid.” Do not include any personal information such as social security numbers that the bidder wishes to keep confidential.

1.15 **BID PROCESS** – This process does not obligate the City to award a contract, or pay any cost incurred by the Vendor/Contractor/Consultant responding to this request. The City reserves the right to accept or reject any or all statements received because of this request. All information submitted in response to this request will become the property of the City.

Please be aware that it is the City’s policy to not compensate a Bidder for any time or expenses incurred during the selection and negotiation processes.
1.16 EQUAL EMPLOYMENT OPPORTUNITY (EEO) – To be awarded a contract all Suppliers, Vendors and Contractors to the City of Peoria must be registered in the City of Peoria’s Contract Compliance Program and have a current EEO Certification number. This program is unrelated to any State and Federal program.

EEO certification is secured by completing and submitting, under notary seal, an Employer Report Form CC-1 (with required sexual harassment policy attached) to the City’s Equal Opportunity Office. Please note the Certificate of Compliance is valid for one (1) year and must be renewed annually. The CC-1 form can be downloaded from the City’s website at http://www.peoriagov.org/equal-opportunity/ under Equal Opportunity – Forms and Downloads. The forms can also be obtained by writing or calling:

City of Peoria
Equal Opportunity Office
419 Fulton Street
Peoria, IL 61602
(309) 494-8530 Voice
(309) 494-8532 TTY

In accordance with Chapter 17 of the Peoria Municipal Code, a fifty-dollar ($50.00) processing fee will be charged with each original submission of the Employer Report Form CC-1 that results in an approved certificate as well as the Annual Renewal Application. The only exception to payment of the processing fee is neighborhood associations.

Although all vendors are encouraged to obtain Equal Employment Opportunity Certification, vendors do not need an Equal Opportunity Certification to respond to a bid. The EEO Certification Number is only required prior to the award of the contract.

1.17 GOOD FAITH EFFORTS REQUIREMENTS (projects exceeding $50,000)

Minority/Women Business Enterprise (M/WBE) Utilization – Bidders must demonstrate that they made good faith efforts to meet participation goals. Documentation supportive of their good faith efforts to utilize M/WBEs must be submitted at the time of bid. For details on what records, see M/WBE Participation Requirements for Good-Faith Efforts, Section III.

Compliance Reporting Minority/Female Worker Utilization - The General Contractor and its subcontractors must provide to the City of Peoria documentation on their good faith efforts to comply with the workforce participation goals. This would include, but not limited to, weekly certified payroll reports. All information will be provided through ePrismSoft, an electronic web-based compliance tracking software. Access to ePrismSoft has been furnished by the City of Peoria. To activate access the General Contractor and subcontractors must register at www.eprismsoft.com. Use the help page, which is accessible before logging in, to get started. If needed, contact the Contract Supervisor for help.
1.18 PREVAILING WAGES – Work related to this RFQ may be subject to prevailing wage law.

Work under some contracts will obligate the Contractor and Subcontractors not to discriminate in employment practices. Provisions of the Prevailing Wage Act, 820 ILCS 130/0.01 et. seq., may apply to this project. Additional information can be obtained by calling 217/782-6206. Applicable prevailing wage rates can be found at the Illinois Department of Labor website or by clicking this link:  https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/current-prevailing-rates.aspx. Also applicable to this project are project provisions of the Employment of Illinois Workers on Public Works Act, 30 ILCS 570/0.01 et. seq., which requires that Illinois residents of 30 days or more be hired for Public Works Projects and improvements if the State Unemployment rate exceeds 5% for two (2) consecutive months.

During the term of the awarded contract or if work continues, whichever is longer, and on a monthly basis, the Contractor shall submit in person, by mail or electronically, a certified payroll to the Designated Representative of the City of Peoria. The certified payroll shall consist of a complete copy of the following records: a list of all laborers, mechanics, and other workers employed by them to perform the work hereunder. The records shall include the following information for each worker:

- name
- address
- telephone number when available
- social security number
- classification or classifications
- the hourly wages paid in each pay period
- the number of hours worked each day, and
- the starting and ending times of work each day.

The certified payroll shall be accompanied by a statement signed and sworn to by the Contractor or subcontractor which avers that:

1. such records are true and accurate
2. the hourly rate paid to each worker is not less than the general prevailing rate of hourly wages required by the Prevailing Wage Act (820 ILCS 130/0.01 et.seq.), and
3. the Contractor or subcontractor is aware that filing a certified payroll that he or she knows to be false is a Class B Misdemeanor.

Upon two (2) business days’ notice, the Contractor and each subcontractor shall make available for inspection the records identified above to the City, it officers and agents.
CONTRACT TERMS

A. **TAXES** - The City is exempt, by law, from paying State and City Retailers Occupation Tax, State Service Occupation Tax, State Use Tax and Federal Excise Tax. The City will execute tax exemption certificates whenever required. The unit prices should be exclusive of all taxes. In the event the unit price includes taxes, the bidder must show the amount of tax included in the unit price.

B. **PERFORMANCE BOND** – A performance bond is not required for this RFQ, but may be required once work is awarded.

C. **PAYMENT BOND (For Construction Contracts)** – A payment bond is not required for this RFQ, but may be required once work is awarded.

D. **CITY’S AGENT** - The City of Peoria’s Purchasing Manager or his designee shall represent and act for the City in all matters pertaining to the RFP and contracts in conjunction thereto.

E. **PATENTS** - The successful bidder agrees to protect, defend, and save the City harmless against any demand for payment for the use of any patented material process, article or device that may involve the manufacturer, construction or form a part of the work covered by the contract.

F. **HUMAN RIGHTS ACT** - The contract will be subject to and governed by the rules and regulations of the Illinois Human Rights Act 775ILCS5/1-101 et seq. and as amended. And the provision of Chapter 775 of the Illinois Compiled Statutes 5/2-105 on Sexual Harassment policies.

G. **NON-COLLUSION** - With the executing of this bid the Bidder is certifying to non-collusion in the preparation and submittal. The bid must be properly executed upon submission, or it may not be considered for acceptance.

H. **DEFAULT** - In case of default by the contractor, the City will procure the articles services from other sources and hold the contractor responsible for any excess cost incurred.

I. **CANCELLATION** - The City reserves the right to cancel the whole or any part of the contract, if the contractor fails to perform any of the provisions in the contract or fails to make delivery within the time stated. The cancellation notice will be written and delivered by certified mail to contractors address on record. In the event the contract is canceled, the vendor may be declared an irresponsible vendor by the City Manager and as a result may be disqualified from doing business with the City for the period of one year in accordance with Section 10-102 of the Peoria City Code. The contractor will not be liable to perform if situations arise by reason of strikes, acts of God or the public enemy, acts of the City, fires or floods.

J. **PRICES SPECIFIED** – The successful bidder agrees to furnish the material or services according to the City’s plans, specifications, and conditions and at prices specified.

K. **BID-RIGGING OR BID-ROTATING** - By the signing of this bid, the Bidder is certifying that the company is not barred from bidding because of a conviction for the violation of State of Illinois laws prohibiting bid-rigging or bid-rotating per Public Act 720ILCS, Section 5-33E- 3 and 5/33E-4.
L. **DELINQUENT PAYMENT** - By signing this bid, the Bidder is certifying that the company is not delinquent in the payment of any indebtedness, tax, fee, liens, fines owed or accruing to the City of Peoria or in the payment of any tax administered by the Illinois Department of Revenue and is in compliance with the terms and conditions of Section 10-109 of the Peoria City Code; and Chapter 65 of the Illinois Compiled Statutes, Section 5/11-42.1-1.

M. **INSURANCE** – The successful Bidder shall obtain, at its own expense, all necessary insurance regarding its fiduciary responsibility to the City of Peoria. Said Bidder shall indemnify and hold harmless the City of Peoria, its officials, officers, directors, employees, heirs and assigns from any and all actions, claims, demands or suits at law or equity for damages, costs, loss or other injury as a result of the contract. The City does not assume any liability for acts or omissions of contractor and such liability rests solely with contractor. The contractor and all subcontractors shall secure and maintain such insurance policies as will protect the contractor or subcontractors from claims for bodily injuries, death or property damage which may arise from operations under this Contract whether such operations be by contractor, or anyone employed by contractor directly or indirectly. The following insurance policies are required:

a. **Commercial General Liability** - (See Rehab Contractors Handbook for official requirements)
   
i. $1,000,000 combined single limit per occurrence for bodily injury, and property damage and $1,000,000 per occurrence for personal injury.
   
ii. The City of Peoria, and its officers, officials, employees, agents, and volunteers, are to be named and covered as additional insureds as respects: liability arising out of the contractor’s work, including activities performed by or on behalf of the contractor; products and completed operations of the contractor; premises owned, leased, or used by the contractor, or automobiles owned, leased, hired or borrowed by the contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City of Peoria and its officers, officials, employees, agents and/or volunteers.
   
iii. The contractor’s insurance coverage shall be primary and non-contributory as respects the City of Peoria and its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the City of Peoria and/or on behalf of its officers, officials, employees, agents and/or volunteers shall be excess of contractor’s insurance and shall not contribute with it.

b. **Commercial Auto** - (See Rehab Contractors Handbook for official requirements)
   
i. $1,000,000 combined single limit per occurrence for bodily injury, and property damage and $1,000,000 per occurrence for personal injury.

c. **Workers Compensation Insurance** – (See Rehab Contractors Handbook for official requirements)
   
i. Such coverage as required by the Workers’ Compensation Act of the State of Illinois with coverage of statutory limits and Employers’ Liability Insurance with limits of $500,000 per accident.
d. **Certificates of Insurance** – (See Rehab Contractors Handbook for official requirements)

i. Certificates of insurance acceptable to the City indicating insurance required by the Contract is in force shall be filed with the City prior to contract approval by the City. These certificates shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior written notice has been given to the City.

N. **PRECEDENCE** - Where special conditions are written in the specifications, these conditions shall take precedence over any conditions listed under the “Instructions to Bidders.”

O. **GOVERNING** – This contract will be governed by the laws of the State of Illinois. The Contractor/Vendor agrees that Chapter 10 of the Code of the City of Peoria is hereby incorporated by reference, as if set out verbatim.”

P. **AFFIRMATIVE ACTION REQUIREMENTS** - “The Contractor/Vendor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual harassment, ancestry, national origin, place of birth, age or physical or mental handicap(s) which would not interfere with the efficient performance of the job in question. The Contractor/Vendor will take affirmative action to comply with the provision of this division and will require any Subcontractor to submit to the City written commitment to comply with this division. The Contractor/Vendor will distribute copies of this commitment to all persons who participate in recruitment, screening, referral and selection of job applicants, prospective job applicants, member or prospective Subcontractors.”

   a. The Contractor/Vendor agrees that the provision of Division 4 of Article III of Chapter 17 of the Code of the City of Peoria is hereby incorporated by reference, as if set out verbatim.”

Q. **EMPLOYEE EMPLOYMENT RESTRICTIONS** – The Contractor agrees, as a condition of accepting this contract with the City of Peoria, that, for a period of one (1) year following completion of this contract, it shall be prohibited from hiring, directly or indirectly, any City employee or official who was involved, directly or indirectly in: (1) the selection and/or recommendation to select the Contractor for performance of this contract; (2) coordinating the efforts of the Contractor in the consummation or completion of this contract; or (3) monitoring or determining the performance of the Contractor. The Contractor further acknowledges and agrees that, upon the City’s determination that a violation of this provision has occurred, the penalty imposed, at the sole discretion of the City, may include one or more of the following: (1) cancellation of any other contract(s) between the City of Peoria and the Contractor; (2) disqualification of the Contractor from bidding or being awarded future contracts with the City of Peoria for a period of two (2) years; and/or (3) payment of liquidated damages to the City of Peoria in the amount of Twenty-Five Thousand Dollars ($25,000.00). This does not apply to any City Employee involved in the 2011-12 reduction in force; nor does it apply to parties taking the Early Retirement Incentive offered by the City from November 1, 2011 through November 1, 2012.
R. **LOCAL PURCHASING** - For purchases of $10,000.00 or greater, if:

a. The lowest bidding local vendor is a responsible bidder; and

b. The lower-bidding responsible bidders are not local vendors; and

c. The lowest bidding local vendor’s bid is higher than the non-local vendor by no more than three (3) percent, then that local vendor should be considered the lowest responsible bidder.

d. In case of a dispute regarding the application of this provision, the decision of the City Manager or the Purchasing Agent acting for him/her shall be final. For purposes of this subsection, a local vendor shall be one that sells goods or services to the public, either retail or wholesale, and owns or leases a physical, commercial business location, with on-site staffing and regular business hours, within the corporate limits of the City of Peoria, Illinois. The provisions of this subsection shall not be applied to a contract if the funding source prohibits local preference by law, rule or regulation.

S. **REFERENCE** - All the contract terms shall be incorporated by reference into any written contract.
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REQUEST FOR QUALIFICATIONS (RFQ)

Housing Rehabilitation Contractors

FOR THE CITY OF PEORIA

NOVEMBER 2022

CITY OF PEORIA
419 FULTON ST. ROOM 108
PEORIA, IL 61602
(309)494-8582
(309)494-8510 (FAX)
WWW.PEORIAGOV.ORG
NOTICE OF REQUEST FOR QUALIFICATIONS (RFQ)
FOR THE SELECTION OF EXPERIENCED HOUSING REHABILITATION
CONTRACTORS

STATEMENT OF PURPOSE

The purpose of this process is to solicit qualifications from experienced housing rehabilitation contractors for the City of Peoria.

OVERVIEW

This program will include the rehabilitation of houses in the City of Peoria. The experienced contractor would be expected to function as the general contractor for each job.

QUALIFIED CONTRACTORS

Selection of contractors will be determined based on the response of the specific criteria outlined therein.

BIDDING OPPORTUNITY

This RFQ allows for new Contractors to be added to the existing Contractor List for housing rehab projects in subsequent funding years. Each housing rehab project will be put out to bid to the Contractor List.

Contractors may only work on one job at a time (unless they have more than one crew); and may not bid again until they are substantially finished with the current job. The City anticipates that funds will be available in subsequent years for the same type of programming.

The specific Contractor requirements are found in the body of this RFQ document.
I. HOUSING REHABILITATION EXPERIENCE

Qualified contractors must demonstrate experience in housing rehabilitation.

Please list three (3) past general projects.

1. Project Name:
2. Project Location (Address, City, State):
3. Date of Completion:
4. Total Cost of Rehabilitation Work Performed:

5. Work was performed at the request of (please check):
   ___Homeowner   ___City of Peoria   ___Other (please list)_________________

6. Please provide contact information for the entity selected above (#5):
   a. Contact Name:
   b. Contact Address:
   c. Contact Phone Number:

7. Describe in detail the specific work performed:

1. Project Name:
2. Project Location (Address, City, State):
3. Date of Completion:
4. Total Cost of Rehabilitation Work Performed:

5. Work was performed at the request of (please check):
   ___Homeowner   ___City of Peoria   ___Other (please list)_________________

6. Please provide contact information for the entity selected above (#5):
   a. Contact Name:
   b. Contact Address:
   c. Contact Phone Number

7. Describe in detail the specific work performed:
I. HOUSING REHABILITATION EXPERIENCE (CONTINUED)

1. Project Name:
2. Project Location (Address, City, State):
3. Date of Completion:
4. Total Cost of Rehabilitation Work Performed:
5. Work was performed at the request of (please check):
   ___Homeowner  ___City of Peoria  ___Other (please list)_________________
6. Please provide contact information for the entity selected above (#5):
   a. Contact Name:
   b. Contact Address:
   c. Contact Phone Number
7. Describe in detail the specific work performed:

II. DEMONSTRATED CAPACITY

Qualified contractors must have the capacity to perform housing rehabilitation activities. Contractors must provide all applicable license and certifications for work they are qualified to perform.

Please supply a general information statement that briefly describes the contracting firm’s background, size, projects, scope, and nature of service (brochures and other marketing material can be included).
DEMONSTRATED CAPACITY (CONTINUED)

List all specific equipment for work you are qualified to perform.

1. ________________________________________________________________
2. ________________________________________________________________
3. ________________________________________________________________
4. ________________________________________________________________
5. ________________________________________________________________

Please list the number of employees and subcontractors that may be assigned to the proposed work and include a copy of all active trade licenses.

Number of employees: __________
Number of contractors: __________

List all applicable licenses/certifications.

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
III. CONTRACTOR INSURANCE

Qualified contractors must possess the following insurance. Please submit a copy of insurance declarations. A certificate of insurance, with the City of Peoria named as additionally insured, must be issued in the below-stipulated amounts before placement on the contractor list and before bid awarding.

<table>
<thead>
<tr>
<th>POLICY</th>
<th>BODILY INJURY</th>
<th>PROPERTY DAMAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Liability</td>
<td>$1,000,000</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Automobile Liability</td>
<td>$250,000/$500,000</td>
<td>$250,000</td>
</tr>
<tr>
<td>Workmen’s Compensation</td>
<td></td>
<td>Statutory requirement and employers liability of not less than $100,000 per person.</td>
</tr>
<tr>
<td>City Named as additional insured on policy.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pollution Liability Insurance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IV. TIMELINE/AVAILABILITY

Please describe your proposed work schedule including a list of designated employees for a residential rehabilitation project located in the City of Peoria. For contractors not located in the Peoria area, please be specific regarding your actions to identify and coordinate employees and/or subcontractors (use additional pages as needed).
V. FINANCIAL CAPACITY

Qualified Contractors must have the ability to obtain secured finances prior to any contract award:

- Performance bond with attached payment bond.

Please provide information on your current financial capacity. This may include any agreements with financial institutions and home improvement stores with whom you have accounts. (List on a separate sheet)

VI. EQUAL EMPLOYMENT CERTIFICATION (EEO)

Any entity providing a good or service to the City of Peoria must obtain an EEO Certification number issued by the City of Peoria. All qualified contractors will be required to obtain this number prior to any contract awards. To apply, please contact the City of Peoria, Equal Employment Opportunity Office at 419 Fulton St., Ste 403, Peoria, IL 61602, (309)494-8530.

VII. RFQ EVALUATION AND SELECTION

The City of Peoria, Community Development Department and Purchasing Division will evaluate all submitted Requests for Qualifications and make a selection based on the responses. Successful candidates will have submitted all required documents and completed each category outlined therein.

All RFQ submittals must be received by The City of Peoria between 8:00 am Monday, December 12 and Friday, December 16, 2022 5:00 pm. Please submit one [1] clearly marked original and [3] copies to the contact person listed in the Submission Requirements section below.

a) The City of Peoria will select the contractor(s) most qualified in terms of actual demonstrated experience, knowledge, and perceived benefit to the City’s objectives.

b) Contractors must meet the requirements of this RFQ.

VIII. SUBMISSION REQUIREMENTS AND DEADLINE

Please submit one (1) clearly marked original RFQ and (3) copies to the following address:

The City of Peoria
Purchasing Division
Finance Department
419 Fulton St., RM 108
Peoria, IL 61602
(309) 494-8507
All proposals submitted in response to this solicitation must be received by 5:00 p.m. (Central Standard Time), **Friday, December 16, 2022** by mail or hand-delivery. Faxed transmissions will not be accepted. The City of Peoria will not consider any responses received after the date and time indicated above. All submissions become the property of The City of Peoria and will not be returned.

**Each Submission to include:**

1. Completed and signed Request for Qualification (RFQ) packet.
2. Completed Experience Forms (Page 12 and 13)
3. Certificate of Insurance (Page 15)
4. Availability Statement (Page 15)
5. Documentation of Financial Capacity (Page 15)
6. Provide a statement on your company’s efforts to obtain a diverse workforce.
7. Contractor Profile and Application.

**IX. GENERAL CONDITIONS**

The City of Peoria reserves the right to reject any or all proposals and to waive any informalities in the proposal process.

The City of Peoria reserves the right to make an award based solely on the proposals or to negotiate further with one or more contractors. **Past performances with the City of Peoria will also attribute to the validity of the contractors proposal.** The City’s decision is final; there is no appeal process.

The contractor shall be required to carry and submit for approval evidence of Workers’ Compensation, professional liability insurance, occurrence basis policy and errors and omissions insurance in the amount of $1,000,000 carried with an A-rated company as rated by Best.

The City of Peoria reserves the right to terminate the contract for unsatisfactory performance or such other justifiable causes. In the event the contractor is performing unsatisfactorily, a thirty-day (30) prior written notice shall be given to rectify any outstanding issues concerning the contract with the option of termination for causes such as loss or reduction in availability of funding.

The contractor shall retain all required records for three (3) years following the date of expiration and all other pending matters are closed and shall provide access to the City at no charge during that period.

The contractor shall protect, defend, indemnify, and save harmless The City of Peoria against any and/or all claims that may result or arise from performance of this contract.

In accordance with federal regulations, The City of Peoria requires a drug-free workplace. The contractor shall require all employees sign copies of the notice to honor and abide by the requirements of the Drug Free Work Place Act. Signed copies must be maintained for every employee.
In order to comply with the law and provisions of the Immigration and Reform and control Act of 1986, the vendor must verify that all its employees are United States citizens or aliens authorized to work in the United States.

The contractor shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C 327 - 330) as supplemented by the Department of Labor Regulations (29 CFR Part 5).

The contractor shall provide access to any books, documents, papers, and records that are directly pertinent to contract services for the purpose of making audit examination, excerpts and transcriptions at no charge. Such access shall be made to The City of Peoria, U. S. Department of Housing and Urban Development officials, Comptroller General of the United States, or any of their duly authorized representatives.

All accepted rehabilitation contractors will perform all work according to the REHAB CONTRACTOR’S HANDBOOK. (Handbook Attached)

Please fill out the Contractor Profile and Application in the Handbook and return with the RFQ.
This Page Intentionally Left Blank
Thank you for your interest in becoming one of the City’s Housing Rehab Contractors. The Grants Management Division depends upon the skills and attitudes of our contractor partners for its continued success.

The purpose of the handbook is to:

1. Establish requirements for becoming a housing rehab contractor with the Grants Management Division.

2. Describe the Standard Procedures and Contracting Norms to be used while working on properties financed by the Grants Management Division’s home improvement programs.

All holders of this handbook are expected to familiarize themselves with the HUD Guidelines and to follow the procedures, instructions, and standards contained, which will lead to high quality work and efficient operation.

When new procedures are developed and changes are made to current procedures, copies will be issued for inclusion in the handbook to all contractors on our mailing list.

If you have any questions concerning our procedures, please contact the Grants Management Division at (309) 494-8656.
Contents:

1. Requirements to be a Housing Rehab Contractor for the Grants Management Division
2. Standard Procedures
3. Contracting Norms
4. Mailing List Standards
5. Disbarment Policies
6. Contractor’s Profile and Acceptance
1. REQUIREMENTS TO BE A REHAB CONTRACTOR FOR THE COMMUNITY DEVELOPMENT DIVISION

Basic Requirements:

To be able to participate in the Grants Management Division’s bidding process, a General Contractor must:

a) Submit a Contractor’s Profile Form (attached) which provides information regarding company structure, financial references, name of insurance carrier(s) for commercial General Liability, Auto and Workers Compensation coverage, LEAD Liability (POI) Rider (if applicable), names of principle suppliers, work specialties, and work references.

b) Submit proof of insurance and be able to provide a Performance Bond with an attached payment bond for the full amount of the contract prior to performing any housing rehabilitation job. Housing rehab projects less than $50,000 are exempt from the Performance Bond requirement.

c) Possess “tools of the trade” which include basic contracting tools, and vehicle for transporting materials, tools and accessing the property.

d) Have an acceptable past performance record.

Insurance Requirements:

The Contractor shall be required to carry insurance covering Workers’ Compensation and Public Liability Insurance, and LEAD Hazard Liability Insurance (POI) in accordance with all State and Federal requirements (only if lead abatement work is to be performed.) The Contractor shall furnish a Certificate of Insurance showing same to be in effect before signing a contract. The following insurance requirements shall apply to the successful firm for the duration of the contract.

Worker’s Compensation Insurance – Covering all employed persons engaged in work under this contract to the full statutory limits stipulated in the Illinois Workmen’s Compensation Act.

Comprehensive general liability insurance shall be required of the successful firm. Liability limits shall provide for at least $100,000 per occurrence and $1,000,000 aggregate per year. The insurance form must be written on an occurrence basis. Policies written on a claims made basis shall be unacceptable and will postpone execution of the contract until such time that the proper form of insurance is obtained. The City of Peoria shall be added as an additional insured on the comprehensive general liability policy. A certificate of insurance showing the additional named insured will be required within seven days following the award of the contract.
Commercial vehicle insurance – Minimum limits as follows:

(BI) Bodily Injury   $250,000 per occurrence
(BI) Bodily Injury   $500,000 aggregate
(PD) Property Damage $250,000

The above requirements should not be interpreted to limit the liability of the Contractor under this Contract.

A thirty day cancellation clause with notice to the City of Peoria shall be included; words modifying the cancellation clause such as “endeavor to” provide notice will be unacceptable and must be stricken.

It shall be the Contractor’s responsibility to provide or require similar insurance for each subcontractor. At the discretion of the Grants Management Division, the contractor will provide evidence that each subcontractor carries such insurance in like amount prior to the time a contract is signed.

**Performance Bond:**

The contractor shall provide a performance bond with an attached payment bond for the full contract amount, for housing rehab projects over $50,000, to the City of Peoria before a contract with the homeowner is signed. The performance bond shall be written by an insurance or surety company licensed to do business in the State of Illinois. The performance bond shall be kept in full force and effect until such time that the work specified in the contract has been fully completed and a final inspection has been made by Grants Management Division. Housing rehab projects less than $50,000 are exempt from the Performance Bond requirement.
2. STANDARD PROCEDURES

Contractor Selection Process:

Bids on rehabilitation projects will be requested from Contractors upon invitation from the City of Peoria.

The bid package will be prepared by the City of Peoria Grants Management Division and will include an invitation for bids, requirements for insurance, Equal Employment Opportunity registration, applicable licenses, instructions to bidders, and a work scope detailing the work to be done, compiled by a Community Services Inspector with the Grants Management Division.

A bid opening will be held and submitted bids are reviewed by City staff. The contract will be awarded by the City to a responsible bidder submitting a bid that falls within acceptable budget guidelines. The following criteria will be used to determine the responsibility of a bidder: responsiveness to the bid specifications, qualifications of the bidder; and references, including any performance history on other contracts held with the City of Peoria.

Bidding:

1. The Contractor is ultimately responsible for the bid and its contents, which encompasses the entire project. This includes site familiarity, inspection and review of the work write-up items, measurements and quantities as well as those listed by any subcontractor within the bid document.

2. Return the completed proposal to the City of Peoria Grants Management Division, Room 300 City Hall prior to the deadline established.

3. The Grants Management Division accepts all bids submitted by contractors on the City’s Contractor List within the required deadline. The bids are then tabulated by the City staff for review. The bids are tabulated and a contractor is selected based on the lowest and most responsible bidder. City staff will then prepare a Property Owner/Rehab Contractor Agreement and General Conditions for the homeowner and contractor (if applicable). City staff will issue a Notice to Proceed to the contractor, monitor rehabilitation work, and assist in coordination with the homeowner.

Contract Documents:

1. Work Scope – The work scope is prepared by the Grants Management Division’s staff who inspected the property. It identifies mandatory work items that must be included in the Contractor’s proposal as well as other Homeowner requested improvements (if applicable). The work is specified according to the priority schedule below:
   a. Minimum Property Standard Violations;
   b. Lead Hazard Reduction;
2. **Bid Proposal Form** – Complete this form showing both the itemized and the total bid price for the work, dollar amount of items that require a building permit, and any subcontractor information and license numbers (if applicable).

3. **Program Rehab Standards** – All work must conform to current City of Peoria Building Codes and Minimum Property Standards. The contractor’s workmanship and performance are subject to evaluation and acceptance by the Homeowner and City staff. Any disputes will be mediated by Grants Management Division. Failure to maintain an acceptable level of performance and quality of work will result in disbarment from future rehab work.

Rehabilitation Agreement:

The Grants Management Division will prepare the Property Owner/Rehab Contractor Agreement and General Conditions. The Agreement is between the Homeowner, the City and the Contractor and will be executed at the pre-construction conference. This conference will permit the Homeowner, the Contractor, and the Grants Management Division to review the work write-up and contract documents.

Colors Selection:

It is the responsibility of the Contractor and the Homeowner to discuss and make final color selections for items being replaced on the property and document all choices in writing.

Lead Hazard Reduction:

Currently for all of the projects in (housing built before 1978) the City assumes that all painted surfaces contain lead-based paint. Therefore, all work performed on painted surfaces must conform to lead-safe practices and be completed by either State of Illinois Lead Licensed Contractors or workers who have passed a HUD approved lead safe work practices course or workers who are supervised by a licensed supervisor. Proof of current licenses should be submitted with bids. A Contractor may sub out this work to another contractor who has any of these current licenses. These guidelines are in accordance with Illinois Department of Public Health Lead Rule and HUD regulations.

Clearance Examinations:

If lead abatement work is performed the contractor is responsible for making sure that the work site is cleaned to obtain the necessary clearance levels. Cleaning includes removal of visible debris and dust by a HEPA vacuuming and wet cleaning as recommended in the HUD guidelines. Attaining clearance dust lead levels, by laboratory analysis and reporting, demonstrates that the work site has been
cleaned of lead hazards to a level below the thresholds of 40 ug/ft.2 on floors; 250 ug/ft.2 on interior sills and 400 ug/ft.2 on exterior walls.

Notice to Proceed:

The Notice to Proceed is issued by the Grants Management Division department and authorizes the Contractor to begin work. The notice also indicates when the work is to start and when it is to be completed.

Permits:

The General Contractor or subcontractors are responsible for obtaining a) all permits required to complete the work item list, prior to starting construction on those items and b) any required Building Department inspection sign-offs during the rehabilitation. Evidence of permits and final inspections shall be made available to Grants Management Division upon demand.

Required Progress Inspection:

The Homeowner is expected to monitor the day-to-day progress of the job. However, the City Community Services Inspector will be required to make an inspection when the contractor submits an Invoice for Payment. The Homeowner may also request the Community Services Inspector to inspect work on an as needed basis.

Payment Procedures:

When the Contractor has progressed enough on the job, usually at 30, 60, 90% and final intervals, the Contractor can request a progress payment from the City (if applicable). The City staff will make a progress inspection. Once approved by all parties, payment will be made by the City in approximately 30 days.

Prior to any payment authorization, the Grants Management Division will collect lien waivers from the Contractor and all subcontractors for which payment is requested. Grants Management Division will NOT provide “advance “money or authorize payment for items which are not completed or properly installed with the exception of “rough in” installations of plumbing, electrical or mechanical systems.

Warranty:

The Contractor will be required to provide a twelve (12) month warranty, from the date of the last payment, on all materials and workmanship that were completed under the contract.
3. **CONTRACTING NORMS**

**Resolving Disputes:**

The Property Owner/Rehab Contractor Agreement is between the City, Homeowner and the Contractor. City staff will attempt to clarify misunderstandings and negotiate disputes between the Homeowner and the Contractor.

**Disbarment:**

If the Contractor fails to comply with the program requirements, or in the judgment of Grants Management Division does not perform satisfactory work, he/she will be disqualified from the program and unable to secure a Rehabilitation Agreement. The reasons for disqualification include, but are not limited to:

1. Failure to perform work in a workmanlike manner.
2. Failure to complete a contract or failure to make every attempt to fulfill the contractual obligations.
3. Failure to honor an approved bid.
4. Failure to maintain a professional working relationship with the Homeowner or Grants Management Division.
5. Failure to comply with all the requirements of the Property Owner/Rehab Contractor Agreement and related documents.
6. Discrimination against, or denial of employment to, any individual in the performance of any rehabilitation contract on the grounds of race, color, national origin, age, sex, handicap, belief or political affiliation, in violation of Title V and VII of the Civil Rights Act (A2 USC2000d) and the Age Discrimination in Employment Act (29 USC 794).
7. Collusion between the Homeowner, Contractor, or other party involving kickbacks, mutual effort to fix a bid, or to defraud any party in violation of a local, state or federal law.
8. Misrepresentation of a payment request.
9. Other causes of action as outlined in the Contractor Disbarment Policies.
10. If contractor is placed on state and/or federal disbarment contractor lists. (EPLS)

**Equal Opportunities:**

The Contractor shall take affirmative action to ensure that employees and applicants for employment are treated without regard to their race, color, religion,
sex, national origin, age, or disability. Such actions shall include but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor also agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth provisions of this non-discrimination clause.

In all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, or disability.

The Contractor shall comply with the provisions of Federal Executive Order 11246 of 1965 as amended by Federal Executive Order 11375 of 1967 and the Equal Employment Opportunity Act of 1972. The Contractor may be requested to furnish information and reports requested by Community, Planning and Development Division of the U.S. Department of Housing and Urban Development to ascertain compliance with such rules, regulations or requests, or with this non-discrimination clause.

Contractors must be registered in the City of Peoria’s Contract Compliance Program and have a current EEO Certification number. EEO forms can be obtained by writing or calling the City of Peoria, Equal Opportunity Office, 419 Fulton St., Ste 403, Peoria, IL 61602, (309) 494-8530.

Required Registrations

The General Services Administration (GSA), a federal agency, is required by the Federal Acquisition Regulation (FAR) to compile and maintain a list of parties debarred, suspended, or disqualified by federal agencies. Contractors as well as recipients of federal financial assistance must be registered at Sam.gov. Active registration in SAM is required to apply for an award and for HUD to make a payment.

System for Award Management (SAMs) Cage Code: All agencies receiving federal money must register for a SAMs Cage Code. It is free to register. Please visit www.sam.gov to register. Instructions for registering can be found at https://www.sam.gov/sam/SAM_Guide/SAM_User_Guide.htm A DUNS number is needed prior to registering.

Data Universal Numbering System (DUNS): All applicant organizations must obtain a DUNS number. A DUNS number is a unique nine-digit identification number provided by Dun & Bradstreet. The applicants may request a DUNS number by telephone at 866-705-5711 or at http://fedgov.dng.com/webform. The DUNS number is provided at no charge.
Conflict of Interest:

In order to avoid personal conflict of interest in awarding contracts or making purchases of property or service under this program:

1. No contract or procurement will be made with any organization in which any person in an administrative capacity may benefit unless specifically authorized by the Peoria City Council and HUD as applicable in conformity with applicable federal, state and local laws.

2. No contract or procurement will be made to any organization in which an immediate family member of a person in an administrative capacity within the organization may benefit unless authorized in writing to do so by the Peoria City Council, as applicable.

3. No employee or board official shall solicit or accept gratuities, favors or anything of monetary value from contractors, providers or potential subcontractors.

Office Hours:

Office hours are generally 8:00 a.m. to 5:00 p.m. Monday through Friday.
4. CONTRACTOR MAILING LIST STANDARDS

Active Contractor Bidding List:

A contractor who has expressed an interest in being a Contractor with the Grants Management Division may, after submitting a Contractor’s Profile and Acceptance Form, be placed on the Contractor List. A contractor will receive Invitations for Bid unless they are placed on the Inactive Mailing List.

Removal from Contractor List:

A Contractor may be removed from the Contractor List as a result of the following:

1. Failure to comply with insurance requirements.

2. Failure to complete awarded jobs within the agreed to time span as stated in the contract.

3. Failure to make satisfactory progress towards completion of any contract in construction.

4. If the contractor fails to respond to (3) consecutive Invitations to Bid by either not bidding or not notifying Grants Management Division why he cannot bid.

5. By mutual agreement reached between the contractor and Grants Management Division.

6. If the contractor fails to complete in a workmanlike manner any specified work under any contract or, if the contractor violates any term of condition established by the Building Department and Rehabilitation policy or if the contractor breaches any of the terms or conditions of the Property Owner/Rehab Contractor Agreement.

7. If the firm fails to conduct itself in an ethical, polite manner in their dealings with property owners, Grants Management Division personnel or other contractors.

8. Failure to submit a Contractor’s Profile and Acceptance Form.

9. The Contractor has been sanctioned under the Disbarment Policy.

10. Any other action deemed by Grants Management Division to warrant being taken off the Contractor List.
5. **CONTRACTOR DISBARMENT POLICIES**

**Policy:**

The City of Peoria, through the Grants Management Division, will only contract with Contractors who are qualified and reputable.

**Purpose:**

To establish rules for disbarment or sanctions against contractors, corporations, partnerships or other entities who do not fulfill their responsibilities to the Homeowners or the Grants Management Division

**Authorized Sanctions:**

The following is a list of sanctions that may be imposed based on reasonable cause.

1. **Temporary denial** – temporarily being denied from bidding on any projects.
2. **Suspension** – immediate exclusion from bidding on projects based on adequate evidence of wrongdoing.
3. **Disbarment** – exclusion from bidding on projects for a period of time commensurate with the seriousness of the infraction.
4. **Voluntary exclusion** – voluntary exclusion by agreement with the Grants Management Division.

**Typical Causes for Action (including but not limited to):**

Unapproved material substitution, unreasonable/unexplained delays, unprofessional conduct on the part of the contractor or his employees

Shoddy work, unsatisfied complaints, failures to follow program procedures, lack of liability insurance and acts or activities deemed unethical or unprofessional

Misrepresentation of payment requests

Discrimination, racial or sexist statements, offering bribes or kickbacks, drugs or alcohol use on the job site

Failure to follow the provisions of the Rehab Contractor’s Handbook, Property Owner/Rehab Contractor Agreement, or General Conditions of the Property Owner/Rehab Contractor Agreement

Other causes for action as outlined in this Handbook or by the Grants Management Division.
6. **CONTRACTOR’S PROFILE AND ACCEPTANCE FORM**

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Please check if the business is:  
- Corporation ( )  
- Partnership ( )  
- Privately Owned ( )

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<th>Business Representative</th>
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<tr>
<th>Peoria EEO Certificate of Compliance Number</th>
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Please enter the name of corporation officers (if corporation), Partners (if partnership), Owner (if private):

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**List the Construction Experience of the Business and its Principals:**

No. of Years in Business _______

Experience:

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### Business References (include banks, material suppliers, etc.):

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### Firms with which you have established credit:

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### Have any of the company’s owners, officers, or partners ever filed for bankruptcy?

- [ ] YES
- [ ] NO

### Have any of the company’s owners, officers, or partners ever been convicted of a crime? (excluding traffic and parking tickets)

- [ ] YES
- [ ] NO

### Have any of the company’s owners, officers, or partners ever been a party to a civil lawsuit relating to the business.

- [ ] YES
- [ ] NO

### List Your Insurance Carrier:

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<th>Name of Agency/Agent</th>
<th>Address</th>
<th>Phone Number</th>
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In consideration for being a Housing Rehab Contractor with the City of Peoria, the undersigned firm by signing this Profile and Acceptance Form, agrees in full with the following conditions:

1. To abide by all the terms of the Rehab Contractor’s Handbook
2. Required Liability Insurance and Workman’s Compensation will be maintained for the duration of the contract
3. To comply with the terms of all contracts, forms, or other instruments agreed to and signed by the Contractor
4. The City, through the Grants Management Division has the authority to remove Contractors from the Contractors List or to invoke the Disbarment Policy when they do not fulfill their responsibilities to the Homeowner or Grants Management Division
5. The Contractor will perform the work in accordance with the description of work, general specifications and all applicable City, State, and Federal Codes and zoning regulations and be subject to final inspection by the City of Peoria.


_______________________________                       ____________________________________

Business Name                     Authorized Signature

_______________________________                       _________________________________

Title        Date
Register for access to the City of Peoria, IL Business Opportunities

www.bidnetdirect.com/illinois/cityofpeoria
Vendor Benefits

- In addition to having access to the City of Peoria’s solicitations, by registering you will have the ability to:
  - Access solicitations from over 900 local, state, and federal government agencies located throughout Illinois
  - Respond electronically to bid opportunities issued by all participating agencies
  - Receive email alerts of new solicitations and amendments from the City of Peoria
  - Market your company through the Advertising Profile option (small subscription required)

www.bidnetdirect.com/illinois/cityofpeoria
Package Selection

• Select the package that makes the most sense for your company

• The City of Peoria has a special arrangement with bidnet direct where you will receive bid opportunity notifications at no cost by selecting the Limited package

• For maximum bid opportunities, select Federal Bids to receive matching email notification from ALL Participating Member Agencies, State & Local, and Federal bids across Illinois (subscription fee required)

• You can also add more States you are interested in doing business by clicking “Modify States”

www.bidnetdirect.com/illinois/cityofpeoria
Personal Information

- In this section, you can provide the basic information of the user and your preferred login information.
- Make sure to read the Terms & Conditions and attest that you are an authorized representative of your company.

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<td><strong>Last Name</strong></td>
<td>Fortich</td>
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<tr>
<td><strong>Company Name</strong></td>
<td>Example Construction Services</td>
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<tr>
<td><strong>Phone Number</strong></td>
<td>518 245 2368</td>
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<th>Connection Details</th>
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<tr>
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<td><strong>Username</strong></td>
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**Password**

* I agree to the Terms & Conditions stated herein.
* I am an authorized representative of the above-named organization.
Advertising Profile (Optional)

- In this section, an option is available to add your logo, product sell-sheets, catalogues, etc. to your company profile.

- You can add this to your profile or click on the toggle to remove the Advertising Package. You can always add this later.

- Review your personal information and click “Save and Continue”.

- Note: If you did not select any paid packages, the button will say “Finalize the Registration”. Skip to page 7.

www.bidnetdirect.com/illinois/cityofpeoria
Payment Information (if applicable)

- If any paid registration options were selected, you will be prompted to enter your credit card information.
- You can review the amount and the user information on the right screen.
- Finalize the registration.

www.bidnetdirect.com/illinois/cityofpeoria
Complete & Activate Account

- This confirmation page will show your subscription details and the activation email will be sent to you in a few minutes.

- **Check your email** to complete the registration process & verify your email address. **Make sure to check your Spam Inbox if you have not received your activation email.**

- Click on the link and login using the username and password you entered.

Sample Email:

```plaintext
Thank you for subscribing. Welcome, Nap Fortich.

Your activation email is on its way to nap.fortich@exampleconstruction.com inbox. To continue and gain access to your account, follow the instructions indicated in the activation email. In the meantime, find your subscription details below.

**Subscription Details**
You purchased the Federal Package - Illinois and Enhanced Advertising Package
You will be charged $565.05 (plus applicable taxes) yearly

**Primary Contact**
Nap Fortich
Example Construction Services
nap.fortich@exampleconstruction.com
518 245 2368

Payment Method

---

74646
```

www.bidnetdirect.com/illinois/cityofpeoria
Category Code Selection

• Upon your initial login, you will be asked to select the category codes of the products or services your company offers

• Search by keyword & select all the codes that apply

• This information is used:
  • For automatic email notifications when you match with new solicitations
  • In your company profile for buyers to search & find by product/service requirements
  • For any “invitation” to bid manually requested by buyers
Additional Information

- Additional information such as your type of business structure, and any DBE or other certification will be asked
- You may also upload your W-9 form directly to your company profile (agencies prefer this)
- This information is used:
  - In your company profile for buyers to search & find by product/service requirements
  - For any “invitation” to bid manually requested by buyers

www.bidnetdirect.com/illinois/cityofpeoria
Registration Complete!

- Login and start looking for open solicitations from the City of Peoria
- If you selected the paid e-mail notification for Group, Statewide or Federal opportunities, new notifications of solicitations that match your profile will start immediately
- Need help registering or navigating the system? Contact the bidnet direct Vendor Support team at 800-835-4603, option 2

www.bidnetdirect.com/illinois/cityofpeoria
# SAMPLE CERTIFICATE OF INSURANCE

## COVERAGES

### COMMERCIAL GENERAL LIABILITY

- **Type of Insurance:** Claims-Made
- **Limit:** \$100,000 SIR
- **Policy:** CGL 123456
- **Policy Number:** 9/1/22 – 9/1/23

### AUTOMOBILE LIABILITY

- **Type of Insurance:** Combined Single Limit
- **Policy:** CAL 987654
- **Policy Number:** 9/1/22 – 9/1/23

### WORKERS’ COMPENSATION AND EMPLOYERS’ LIABILITY

- **Policy:** WC-23456
- **Policy Number:** 9/1/22 – 9/1/23

The City of Peoria, its trustees, officers, directors, agents, representatives and employees are added as Additional Insured on all liability policies on a primary and non-contributory basis including completed operations coverage.

## CANCELLATION

Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

### AUTHORIZED REPRESENTATIVE

City of Peoria
419 Fulton St.
Peoria, IL 61602