

**REQUEST FOR PROPOSAL (RFP)
FOR AN
ENERGY PERFORMANCE CONTRACTING PROJECT**

Issued by: The Village of Richton Park

The Village of Richton Park, Illinois (hereinafter referred to as the Village) is seeking specific proposals from interested Qualified Energy Services Companies (ESCOs) which are capable of providing comprehensive infrastructure and energy-related capital improvement services. The wish of the Village is to select the most responsive Proposal to the needs of the Village.

Village Contact The following will be the sole Village contact for all interested ESCOs. Any attempt to contact any other Village employee or elected official regarding this process will be grounds for disqualification.

Larry Gobel
Director of Public Works
4455 Sauk Trail
Richton Park, Illinois 60471
lgobel@richtonpark.org
708-481-8950
708-748-0690 (Fax)

PROJECT OVERVIEW

The Village is interested in contracting for facility Guaranteed Energy Savings and facility infrastructure improvements for the following Village inventory:

Village Water Infrastructure that include: AMI infrastructure upgrade, water meter system upgrade, evaluation of water delivery system analysis and reporting, and SCADA evaluation and upgrade. These will include all installation, training, commissioning and integration to current utility billing software. Response may include other suggested measures, should they be identified, and the Village may request additional measures as necessary.

These services and improvements are to be delivered on a Guaranteed Energy Performance Contracting basis per Code ILCS50- 515/1-25. The Village reserves the right to add additional scope of work, additional facilities, or phases at their discretion. This will be negotiated with the successful ESCO. All savings will be Guaranteed under these legislation guidelines and displayed in mutual contract.

The Village's objective in issuing this Request for Proposal is to provide a competitive means in which to select a single provider to fulfill all aspects of this project. The Village may elect to implement further improvement measures pursuant to the final contract. The work to be included in the contract may include upgrades to, or replacement of, equipment. This work may include but will not be limited to the following systems: lighting, HVAC improvements, building envelope improvements, water savings measures, renewable technology improvements, and other unique and beneficial technologies as identified by the selected ESCO throughout Village owned facilities and sites.

DISCLOSURE

The Village discloses that no formal preliminary, written assessment/ audit of the City's facilities is possessed by the Village of Richton Park. The Village further discloses that EMCOR Construction Services did provide input to the Village concerning the potential for an ESPC project, following a high level review of Village owned facilities and utility budgets. No audits or reports were provided. This RFP was drafted to comply with

the Illinois Department of Commerce and Economic Opportunity guidelines and state legislation for Performance Contracting.

OVERVIEW OF TERMS AND CONDITIONS

Contract Term The duration of the contract will be mutually determined between the ESCO and the Village, based on authorizing State of Illinois legislation, final project scope, and financial factors. No contract shall exceed 20 years in duration.

Guarantee The project must result in a **guaranteed** minimum **annual** energy and O&M savings guarantee as defined by ICS 50 and verified by a yearly Measurement and Verification (M&V) report, and training.

PROCUREMENT PROCESS

The evaluation and selection of an ESCO will follow the process as described. The negotiation of final contract scope, financial structuring, and procurement of services will be with the selected ESCO.

***RFP responses must be submitted by 11:00am (Central time) on
November 8th, 2016 at Village Hall, 4455 Sauk Trail, Richton Park, IL 60471***

Submission of Written Proposals ESCOs interested in providing the services requested, must submit a written response detailing their approach, answering all questions, and providing all required information by the date specified above. ***NO EXTENSIONS WILL BE GRANTED OR DISCUSSED.*** All submissions become the property of the Village, and will not be returned to the ESCO. All costs associated with submission preparation will be the responsibility of the submitting ESCO and will not be reimbursed by the Village..

Proposal Review and Selection of Finalists The Village will establish a Selection Committee, made up of Village representatives, to review and evaluate the ESCOs written responses to this RFP, in accordance with the evaluation criteria identified in Part II of this document. The Selection Committee will check and evaluate client references. The Village intends to select one (1) authorized provider to implement this project.

The Village reserves the right to reject any or all submissions, and to waive informalities and minor irregularities in submissions received, and to accept any submissions if deemed in the best interest of the Village to do so.

ESCO Interviews and Ranking The Village reserves the right to potentially have multiple vendors in for an oral interview process, if such is deemed beneficial and necessary. The finalist ESCOs may participate in a detailed oral interview, to answer questions from the Selection Committee, and more fully discuss how its approach to this project satisfies the evaluation criteria. All persons with major responsibility for the project's technical design, management, implementation, and contract negotiations should be present at the interview. Each oral interview may be recorded.

To aid ESCOs in their response to this RFP, the following items are included:

- PART I: PROPOSED PROJECT SCHEDULE**
- PART II: EVALUATION CRITERIA**
- PART III: CONTRACT TERMS AND CONDITIONS**

PART IV: INSTRUCTIONS TO PROPOSERS

PART I

PROPOSED PROJECT SCHEDULE

The following is the proposed project schedule and may be adjusted as necessary at the discretion of the Village.

ACTIVITY	DATE
Issue RFP	October 14, 2016
RFP RESPONSE DUE	November 8 th , 2016
ESCO Selection (includes negotiation and signing LOI) Begin Project Development Activities	December 12, 2016
Project Development Concluded and Final Proposal submitted for Review and Approval by City	TBD
Award Contract Target Date	NLT March 17, 2017
Required Project Completion	October 13, 2017

PART II

EVALUATION CRITERIA

Evaluation of RFP Responses The Selection Committee will review all responses submitted by the due date and time, and determine which ESCO to select, on the basis of the best responses for the Village. Responses will be evaluated based on the quality and completeness of the information provided. Failure to provide any of the requested information may result in disqualification. Responses to the information requested below, along with the proposed project for facility energy savings and facility infrastructure improvements for the identified building inventory, will be used in the evaluation of the RFP submittals. Client references, as well as finalist ESCO responses during oral interviews, will also be evaluated.

A. Business and Financial Qualifications

The experience, credentials, expertise and financial strength of the ESCO, selected to work with the Village, is extremely important. Information related to the following items **must** be provided in your written response per instructions in PART IV, and will be useful in assessing the Business and Financial Qualifications of the respondents to this RFP.

1. Specific information about the Business Unit (the specific branch, division, or office responding to this RFP), project team and management dedicated to ensuring project performance, as well as the ESCO, will be evaluated.
2. Minimum working experience of ten (10) years in Performance Contracting.
3. Minimum of one AMI Collection System and 3 Guaranteed Energy Savings projects by the responding branch or office.

4. Financial viability of ESCO to provide technical resources and financial guarantees.
5. Provider should have ability to provide complete turnkey project. Design, Financing, Installation, a and Measurement and Verification.
6. Certified as a State of Illinois Professional Design Firm

B. Personnel Qualifications

The experience, credentials, and expertise of the project team, of the specific branch, division, or office responding to this RFP, will be evaluated. No corporate or regional support should be included. Information related to the following items **must** be provided in your written response, per instructions in PART IV, and will be useful in assessing the Personnel Qualifications.

1. Quality of personnel assigned to this project, and degree of pertinent experience.
2. LEED® AP Certification of lead Engineer, of the ESCO's designated project team.
3. Professional Engineer, currently licensed in the State of Illinois, as the lead Engineer of the ESCOs Project Design Team. Engineer must be a direct employee of the responding ESCO.
4. Minimum of one (1) Certified Measurement and Verification Professional, located in responding ESCO office, responsible for M & V reporting. Discuss level of involvement of this person.
5. Minimum of one Certified Energy Manager Engineer located in responding local office, and involved in development of this project.

C. Project Development and Management

The approach to developing and managing all aspects of the project will be evaluated, to determine which respondent is deemed best suited for this project. Information related to the following items **must** be provided in your written response, per instructions in PART IV, and will be useful in assessing each ESCO's capabilities and effectiveness, with respect to Project Development and Management.

1. Comprehensiveness and rationale of project management plan based on:
 - Approach to project management, including staffing and contractor oversight
 - Willingness to consider all aspects to the Village's infrastructure improvements, beyond previously discussed.
2. Describe the plan to complete all project phases, from development through implementation, in a manner that does not unnecessarily disrupt the daily routine or process of Village employees.
3. Explain the method employed to establish baseline energy use in facility infrastructure.
4. Method of Measurement and Verification used to demonstrate energy use reduction and cost savings, as guaranteed.
5. Support to investigate any available grants, stimulus, or any other project supporting financial resources, should be presented and/or described.
6. Investigate all renewable energy savings potential.

D. Prior Project Performance

Each ESCO's project experience will be evaluated. Familiarity with municipal projects in communities, large, medium, and small, will be taken into account. Information related to the following items must be provided in your written response, per instructions in PART IV, and will be useful in assessing each ESCO's project history, experience and past performance.

1. Experience taking responsibility for the full range of roles contemplated for this project (e.g. identification and analysis of ECMs, design, installation, operation, training, financing, savings verification, etc.)

2. Performance on prior projects including data on projecting, achieving, documenting, and verifying energy savings, in order to ascertain accuracy of projections.
3. The ESCO shall submit at least three (3) public sector references that have previously entered into Guaranteed Energy Savings Contracts directly with the successful ESCO responding local office.
4. The responding office must show a minimum of one AMI Fixed Based Antenna based system, that was installed by the responding office. Corporate or outside references are not accepted.

E. Financial Consideration and Net Economic Impact

The Village desires to work with an ESCO that is not only deemed the best choice, with respect to all preceding criteria, but one that also can provide a project which represents attractive financial results with a positive net economic impact. Information related to the following items **must** be provided in your written response, per instructions in PART IV, and will be useful in assessing each ESCO, with respect to financial considerations.

1. Total turnkey project to include: Project Development, Design, Implementation, Project Management, Financing, Measurement and Verification, and Training. ***An all-inclusive, fixed price for the proposed project, with respect to the suggested and defined scope, will be required. Explanations of how your firm will address the following will be important:***
 - Utilization of local skilled trades
 - Equipment selection and evaluation
 - Financing approach that yields greatest benefit to the Village
 - Open Book Pricing to be implemented
 - Manner of Self Performance of installation
 - Explanation of percentage of installation that is self-performed directly and what is sub-contracted work.
 - Detail the total Savings that will be guaranteed in final contract.
2. Preferences will be given to the proposal that responsibly maximizes the net economic benefit to the Village, and that responsibly minimizes the risk to the Village.
3. The costs for annual Measurement & Verification, on an on-going basis, must be revealed within the RFP. This will include an explanation of the Village's ability to restructure or terminate the services if so desired.
4. Cash flow analysis must include both costs and identified savings. Financing arrangements and assumptions should be clearly identified.
5. The successful ESCO will be required to provide Project Financing. Please describe the ESCO's approach to project financing and how it benefits the Village.
6. Provide a project pricing and performa for suggested Village Project, to include all Financing, project pricing, and Energy Savings Guaranteed from this installation, to make a positive cash flow project, per ILCS 50 statutes.
7. Please describe your Guaranteed Savings Approach.
8. Please provide an example of your open book pricing component.

PART III

CONTRACT TERMS AND CONDITIONS

The following information is provided so responding ESCOs have the opportunity to consider the Village's

expectations, with respect to the minimum acceptable contract terms and conditions, which include:

1. Technical Requirements

Standards of Comfort and Service The ESCO will be responsible for assuring that the levels of comfort for all aspects of the project will be maintained, as specified by the Village, both during construction and post construction.

Professional Engineer Involvement The ESCO's on staff, Illinois Registered Professional Engineer, will be responsible for review, design, and approval of design work done under this contract.

Construction Management The successful ESCO will be required to work with current department management and Village personnel, in order to coordinate construction and provide appropriate training in operations and maintenance, of all installed improvements. No equipment or other improvements will be installed that would require the Village to hire additional personnel, unless contract negotiations produce an explicit exemption for a specific installation. Maintenance responsibilities shall be retained by the Village, but at their discretion, they can negotiate for maintenance services with the selected ESCO.

O & M Manuals & Training At least three (3) operation and maintenance manuals will be provided for all equipment replacements and/or upgrades. Manuals are subject to approval of the Village. Training will be completed for all aspects of this project. The ESCO will be responsible to digitally record all live training sessions and provide one (1) copy of these sessions to the Village. Subcontractors to the ESCO, providing equipment and systems, will be required to permit such recordings during training sessions held in Village owned facilities.

As-Built Drawings Where applicable, the ESCO must provide reproducible, stamped "as built" drawings (or such electronic equivalents as may be agreed to with The Village) of all existing and modified conditions associated with the project, and conforming to typical engineering standards. These should include architectural, mechanical, electrical, structural, control drawings, and operating manuals, within 45 days of completed project installation. All as-built drawings must be stamped by an Illinois Certified Project Engineer.

Follow-up Maintenance, Monitoring and Training Services The ESCO will be responsible for Measurement and Verification (M&V) of implemented measures, to ensure optimal performance throughout the term of the contract. However, the Village has the option to negotiate the extent of any contracted on-going M&V service contract. The International Measurement and Verification Protocol (latest version) will be used for verification purposes. The ESCO will have a minimum of one (1) Certified Measurement and Verification Personal on local staff. Supporting documentation of certification and location of the ESCO's M&V staff will be required.

Village Energy Improvement Projects The Village reserves the right to make energy improvements to the facility, and to negotiate adjustments to the savings measurement and verification methodology, to account for such improvements.

2. Minimum Contract Provisions

Guaranteed Savings The Village requires a minimum **annual** guaranteed level of savings approach to the project. If the project does not generate the guaranteed level of savings in any given year, the ESCO will be responsible for reimbursing the Village the amount of any shortfall, on a yearly basis.

Proposal Submissions The contents of the successful ESCO's RFP and the final proposed project including ECM measures agreed upon will become part of any final agreement between the Village and the ESCO.

Project Schedule The successful ESCO must provide a final schedule of project milestones including

construction, performance commissioning, training, project close out and warranty dates and provisions that will become part of any final contract.

Village Inspection The Village retains the right to have its representative(s) visit the site during the design and implementation phases of the project, and to attend relevant on-site or off-site meetings of the ESCO and/or its subcontractors. The Village will have the right to inspect, test, and approve the materials and work to be performed, in the facilities, during construction and operation.

Final Approval of The Village The Village retains final approval over the scope of work and all end-use conditions, equipment, and sub contract labor.

Ownership of Drawings, Reports and Materials All drawings, reports, and materials prepared by the ESCO, specifically in performance of this contract, shall become the property of the Village, and will be delivered to the Village, as needed, requested, or upon completion of construction.

Compliance All work completed under this contract must be in compliance with all applicable federal, state, local laws, rules and regulations, including all building codes and appropriate accreditation, certification, and licensing standards. Work must be in accordance with sound engineering and safety practices, be installed in a workman-like manner, and be in compliance with all Village, state, and federal regulations relative to the premises. The ESCO and its subcontractors will be responsible for obtaining any and all required governmental permits, consents, and authorizations, and for payment of any and all state and Village required taxes and fees, which result from this contract.

Handling of Hazardous Materials All work completed under this contract must be in compliance with all applicable federal, state, and local laws, rules, and regulations regarding waste disposal and treatment/disposal of any hazardous materials, that could result from this project. Work must also be in accordance with sound engineering and safety practices, and in compliance with all Village, state, and federal regulations relative to the premises.

Methodology to Adjust for Material Changes The contract must contain a mutually acceptable clause, whereby unanticipated changes in facility use, occupancy, schedule, and/or utility rates can be accommodated in a fair manner, agreeable to both parties.

Hiring and Wage Requirements The successful ESCO will comply with all requirements for the payment of prevailing wages. The successful ESCO must comply with the requirements of the Federal Davis-Bacon Act, and document that appropriate wages are paid for this construction project.

Subcontractor Approval The Village requests the right to approve any ESCO selected subcontractor, prior to its commencement of work on this project. The names, qualifications, and contact information of proposed subcontractors must be submitted in the ESCO RFP response, or the response will be deemed incomplete, and removed from consideration.

Bonding and Insurance Requirements Each ESCO shall submit the following in their response:

Proof of insurance for property damage, workman's compensation and the following:

<i>Errors & Omissions</i>	<i>\$ 5,000,000</i>
<i>Comprehensive General Liability</i>	<i>\$ 2,000,000</i>
<i>Single Project Bonding</i>	<i>\$ 25,000,000</i>
<i>Umbrella Coverage</i>	<i>\$ 50,000,000</i>

Annual Reconciliation Project savings will be verified and reconciled on an annual basis. ESCO will provide timely savings reports to the Village, on an annual basis, unless otherwise agreed to by the parties.

Contract Term No contract term shall exceed twenty (20) years in duration and may be subject to annual appropriations.

Dispute Resolution The contract will contain an Alternative Dispute Resolution provision.

RT IV

INSTRUCTIONS TO PROPOSERS

All RFP specific responses must be structured and organized to address the following, in order, as prescribed. Failure to complete any question in whole or in part, or any deliberate attempt by the proposer to mislead the Village, may be used as grounds to find the proposing ESCO ineligible. Each ESCO is required to fully answer all questions in each category as listed below. Provide all responses on 8 1/2" x 11" sheets of paper and number and title each answer to the corresponding category. Font size should be no smaller than 11 point. All pages in your response should be numbered sequentially by section. ESCOs must also include a Table of Contents, which indicates the section and page numbers, corresponding to the information included.

PROPOSAL SUBMITTAL INSTRUCTIONS and INFORMATION

ESCOs who wish to have proposals considered by the Village must submit **Eleven (11) hard copies and one (1) electronic copy (CD) of their response to all requested material and information, by the specified date and time, to the following address:**

Larry Gobel
Director of Public Works
4455 Sauk Trail
Richton Park, Illinois 60471
lgobel@richtonpark.org

RFPs must be submitted **by 11:00am (Central time) on XXXXXX 2016** at the Village Hall. Any responses received after this date and time will not be opened.

Section 1. ESCO PROFILE AND QUALIFICATIONS

All questions must be addressed by the ESCO in order for their response to be deemed responsive and complete. Failure to answer any question, or to provide all requested and required information, or to comply with any directive contained herein, may be used by the Village as grounds to find the ESCO ineligible. If a question or directive does not pertain to your firm in any way, please indicate with the symbol N/A.

A. ESCO Profile

A-1 ESCO Name

List the ESCO's name, address, including city, state, county and zip code.

A-2 Contacts

Provide the name, title, and phone numbers for two contact people assigned to this project.

A-3 Identification Numbers

Provide the ESCO's State of Illinois business identification number and Federal Employer Identification Number.

A-4 Year Firm was Established

Indicate the year the firm was established.

A-5 Name and Address of Parent Company: (if applicable)

Indicate whether the response is being submitted on behalf of a Parent Company (List any Division or Branch Offices to be involved in this project); Division (attach separate list if more than one is to be included); Subsidiary; or Branch Office. Include the name, address, city, state, and zip code.

A-6 Open Book Pricing

Indicate whether your company will utilize Open Book Pricing, and the manner in which your company utilizes this for the Village. Please provide an example of your most recent open book pricing on a project, showing costs for each aspect of the installation.

A-7 Self Performance of Installation

Describe what percentage, of your suggested project, your company will directly install. It is important for the Village to understand the levels of work provided for the cost of project. Please name any subcontractors, with contact information, location of their office, what role they will perform, and their percentage of involvement in the project.

A-8 Minority Business Information

Please summarize how you will accommodate MBE &WBE participation.

A-9 Ten Year Summary

Provide a ten (10) year summary, of contract values, for Energy Performance Contracting Projects ONLY. Please do not include any other type of Job revenue performed.

2014	\$ _____	2009	\$ _____
2013	\$ _____	2008	\$ _____
2012	\$ _____	2007	\$ _____
2011	\$ _____	2006	\$ _____
2010	\$ _____	2005	\$ _____

A-10 Corporate Data

Indicate how many years your firm has been in business under its present business name.

Provide the total number of employees of the responding organization. Please identify the number of personnel or resources, in the responding branch only, that are capable of supporting this project.

Identify all states in which your firm is legally qualified to do business.

Certify your company is a State of Illinois Certified Professional Design Firm. Provide Certificate

Certify that your company does not owe the State of Illinois any taxes.

Certify that your company is not currently under suspension or debarment by the State of Illinois.

Identify your firm's legal counsel for this project.

Give the name and address of the primary individual responsible for contract negotiation, as well as, all persons with authority for contract execution.

B. Financials

Provide three (3) full years audited financials for responding ESCO.

C. Technical Qualifications

Provide an overview of all Guaranteed Energy Savings Contracting Projects **that have only been managed directly by the specific branch, division, or office responding to this RFP.** Indicate the installed project cost value, Energy Savings, and Brief overview of Project. Identify the total of all projects currently in repayment by the whole company.

Provide an additional section highlighting all Water and Wastewater projects performed **directly by the responding local branch.**

D. Personnel Qualifications

Briefly describe the relevant experience, qualifications, and educational background for those team members (no more than 10 individuals) **who will be directly responsible for design and implementation of this project. Please include individual resumes, as attachments, for review. All members should reside in responding branch. Please indicate location of each respondent.**

Project Team Member

Name

Current Job Title

Job responsibilities

Number of years in Energy Savings

Primary Office Location

Certifications

Employment History

Company Name

Primary job responsibilities

Number of years with firm

Educational Background

List all academic degrees, certifications, professional affiliations, relevant publications, and technical training

Performance Contracting

List all energy performance contracting projects this individual has been involved with during the past five (5) years. Include project location, type of facilities, year implemented, and dollar value of installed project costs.

Describe the specific role and responsibilities this individual had for each listed project.

Provide a detailed description of the role and responsibilities this individual will have for the duration of this project.

Describe any other relevant technical experience or certifications.

Indicate the total years of relevant energy-related experience for this individual.

E. Energy Performance Contracting Project History and Client References

PROJECT HISTORY

List **one like Ami Project and 2 Municipal Projects** completed by the responding ESCO using the following table, or other attached listing, that indicates the requested information.

1. Project Name	2. Project Value (\$)	3. Guaranteed Savings (\$)	4. ECM Measures Completed

Section 2. Approach to Project

A. Project Summary

Summarize the Scope of Services (design, financial, operations, maintenance, training, etc.) your firm has identified as a solution for this project, including the added value of your firm's services. Please include a review of all Pricing, Utility savings, Energy Savings, Capital costs, and Operational costs determined for this project. Emphasis on detail of design and methodology will be considered.

B. Training Provisions

Describe your firm's proposed approach to providing technical training for facility personnel. Indicate who will be trained, and the type and frequency of training, to be provided for the duration of the contract. Indicate how your firm will address any turnover of key facility personnel, as it relates to project performance.

C. Project Financing

Describe your firm's preferred approach to providing or arranging financing for this project. Describe the structure of the financing arrangement, including projected interest rate, financing term, repayment schedule, equipment ownership, security interest required, the responsibilities/liabilities of each party, and any special terms and conditions that may be associated with the financing of this project. Describe how construction will be financed.

D. Technical and Financial Approach

The following items are to be considered areas of concern for ESCOs to address when preparing a response to this request. The Village reserves the right to accept or reject any ESCO's approach. In addition to the concerns listed here, ESCOs are invited to submit any additional measures designed to further enhance the Village's savings, in energy consumption, and/or maintenance expenses, or improvements to the Village facilities

In order to be considered a viable proposal by the Village, each ESCO may respond to concerns listed, but not limited to, the below list:

1. Mechanical Improvements
2. Electrical Improvements
3. HVAC Improvements
4. Lighting Improvements
5. Water/Sewer Savings
6. Utility infrastructure Improvements
7. Miscellaneous Improvements, As Found To Benefit The Village In A Positive Manner
8. Measurement & Verification

The Village will only accept proposals that have project pricing broken out as follows:

- a. Provide one (1) cash flow showing pricing, energy savings per year, operational savings and utility rebates for proposed project.
- b. Provide a detailed scope outlining each ECM to be provided for each facility, and the benefits of each. This detail should include an open book pricing approach demonstration detailing each ECM.

E. Measurement and Verification

Describe the methods you expect to use to compute baseline energy use for this project. Describe any modeling programs used by your firm to establish baseline consumption. Describe factors that would necessitate a baseline adjustment. Describe the methods you will use to adjust the guaranteed level of savings, from any material changes that occur, due to such factors as weather, occupancy, facility use changes, etc.

F. Energy and Cost Savings

Summarize procedures, formulas and methodologies, including any special metering or equipment your firm will use, to measure and calculate energy savings for this project. Indicate how your firm identifies, documents, and measures operational cost savings opportunities. Describe your firm's proposed approach to the treatment of savings achieved, during construction, and how those savings will be documented and verified. Describe your firm's history with the use of the International Measurement and Verification Protocol method of verification. Please provide a review/analysis of potential losses for Water and Sewer savings.

G. Construction Management and Self Performance

Describe how your firm would work with current building management and maintenance personnel, in order to coordinate construction and avoid conflicts with the building's operation and use. Demonstrate how your firm will perform the installation. For each ECM, describe, in detail, whether your firm will perform the installation, or will utilize a subcontractor for this purpose. If utilizing a Subcontractor, please Identify Contractor to be used.

H. Approach to Equipment Maintenance

Describe any major changes in operations or maintenance, for this project, that your company anticipates. Include a description of the types of maintenance services that may be proposed for this project. Address how you would approach the role of the Village's personnel, in performing maintenance, on the new and existing equipment. Discuss the relationship of maintenance services to the savings guarantee, and what impact termination of maintenance, prior to the end of the contract term, would have on the savings guarantee. **No Mandatory Service Contracts** will be accepted by the Village.

I. No Change Order Guarantee

The qualified provider must include a statement in their proposal, and subsequent contract, which clarifies that the provider takes sole responsibility for all work, required to properly complete the scope of work, unless a portion of the required work is specifically excluded from their proposal. The provider shall cover all costs associated with work omitted from their proposal, and/ or contract, that are required for complete the scope of work, including all unforeseen work. The only exception to this requirement is, in the instance where, additional scope is requested by the Village. Proposals excluding any required work may be rejected, and proposals that do not include a "no change order guarantee", adhering to the aforementioned requirements, shall be rejected without further consideration.

J. Utilization of Local Skilled Trades

Identify your approach to utilizing local skilled trades. Describe your approach, what trades will be utilized, and your selection process for these subcontractors.

K. Open Book Pricing and Invoicing

Identify your approach to total transparency of project with customer. Describe your approach, and what steps will be utilized.

END -