

VILLAGE OF BRIDGEVIEW



**REQUEST FOR PROPOSAL (RFP)
FOR JANITORIAL SERVICES
AT TOYOTA PARK**

IMPORTANT DATES

NOTICE FOR BIDS: December 14 – 12-28, 2015

PRE-BID MEETING: 1-7-2016

REQUESTS FOR CLARIFICATION DUE: 1-8-2016

BIDS DUE: 1-13-2016 BY 3:00 P.M.

ORAL INTERVIEWS: Week of January 18, 2016

DECISION: WEEK OF 1-25-2016

TABLE OF CONTENTS

PURPOSE OF THE REQUEST FOR PROPOSALS

II. SCOPE OF SERVICES

III. REQUESTS FOR CLARIFICATION

3.1 Deadline and Procedures For Submitting Proposals

3.2 Confidentiality

IV. SUBMISSION REQUIREMENTS

4.1 Required Content

V. EVALUATION CRITERIA

VI. ADDITIONAL SERVICE REQUIREMENT

6.1 Insurance

VII. REJECTION OF PROPOSALS

7.1 Selection Does Not Guarantee the Award of The Contract

7.2 No Liability for Costs

EXHIBITS

- Exhibit 1: Company Profile Information
- Exhibit 2: Company References
- Exhibit 3: Compensation
- Exhibit 4: Insurance Requirements
- Exhibit 4: Sponsorship Opportunity

REQUEST FOR PROPOSAL (“RFP”) FOR VILLAGE OF BRIDGEVIEW

I. PURPOSE OF THE REQUEST FOR PROPOSALS

A. **Introduction.** The Village of Bridgeview, Illinois (the “Village”) is proud to issue this request for Proposals (“RFP”) to qualified individuals and firms for our cleaning selection process. Written Proposals submitted in response to this RFP shall comply with the instructions and procedures set forth herein. **Deviations from the procedures set forth herein shall result in a submission’s elimination from consideration for consideration. No revisions from initial submissions shall be allowed.**

Parties interested in receiving a copy of this RFP must provide a contact name, address, telephone number and email address to the Village for reference. Such information shall not be considered part of any subsequent submission.

B. Purpose. The purpose of this RFP is to establish criteria for the selection of an individual or firm to act as a vendor for Cleaning Services (the “Cleaning”) for events at TOYOTA PARK, home of the Chicago Fire Soccer Club and a venue for concerts, festivals and other events, located at 7000 South Harlem, Bridgeview, Illinois (the “Venue”). It is the Village’s intention to establish a long term business relationship, but the Village will review the performance of the selected party (or parties) on an as need basis and at least annually. The Village reserves the right to: (1) reject all Proposals submitted in whole or in part; and (2) award the Cleaning services to multiple vendors. The Village reserves the right, in its sole and absolute discretion, to cancel or modify this RFP in part or in its entirety.

C. About the Village. The Village is a home rule municipality located in southwestern Cook County, Illinois, approximately thirteen (13) miles from downtown Chicago. The Village was incorporated in 1947. The Village is populated by approximately 15,000 persons.

D. About the Venue. TOYOTA PARK is a multi-purpose sports and event complex that is the home to the Chicago Fire Soccer Club and venue for headline concerts as well as numerous stadium, club/catering and parking lot events.

E. Response Format. Proposals sent in response to this RFP must include the name of the firm and the name of the person submitting the response. Responses should follow the format as outlined in the RFP Questions section. All responses must be signed by a representative authorized to make a binding commitment on behalf of the party submitting the response. Proposals must be submitted in a manila envelope (or its facsimile) and be clearly marked with the name, address of the vendor.

F. Instructions. The Village must receive six (6) executed copies of all responses no later than 3:00 p.m. on January 13, 2016 at Toyota Park, 7000 South Harlem Ave., Bridgeview, IL 60455, and ATTENTION DONNA BAFFOE McDONALD. **Late responses will not be accepted. Responses submitted by electronic mail and facsimile will not be accepted.** All responses should be delivered as addressed below:

Toyota Park
7000 South Harlem Avenue
Bridgeview, IL 60455
Attn: Donna Baffoe McDonald

All questions regarding the RFP should be sent to Debra Aogle, General Manager of Toyota Park at debra@villageofbridgeview.com. Telephone: 7087.496-6721 by 6:00

pm CST on January 8, 2016. All questions received prior to this date and time will be responded to via email by January 8, 2016.

G. Remuneration. Interested parties are to present an outline of the fee schedule to be utilized in connection with the presented services as specified in the RFP Questions section. Proposed investments will be considered in remuneration proposals.

H. Oral Interviews. After receipt of all responses, the Village will review and evaluate submissions based on all of the criteria stated in this RFP. The Village may request oral interviews to allow the most qualified candidates to clarify their responses or further define their offer. However, the original submission will stand on its own merits, and cannot be revised. All oral interviews shall be at the expense of the persons or firms granted the oral interview. If needed, oral interview will take place the week of January 18, 2016.

I. Timeline. The Village anticipates that its review of the responses submitted to this RFP shall take four (2) weeks.

J. Public Records. Any response received under this RFP constitutes a public document that may be made available to the public upon request under the Illinois Freedom of Information Act (“FOIA”) (5 ILCS 140/1, *et seq.*) and other applicable laws and rules.

II. SCOPE OF SERVICES

The Village seeks a full-service Cleaning firm capable of delivering high-quality, customer centric service to enhance the overall experience of persons attending events at the Venue while maintaining a focus on expense management. The Cleaning firm shall be granted use of the Venue's cleaning equipment, which is complete with utilities and storage. The Firm shall be allowed signage within the Venue upon the express written consent of the Village. Parties interested in offering additional services should specifically identify and define such additional services in their response. The Cleaning firm must be prepared to maintain all facilities they utilize in a clean and well maintained manner and provide the highest quality level of service. The Cleaning firm should outline the standard of service and care proposed to be provided including enclosing any standard service contracts or quantitative measures to determine the quality of service being provided to the Village's patrons.

This section provides the minimal requirements that may be expected from your firm pertaining to the needs of the Village. Firms not meeting the minimum requirements may be eliminated from further consideration.

A. Minimum Qualifications. (1) Five (5) years of active experience providing cleaning services at stadiums or similar large venues.

(2) All active licenses necessary in the State of Illinois to operating a business of this nature.

(3) Firms shall submit evidence of compliance with all equal opportunity employment and affirmative action laws when and to the extent these requirements are applicable (which will be satisfied by an affirmative certification to the same).

(4) Firms shall comply with all applicable federal, state and local laws, ordinances, rules and regulations.

B. Additional Service Requirements.

(1) Proposals should include a proposed staffing structure and at least one resume or overview of the proposed manager who will be assigned to Toyota Park for all requisite events. This person will also be the contact person related to pre event planning, actual on-site event management and post event debriefing

(2) The Cleaning firm will be responsible for hiring and supervising its own staff to conduct the needed operations of the cleaning services at the Venue. The Village retains the rights to approve any on site management, subject to appropriate employment laws. **No portion of the awarded contract for this client shall be sub-contracted to any individual or firm. Failure to comply with this requirement will be deemed a default of this contract and possible legal action.**

(3) The Cleaning firm will provide satisfactory evidence to the Village of its commercially reasonable policies of insurance, including, but not limited to: general liability, automobile liability, property and workers' compensation insurance which policies shall remain in full force and effect during the Concessionaire's performance of the concession services described herein and, to the extent possible, shall name the Village, its Mayor, Board of Trustees, officials, officers, employees, consultants, insurers, attorneys and independent contractors as Additional Insureds. Specifics regarding insurance requirements are set forth in Exhibit 4 attached hereto.

III. **REQUESTS FOR CLARIFICATION**

All questions or requests for clarification must be in writing, sent by mail or fax, to Debra Aogle, General Manager, Toyota Park, 7000 South Harlem Ave, Bridgeview, Illinois 60455; Phone 708.496-6721, E-mail: debra@villageofbridgeview.com must be received no later than 6:00 P.M. on January 8, 2016. The Village shall not be responsible for the delay in the transmission of any request for clarification or other communication.

3.1 **Deadline And Procedures For Submitting Proposals**

A. **Deadline**

Proposals will be accepted and must be received to the address as set forth in Section 3.1 B no later than **3:00 P.M., local time, on January 13, 2016. Late Proposals will not be considered.** The Village shall not be responsible for any delays in the delivery, receipt or handling of Proposals.

B. Procedures for Submitting Proposals

On January 13, 2016, Proposals must be delivered to the following address:

Toyota Stadium
7000 S. Harlem Ave.
Bridgeview, IL 60455
ATTENTION: DONNA BAFFOE McDONALD

Respondent must submit six (6) sets of originals in hardcopy format and of the Proposal. The original documents must clearly be marked, and must bear the original signature of an authorized agent of Respondent. Respondent must enclose all documents in a sealed envelope or box. A **Proposal submitted via facsimile or electronic mail will not be accepted.**

All submissions are subject to the Illinois Freedom of Information Act (5 ILCS 140/1, *et seq.*) Written submissions must be presented in a manila envelope or its equivalent.

3.2 Confidentiality

To the extent allowed by applicable law, the Respondent may designate as confidential those portions of the PROPOSAL that contain trade secrets or other proprietary data that must remain confidential.

IV. SUBMISSION REQUIREMENTS

4.1 Required Content

At a minimum, the following information must be included in all Proposals:

A. Cover Letter

The Respondent must submit a cover letter committing the Respondent to provide the Services, in accordance with the terms and conditions of a contract that may be awarded subsequent to the RFP and in compliance with all applicable laws, orders, rules and regulations. The cover letter must also:

- (i) Outline the number of years the Respondent has been in business, and provide an overview of the experience and background of the Respondent, in relation to the provision of the Services, and the key personnel committed to this project;
- (ii) Identify the legal name of the Respondent, the address of its headquarters, its principal place of business, its legal form (*e.g.*, corporation, joint venture, limited partnership, etc.), the names of its principal or partners and its authority to conduct business in Illinois;

- (iii) Indicate the contact information (name and telephone number(s)) of the principal contact for oral presentation, interviews, or negotiations; and
- (iv) The cover letter must be signed by an authorized representative of the Respondent, and must identify him/her as same.

B. Executive Summary

The Respondent must provide an executive summary that explains its understanding of the Village's intent and objectives. The summary must discuss the Respondent's plan for achieving and implementing the Services.

C. Professional Proposal and Specialized Experience Of Respondent

(i) Company Profile Information (See Form in Exhibit 1)

The Respondent must complete the company profile information questionnaire that is attached hereto and incorporated herein as Exhibit 1.

(ii) Company References (See Form in Exhibit 2)

The Respondent should provide at least two (2) client references for services substantially similar to the Services. All client reference information must be verified and supported. References must be aware that they are being used and agreeable to an interview by the Village. This information shall be provided by completing the form attached hereto and incorporated herein as Exhibit 2. **Failure to prove the information requested in this section shall result in disqualification of the submission and no subsequent revisions shall be allowed.**

(iii) Business License/Authority To Do Business In Illinois

The Respondent must provide copies of appropriate licenses or certifications required of any individual or entity performing the Services. The Respondent must provide evidence that it is authorized to do business in Illinois.

D. Professional Proposal and Experience of Key Personnel

(i) Key Personnel

The Respondent must provide a list of the individuals who will be dedicated to perform the Services.

(ii) Areas Of Expertise

The Respondent must indicate each person's areas of expertise and which person will have primary responsibility for various tasks or aspects of the service.

(iii) Resumes

The Respondent must submit resumes or corporate personnel profiles with past experience for each of the key personnel. This must include a description of each individual's role and responsibilities on recent projects similar in scope, type and magnitude to the Services.

E. Project Management/Implementation Plan

The Respondent must provide a detailed summary of its plan for implementing the Services.

F. Compensation Proposal

The Respondent must provide an explanation of its proposed compensation model by addressing, at a minimum, the topics indicted on Exhibit 3, attached hereto and incorporated herein. The Respondent must disclose any charges or fees not included in its base price that the Village would incur. PROPOSAL that fail to include the compensation information requested in Exhibit 3 will be deemed non-responsive and rejected as incomplete

V. EVALUATION CRITERIA

The Mayor of the Village has created a RFP Review Committee (the "Committee"), consisting of five (5) members. The Committee shall evaluate the PROPOSAL to determine the firm(s) best-suited to meet the Village's needs. The Committee reserves the right to require in-person interviews with some or all of the Respondents. The Committee shall make its recommendation on selection to the Village Board.

Please address your firm's advantages over others in the industry, particular as it relates to maximizing the Venue's reputation as a clean customer centric entertainment venue, your firm's commitment to customer service, the ability to coordinate a successful transition and the firm's ability to enhance the overall fan experience.

Finances will not be the only factors upon which the Village will make its selection. The following factors will be used to determine a firm's qualifications to service the Village. The order of the following factors does not determine any relative ranking:

- (1) The firm meets all of the Village's requirements;

Additionally, the firm should outline any investment and the terms associated with planned investment that they would be willing to make to enhance the Venues

cleaning operations, for all parties involved. The Village, as a factor in determining the final candidates, will consider equipment investments.

A. Client References.

- (1) Provide a listing of representative public sector clients.
- (2) Provide at least five (5) references of current clients, include their company name, address, contact person, phone number, email address and length of service.
- (3) Please provide a list of former or current clients operating stadium venues or venues to which sports is the primary tenant.
- (4) Provide a list of clients that have terminated your services in the last three (3) years. Include company name, address, contact person, phone number, email address and length of service.
- (5) Include a list of all lawsuits filed against your firm regarding services rendered.
- (2) Demonstrated knowledge and experience;
- (6) Conformance with specifications of the RFP and completeness of the questionnaire responses;
- (7) The firm's ability to provide the products and services that are in the best interests of the Venue;
- (8) References; and
- (9) Other matters not herein specifically enumerated.

VI. ADDITIONAL SERVICE REQUIREMENT

6.1 Insurance

If awarded a contract for the Services, the Respondent will provide satisfactory evidence to the Village of its commercially reasonable policies of insurance, including, but not limited to: general liability, automobile liability, property and workers' compensation insurance, if applicable, which policies shall remain in full force and effect during the Respondent's performance of the Services described herein and, to the extent possible, shall name the Village as Additional Insureds. Please see Exhibit 4 for details in this regard.

VII. REJECTION OF PROPOSALS

7.1 Selection Does Not Guarantee The Award Of A Contract.

This RFP shall not create any legal obligation of the Village to evaluate any Proposal that is submitted or to enter into any contract or any other agreement with an entity who submits a response except on terms and conditions that the Village deems, in its sole and absolute discretion, to be satisfactory and desirable. All Proposals should contain an affirmative statement that there is no “conflict of interest” with the Village and the Respondent.

The Village reserves the right to reject all Proposals received and the right to waive non-material formalities and technicalities according to the best interests of the Village. Any Proposals submitted shall be binding for sixty (60) days following the Village’s opening and review of the same. The Village reserves the right to select a Respondent or multiple Respondents to perform the Services. The Village reserves the right to terminate the Services provided by the Respondent. Any work provided by the Respondent will be in compliance with a contract to be entered into subsequent to this RFP.

By submitting a Proposal, the Respondent acknowledges its understanding of the requirements of this submission and agrees to be bound to the same.

7.2 No Liability For Costs

The Village is not responsible for costs or damages incurred by interested parties in connection with the RFP process. This includes, but is not limited to, costs associated with preparing the Proposals and of participating in any interviews, site visits, demonstrations, oral presentations and negotiations.

III. RFP QUESTIONS

A. Company Background.

A. Please describe your firm's history, ownership, financial condition and client base including, but not limited to:

- 1) Years in business;
- 2) Total number of employees in the firm as well as the primary office;
- 3) Management and organizational structure;
- 4) Company culture, business philosophy and service model; and
- 5) Latest annual report/financial statements.

B. Large Venue Experience

Please indicate the total number of your municipal, stadium and large venue clients and a provide summary of services provided to the same.

C. Service Team.

(1) Describe your firm's expertise in the delivery of cleaning services at large venues and, in particular, with municipal clients.

(2) Describe the exact individuals that would be assigned by you to work at the Venue. Briefly describe the duties and responsibilities that each individual will have regarding the Village and the requested services.

All cleaning personnel and management providing services at Toyota Park will be exposed to the public in all phases of job descriptions. Therefore, Toyota Park requires the following qualifications:

- Background on last five (5) years or as reasonably available including finger print check.
- No criminal background or any conviction involving moral turpitude.
- Must be a regular full or part time employee of the Bidder, no outsourced or temporary labor may be used;
- Must be able to verbally communicate in a clear, distinct and courteous manner.
- Must successfully complete the training as required and approved by Toyota Park

D. Supplemental Information. Additionally, please be prepared to address, at a minimum, the following and your management style related to the delivery of:

(1) Provisions in dealing with major sponsors and team supporters. This will include cleaning supplies related relationships and the pricing opportunities that may exist between the selected firm and the Venue.

(2) Level of customer service to be provided to customers at/in the Venue. Toyota Park will establish, with the successful bidder, a “Performance Standard” to be addressed within the final contract which outlines minimal standards which may include termination of the contract.

E. Fee Schedule.

- (1) Firms should provide a schedule of hourly charges for ALL employees that may be invoiced to Toyota Park, in the event an hourly fee is selected between the parties and in some cases will be required for certain events t
- (2) Firms should disclose any management fees or overhead charges back to corporate that might apply to this account
- (3) Interested parties are also encouraged to present an estimate of a fixed fee to be utilized in connection with the cleaning services as outlined below as it relates to event cleaning. This description represents typical soccer event at Toyota Park with an attendance profile of 13,000 attendees.

Stadium-Bowl

1. All seating area floors will be swept and trash removed to dumpster on site.
2. All seating area floors will be properly cleaned to remove spills and soil.
3. Seats requiring cleaning will be cleaned, including seat backs, buckets and supports.
4. Stadium floor will be swept and trash removed to dumpster on site.
5. Stadium floor will be mopped or scrubbed with an automatic scrubber, as determined by Toyota Park management.
6. All glass partitions, railings or other areas will be fully cleaned removing any smudges, fingerprints or marks of any type.
7. Any damage to Stadium property must be noted and reported to the maintenance department immediately for repair.

Rest Rooms

1. All rest rooms will be thoroughly wet cleaned and sanitized.
2. Toilets, urinals, sinks, shelves, dispensers, and receptacles will be thoroughly cleaned, wiped down completely and sanitized.
3. Rest room floors will be swept.
4. Rest room floors will be wet mopped with a disinfectant detergent solution.
5. Walls, stall partitions, and mirrors will be cleaned to remove spots and smudges.
6. All receptacles will be emptied and trash removed.
7. All toilet tissue, hand towels and soap will be replenished.

Concourse

1. Floor will be swept and trash removed to dumpster.
2. Floor will be machine scrubbed, as requested or required by Toyota Park management, or to ensure a satisfactory look.
3. Trash receptacles will be emptied and cleaned.
4. Stair towers to all levels will be swept and mopped. Railings are to be dusted.
5. Walls will be spot washed as needed.
6. Trash receptacles will be placed on concourse in designated areas after cleaning is complete.
7. Glass windows and doors will be washed, interior and exterior.

Outside Area-Parking Lot and Immediate Areas Around the Stadium

1. All exterior sidewalks, stadium parking lot and walkways will be swept and debris-free prior to 8:00am the following morning.
2. Elevators will be cleaned.
3. Trash receptacles will be emptied.

Suites, Club and Luxury Seating Areas

The following needs to be performed prior to each event:

1. Rest rooms will be thoroughly wet cleaned and sanitized.
2. All carpets will be vacuumed and spot cleaned.
3. Seats will be brushed off and spots removed.
4. Food service area will be cleaned and polished.
5. All glass and mirrors will be washed.
6. Doors and walls will be spot cleaned.
7. Tops and sides of walls will be cleaned.
8. Windows and window sills will be washed/ cleaned.
9. **Toyota Park reserves the right to bid to a separate company or self-perform the cleaning of the aforementioned areas.**

During an Event

1. An two exclusive valets for the men's and women's rest rooms in the Second Star Club, up to 2 hours before event start time and 2 hours after the event has concluded.
2. Press Box attendant provided
3. Rest rooms will be stocked and policed as needed.
4. Spills will be mopped
5. Emergencies, i.e. spillage, sickness, etc. will be handled.
6. Trash receptacles will be emptied and trash removed to dumpster, as needed.

7. Clean-up of blood borne pathogens by properly certified personnel.
8. Other duties as designated by Toyota Park Management.

Additionally, the firm should outline any investment and the terms associated with planned investment that they would be willing to make to enhance the Venues cleaning operations, for all parties involved. The Village, as a factor in determining the final candidates, will consider equipment investments.

EXHIBIT 1

COMPANY PROFILE INFORMATION

Each Respondent must complete the following information:

(1) Legal Name of Firm:

(2) Doing Business under Other Company Name?

If yes, Name of Company:

(3) Headquarters Address:

(4) City, State and Zip Code:

(5) Web Site Address:

(6) Number of Years in Business:

(7) Total Number of Employees:

(8) Total Annual Revenues Separated by Last Three (3) Full Fiscal Years:

(9) Major Products and/or Services Offered:

(10) Other Products and/or Services Offered:

(11) Describe the Firm's demonstrated experience in providing services responsive to the Services requested in this RFP:

(12) Identify and describe any equipment ("Equipment") to be provided:

(13) Identify where the Equipment will be stationed and garaged when not in use:

(14) What other equipment is available to be brought to, or stored at the Venue? Identify any additional costs for this equipment:

(15) Identify the number of personnel you propose to have present during events at the Venue:

(16) Identify the Proposal, certifications and experience of your personnel.:

(17) Explain your proposal for managing the on-site personnel:

(18) Identify the insurance held by the Respondent:

(19) Will Respondent dedicate personnel who are assigned to the Venue or will personnel always be assigned on a constant rotation:

**EXHIBIT 2
COMPANY REFERENCES**

Submit a completed client profile information sheet for each company reference. Provide a minimum of two (2) references.

(1) Client Name:

(2) Address:

(3) City, State, Zip Code:

(4) Project Manager:

(5) Telephone Number:

(6) E-mail:

(7) Number of Employees in Client Organization:

(8) Project Scope of Services/Goals:

(9) Contract Award Date: _____ Cutover Date: _____

(10) Initial Contract Amount: \$ _____ Final Contract mount: \$ _____

(11) Describe the Project, its Similarity to the Services Requested Herein, and How Goals Were Met:

(12) What Were the Costs of the Project?

(13) You May Attach Any Reports or Studies Completed for the Project.

EXHIBIT 3 COMPENSATION

METHOD AND RATE OF COMPENSATION: Identify the proposed compensation model and provide the rate or price for each type of service contemplated by this RFP. Please provide an estimated, or, if possible, a firm price, for the compensation for this project.

EXPENSES: Unless otherwise specified, the Village does not provide for reimbursement of any expense incurred, including, but not limited to telephone device, other communications device, postage, copying, travel, transportation, lodging, food and per diem.

EXHIBIT 4
INSURANCE REQUIREMENTS (edition 2-2015)

Prior to the start of work or entering premises, the licensee or subcontractor shall purchase and maintain, and require all sub-subcontractors to purchase and maintain, insurance of the following *minimum* types of coverage and limits of liability (requirements as set forth in the Contract documents, if greater or broader, will prevail and are available for review at our office):

Workers' Compensation Insurance:

- Illinois (or state in which work is being performed) Statutory
- Employers Liability: \$500,000 Each accident
 \$500,000 Disease – Each employee
 \$500,000 Disease – Policy limit
- Coverage for federal acts (if applicable)

Commercial General Liability Insurance: Full comprehensive general liability including XC&U protection, per project aggregate, and contractual liability coverage insuring to the fullest extent possible the indemnification agreement contracted herein, for the following minimum limits:

- \$2,000,000 General Aggregate
- \$2,000,000 Products / Completed Operations Aggregate
(2 years after completion of all work under the subcontract)
- \$1,000,000 Each Occurrence
- \$1,000,000 Personal / Advertising Injury

Automobile Liability Insurance: Comprehensive auto liability protection insuring owned, non-owned, and hired automobiles for the following minimum limits:

- \$1,000,000 Combined Single Limit

Garagekeepers Liability insurance on an occurrence form basis with limits not less than \$2,000,000 per occurrence (if applicable).

Comprehensive Crime Insurance: Including employee theft, premises, transit and depositor's forgery coverage with limits as to any given occurrence of \$250,000. Coverage should include third party coverage. All parties listed in item #1 below should be named as loss payees as their interest may appear (if applicable).

Employment Practices Liability: Including 3rd Party coverage. The limit of liability should be no less than \$1,000,000 per occurrence and any deductibles/retentions are responsibility of sub-contractor (if applicable).

Umbrella/Excess Liability Insurance: \$5,000,000 Per Occurrence and Aggregate providing coverage excess of Employers Liability, General Liability (including Liquor Liability if applicable), Garagekeepers Liability (if applicable) and Auto Liability.

Additional Requirements:

1. The following shall be named as primary and non-contributory additional insureds on all policies except the Workers' Compensation policy:
 - Village of Bridgeview dba Toyota Park
 - Village of Bridgeview
2. The above additional insureds must remain named on the sub-contractor's policy for at least 2 years after the work is completed (if applicable for construction/maintenance work).
 - #CG 20 10 10 01 *Additional Insured-Owners, Lessees or Contractors (for on-going operations)*
 - #CG 20 37 10 01 *Additional Insured-Owners, Lessees or Contractors – Completed Operations (for “products and completed operations”)*
3. All insurance policies shall contain a provision that the coverages afforded thereunder shall not be canceled or not renewed without at least thirty (30) days prior written notice.
4. Workers' Compensation and General Liability policies shall include Waiver of Subrogation in favor of the parties listed in item 1 above.

5. All materials, tools, and equipment owned by, or that which the subcontractor is responsible for, shall be the full responsibility to be insured by the subcontractor or licensee (if applicable).
6. Any deductibles under any policies maintained by the subcontractor shall be the sole responsibility of the subcontractor.
7. Failure to provide evidence of insurance before the start of work in no way will be deemed a waiver of the insurance requirements.

EXHIBIT 5
SPONSORSHIP OPPORTUNITY

Please indicate whether you are interested in participating in a sponsorship opportunity involving the Village of Bridgeview and Toyota Park.

- Yes
- No