This Request for Proposals (RFP) is for the purpose of entering into an agreement with a craftsman interested in building 19 benches (for up to three (3) consecutive years) to be used for temporary artistic display during the Village of Tinley Park summer Benches on the Avenue public art project.

**GENERAL REQUIREMENTS:**

Proposers are to submit a quote to:

**SUBMISSION LOCATION:**

Donna Framke, Marketing Director
Village of Tinley Park
dframke@tinleypark.org
16250 South Oak Park Avenue
Tinley Park, IL 60477

**SUBMISSION DATE:**

January 6, 2017 by 10:00 AM. Proposals received after the time specified will not be opened/accepted.

**CONTACT/QUESTIONS:**

Submit questions via email to: Village of Tinley Park, attention Donna Framke, at dframke@tinleypark.org or via phone to: (708) 444-5045. Questions are required no less than three (3) business days prior to the proposal opening date. **Absolutely no informal communication shall occur regarding this RFP, including requests for information, or communication between offerors or any of their individual members and any Village elected official or employee. All questions will be answered with a copy of the question and answer to each proposer.**

**CONTENTS:**

The following sections, including this cover sheet, shall be considered integral parts of this solicitation:

* Notice of RFP
* General Terms and Conditions
* Project Scope
* Submission Requirements
1. **Negotiations:**
The Village of Tinley Park reserves the right to negotiate specifications, terms and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFP.

2. **Confidentiality:**
RFP’s are subject to the Illinois Freedom of Information Act.

3. **Reserved Rights:**
The Village of Tinley Park reserves the right at any time and for any reason to cancel this RFP or any portion thereof, and to reject any or all proposals. The Village reserves the right to waive any immaterial defect in any proposal. The Village may seek clarification from a proposer at any time, after the submission date, and failure to respond promptly is cause for rejection.

4. **Incurred Costs:**
The Village of Tinley Park will not be liable for any costs incurred by respondents in replying to this RFP.

5. **Award:**
Award will be based on the lowest responsive, responsible bidder, as determined by the Village.

6. **Local Vendor Purchasing Policy:**
The Village of Tinley Park Local Vendor Purchasing Policy provides local vendors preferential treatment when competing for contracts with the Village. A local vendor is defined as a business that has an actual business location within the Village of Tinley Park. When considering contracts, the Village reserves the right to forego the lowest bid in favor of a local vendor when the amount of the local bidder exceeds that of the otherwise lowest bid as follows, provided both bidders are found to be responsive and responsible:

<table>
<thead>
<tr>
<th>Contract Value</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 to $250,000</td>
<td>5%</td>
</tr>
<tr>
<td>$250,000 to $500,000</td>
<td>4%</td>
</tr>
<tr>
<td>$500,000 to $750,000</td>
<td>3%</td>
</tr>
<tr>
<td>$750,000 to $1,000,000</td>
<td>2%</td>
</tr>
<tr>
<td>$1,000,000 to $2,000,000</td>
<td>1%</td>
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</tbody>
</table>

Maximum amount a local vendor’s bid may exceed lowest responsive and responsible bid is $25,000
7. **Interpretations or Correction of Request for Proposals:**
Proposers shall promptly notify the Village of any ambiguity, inconsistency or error that they may discover upon examination of the RFP. Interpretation, correction and changes to the RFP, if any, will be made by written addendum. Interpretation, corrections or changes made in any other manner will not be binding.

8. **Addenda:**
Addenda are written instruments issued by the Village prior to the date of receipt of proposals, which modify or interpret the RFP by addition, deletions, clarifications, or corrections. Each proposer shall ascertain prior to submitting a proposal packet that all addenda issued have been received, and by submission of a proposal packet, such act shall be taken to mean that such proposer has received and understands fully the contents of the addenda.

9. **Taxes:**
The Village is exempt from paying certain Illinois State Taxes.

10. **Non-Discrimination:**
Proposer shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. Furthermore, the proposal shall comply with the Illinois Drug Free Workplace Act, Title 44, Chapter 10.

11. **Change in Status:**
The Proposer shall notify the Village of Tinley Park immediately of any change in its status resulting from any of the following: (a) vendor is acquired by another party; (b) vendor becomes insolvent; (c) vendor, voluntarily or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act; or (d) vendor ceases to conduct its operations in normal course of business. The Village of Tinley Park shall have the option to terminate any contract with the vendor immediately on written notice based on any such change in status.

12. **Submittal and Evaluation Factors:**
The contract will be awarded to the lowest responsible, responsive proposer, as determined by the Village, or any other proposer determined by the Village of Tinley Park to be in the best interest of the Village, who meets or exceeds the criteria, sought by the Village. The Village reserves the right to reject any or all proposals or to waive any details in the proposals received whenever such rejection or waiver is in the best interests of the Village. The Village also reserves the right to reject the RFP of a proposer who has previously failed to satisfactorily perform, has not completed contracts on time, or whom, upon investigation, is found not to be in a position to perform the contract.
PROJECT SCOPE

1. Intent
The Village of Tinley Park intends to consider entering into an agreement with a craftsman interested in building 19 benches to be used for temporary artistic display during the summer 2017 (and potentially 2018 and 2019) Village of Tinley Park Benches on the Avenue public art project.

2. Overview
For the past 13 years, The Village of Tinley Park has presented Benches on the Avenue, an outdoor, community public art project in Downtown Tinley. For the 14th year, The Village will again be placing handcrafted wooden benches along Oak Park Avenue. Each bench will be decorated by a local artist with a unique, child and family-friendly design. They will be on display from mid-May to October 1st.

3. Project Specifications
The Village of Tinley Park is looking for a craftsman to build 19 benches for a temporary artistic display with the following specifications:

Bench specifications:
- 72”Lx48”Hx28” deep
- 2x4 and 2x6 pressure treated wood frames with mortise & tenon joints
- ¾” MDO plywood, fanback seat backs
- 1x6 oversized cedar arm rests
- ½” MDO plywood rear seat cover to finish back of bench
- 2” wide seat slats (curved) of 1x6 cedar decking
- Planter boxes (17x22x24” each) constructed of ¾” MDO plywood w/ slats @ bottom
- Planters capped with cedar edging materials
- Materials must be weather resistant and all surfaces must be paintable.

Selected vendor must have outdoor furniture building experience/experience in creating community display artwork.

All 19 benches musts be delivered and unloaded by vendor at the warehouse (8100 185th Street) by February 24, 2017 during business hours. Vendor must have own truck for delivery and storage and delivery of benches is at craftsman’s expense.
SUBMISSION REQUIREMENTS

Section 1.0 – Price Quote and Rendering
Provide a price quote and rendering with written description and examples of previous, similar work completed.

Section 2.0 – Summary
Please provide a summary highlighting experience, qualifications, and expertise with building outdoor furniture/experience in creating community display artwork.

Section 3.0 – References
Please provide three (3) professional references for similar work.

Section 4.0 – Contract Documents
The attached contract with the Village of Tinley Park will need to be completed by the selected vendor.

Selection Schedule

<table>
<thead>
<tr>
<th>Task</th>
<th>Completion Date</th>
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<tbody>
<tr>
<td>a) RFP Issuance</td>
<td>November 30, 2016</td>
</tr>
<tr>
<td>b) RFP Due</td>
<td>January 6, 2017</td>
</tr>
<tr>
<td>c) VendorSelected and Given Notification</td>
<td>January 13, 2017</td>
</tr>
<tr>
<td>d) Benches Due at Warehouse</td>
<td>February 24, 2017</td>
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</tbody>
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Specifications

Front of Bench 72" wide

Seat Back Board 30" x 72"

Planters: 17" x 22" x 24"

Overall Bench Height 48"

Seat slats are 1/2" wide smooth cedar

Seat Height 18"

Overall Bench Depth 28"

Benches on the Avenue