

**Proposal Submittal for Janitorial Services  
At**

**Village of Oak Park, Village  
Wide Litter Pickup Services  
201 South Blvd.  
Oak Park, IL 60302**

**For**

**April 15, 2016**





April 15, 2016

Scott Brinkman  
Interim Street Superintendent  
201 South Blvd.  
Oak Park, IL 60302

Dear Scott,

Midway Building Services is pleased to provide its proposal for professional janitorial services for Village of Oak Park.

We know that this financially challenging climate has put an even greater focus on maximizing efficiency and results at every level. We believe that your company culture would thrive on our precision cleaning programs that are environmentally sustainable and socially responsible. Our team is familiar with your needs and is excited to bring a new culture of management to the property.

We have submitted a proposal based on your requirements and the importance of raising the bar for the janitorial maintenance of your property.

Among the highlights of our market differentiating services are:

- Comprehensive management quality control system that provides us and our customers with instant access to, and the ability to analyze information--anytime, from anywhere.
- Certified HHPC Day Cleaning expert
- Onsite training programs to maximize effective cleaning practices.
- Green Cleaning, assistance and maintenance of LEED Accreditation policies and protocols.
- Extensive knowledge of GreenGuard with manufacture partnerships that will ensure this important certification is continually met.
- Boutique attitude organization with an average of 20 years industry expertise among our senior leadership team.
- Locally Owned and Managed for over 25 years
- Technological advancements to improve quality of cleaning and lower costs.
- Perform work loading in order to review specifications and reduce labor thus reducing cost.

Thank you for including Midway Building Services in the RFP process. We are excited about the opportunity to continue partnership with you and your property.

Sincerely,  
Midway Building Services

Rich Piazza  
Director



## COMPANY OVERVIEW

Grown to be one of the largest privately held contract cleaning and restoration services companies in Chicago, Midway Building Services (Midway) still believes in the Midwest way of doing business; outstanding customer service. It is our conviction that by providing exceptional customer service along with treating our employees like family remains the spirit of our corporate character.

Midway Building Services  
1915 W Hubbard Street  
Chicago, Illinois 60622

Phone: 312-879-9000  
Emergencies: 312-226-1101  
Fax: 312-226-1107

Website [www.midwaybuildingservices.com](http://www.midwaybuildingservices.com)

Years in Business: 26 years  
Employees: 1,500  
Service Area: Midwest North America

Midway delivers customized contract cleaning and restoration solutions to commercial, residential, restaurants, public/sport venues, and industrial facilities. Our people work around-the-clock to provide solutions for all of your property's needs.

- Contract Cleaning
  - LEED Accreditation
  - HHPC Day Cleaning Expertise
- Fire, Flood & Disaster, Remediation & Restoration
- Construction Cleaning
- Window Washing
- Stone Polishing
- Carpet Cleaning
- Power Washing
- Handyman
  - Plumbing
  - Electrical
  - Carpentry
  - Remodeling and Renovations
- Engineering
- Labor

Since 1987, Midway has established and continues to demonstrate that we are the competitive alternative to the large corporate providers by delivering to you that Boutique feel. We achieve this with the sole attitude that as your provider you should have accessibility to instant response not only from your onsite staff but also that of our executive team.

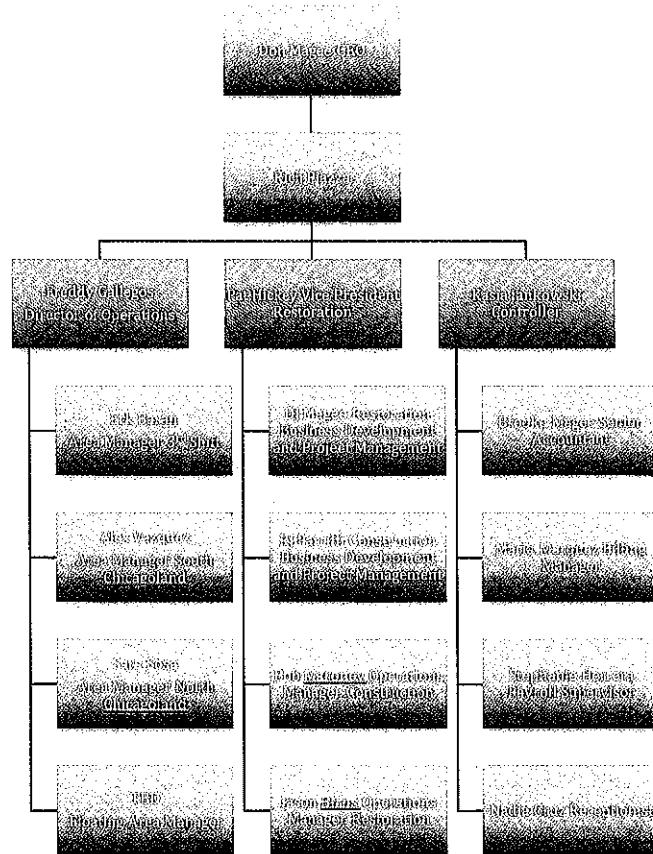


At Midway, we look forward to discussing your facility needs and how we can deliver to you the quality and service you expect.

## EXECUTIVE OVERVIEW

Midway Building Services understands that Village of Oak Park requires a partner who recognizes how critical the cleanliness and appearance of your property is to the health and satisfaction of your tenants and their guests. We are very excited about the prospect of being Village of Oak Park partner in delivering facility services.

Midway's Executive Team has special capabilities in the management, operational design and administration of various types of businesses and sizes of facilities. Years of collective experience of managing people, capability in managing all aspects of Village of Oak Park scope of work and a high level of integrity makes the Midway team a formidable organization for consideration.





## Key Personnel

### **Don Magee – CEO**

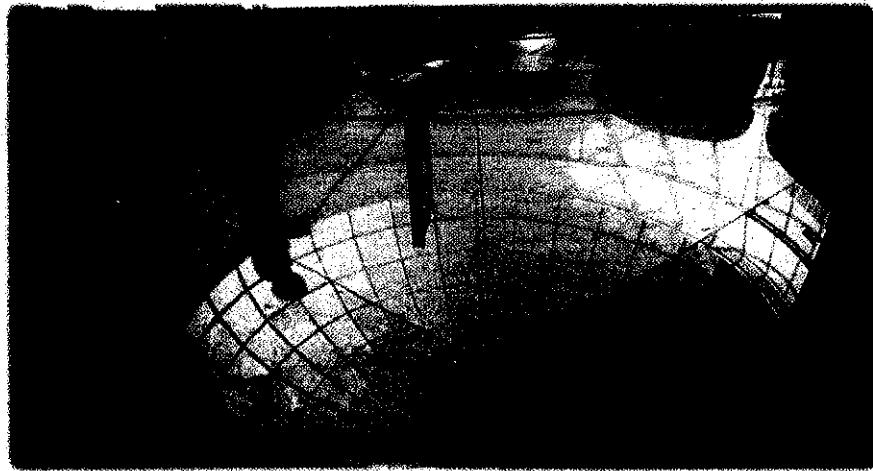
Don manages Midway and brings over 30 years of experience in the janitorial and cleaning industry. Don is responsible for the supervision and execution of all the services we provide.

Cellular Phone                    312-805-2222  
Email                                [dmagee@midwaybuildingservices.com](mailto:dmagee@midwaybuildingservices.com)

### **Rich Piazza – President**

Rich brings over 20 years of service in Janitorial industry. For over 15 years Rich has designed, implemented, and managed many of the janitorial programs for downtown Chicago office buildings and property management companies.

Cellular Phone                    312-925-3208  
Email                                [rpienza@midwaybuildingservices.com](mailto:rpienza@midwaybuildingservices.com)



## CORPORATE COMMITMENT

Our commitment to you is proven daily through our people, processes and consistent results. These consistent results have allowed us to experience aggressive growth while maintaining a 98% customer retention rate.

We believe in building relationships with our partners based on the following commitments:

- We will always hire the best possible employees. We can provide personnel audits on a continual basis.



- We will invest time into learning your business so that we can respond to, and potentially help prevent, problems when they arise
- We will maintain constant quality. We audit and report on our work on a daily, weekly and monthly basis, which includes performance, attendance and any corrective actions.
- We will continually invest in our goal of 100% uptime all the time. We self-perform all equipment maintenance and repairs and also self-perform 98% of all services.
- We will provide our customers with the most advanced green cleaning materials and equipment, always with an eye on the most sustainable and eco-friendly processes possible.
- We will offer a diverse group of value added services based on customer needs including post construction clean up, pressure washing, window washing, concrete sealing, painting, temporary labor, and minor electrical and plumbing maintenance work.

We believe Midway is the best value solution for your facility services need. We're not the largest service provider, but we offer all the depth and resources of a very large organization while excelling in guaranteed personalized service from top-level executives who will drive and manage strategic initiatives and relationships in our business partnership.

Strengths of the Midway organization are:

- **98% Customer Retention** achieved through a proven model and track record for delivering consistent quality. We've accomplished this using a formula for smooth transition start-ups and our program for continual improvement.
- **Proactive systems in place to not only meet, but exceed your expectations** Midway Training Program, Performance Management Program, Employee Motivation & Recognition Program
- **Midway Stakeholder Driven Customer Relationships** the executives at Midway are committed to driving the relationship with The Village of Oak Park, A stakeholder is assigned to every key account. This ensures strategic alignment with customers at all times.
- **Midway Self-Performs** 98% of our work. This provides for competitive pricing and physical control over hiring standards and service execution. We are the experts providing a customized program and a high standard of retail facility services. We operate by the high standard of our client's brand and partner in maintaining their store facilities at a level that surpasses industry standards and sets us apart from our competition.
- **In-house Equipment Repair Model** Midway self performs equipment repairs on all equipment within 24 hours and has a preventive maintenance program in place.
- **Best Practices Policies** Midway will continuously pursue new technologies and programs to enhance performance and effectiveness with administrative and operational processes and share in the benefit of cost savings opportunities with The Hines.
- **Guaranteed Customer Satisfaction** is offered through our unique "Performance Guarantee", where service is done correctly the first time, or we perform the service again to customer satisfaction.

There are several dimensions to our strategy that span the near term and long term time horizons and address the cornerstones of our solution: Our Management Programs, Transition Management, People



and Organization, Scope of Work.

This bid is about creating sustainable value, not just cost savings, and being able to objectively measure success. We believe through the areas identified above we are the ideal partner for The Village of Oak Park, and our commitment to excellence and true value-add performance is reflected in our proposal.

The remaining sections of this document represent our complete service delivery solution.

## REPORTING AND COMMUNICATION

During transition and ongoing, Midway will establish a structure for communication within our team and with all relevant stakeholders for Village of Oak Park. Midway will define the reporting and communication protocols including detailed report design, distribution lists, frequency of distribution and where possible establish a baseline from which to progress over time.

Management reporting is an integral part of the client relationship. It ensures that the client is informed of the essential areas of performance relating to the scope of work. Properly defined management reporting allows for alignment with the client and reporting the required information. Specifically, it:

- Defines the services areas performance and potential improvements.
- Defines the process for reporting service performance to client management.
- Provides the process for documenting mutually agreed upon changes to service requirements.

## HEALTH AND SAFETY

Midway's Safety, Health & Environmental (SH&E) program is based on the principles of loss control, management systems concepts, and an operating philosophy of "Safety First." We believe that integrating SH&E concerns into work processes at each level of the organization, and in every aspect of our business, is fundamental to long-term success.

Our SH&E programs and management system serves as the basis for site-specific planning activities aimed at reducing risk and future losses, while increasing productivity. Such planning requires close collaboration with our customers. We understand the importance of working closely with our customers to ensure that the workplace is free from safety and health hazards and that all work activities comply with federal, state, and local laws and regulations.

Elements of our program include management leadership and employee involvement, worksite analysis, hazard identification, prevention & control, standard work practices & procedures, safety & health training, incident investigation, site inspections & audits and management reviews.

### **Statement of Safety, Health & Environmental (SH&E) Policy and Commitments**

It is our policy to protect the safety and health of its employees, clients and the public and to conduct its work in an environmentally responsible manner. To achieve this policy objective we shall:



- Promote safety attitudes and behaviors across the organization, through employee involvement, management support and executive leadership.
- Establish and maintain an SH&E management system for planning and executing work in accordance with requirements and for controlling losses.
- Conduct initial worksite analyses to identify hazards and establish controls.
- Perform periodic worksite inspections to identify substandard acts and/or conditions that endanger health, safety, or the environment.
- Comply with all applicable safety, health and environmental laws and regulations and promote conformance with company policies and best practices.
- Investigate incidents for the purpose of preventing future occurrences.
- Establish and monitor SH&E performance goals to promote continual improvement.
- Enable and empower employees through training and education.
- Encourage personal responsibility and accountability through recognition of outstanding individual and group SH&E performance.

All employees shall be held accountable for supporting the above commitments.

## TRAINING AND DEVELOPMENT

Our training is broken into three simple but necessary steps to ensure each of our associates can meet our stringent standards.

<b>Stage 1: Pre Start-up Orientation</b>	<b>Stage 2: Start-up Training (first day on site)</b>	<b>Stage 3: On Going Training</b>
Midway's Rules & Regulations, Including but not limited to, Harassment, Safety, Accident Prevention, Chemical Handling, MSDS, OSHA, Cleaning Procedures, Green Cleaning, Recycling, PPE's, Equipment handling, Waste removal, Blood Borne Pathogens, Security, Keys/Cards and Alarms	On-The-Job Training is done before the start of the job to get the employee(s) familiar with building set-up, areas of special attention, review chemicals & equipment use and procedures on location and property security and emergency protocols.	Continuous monthly training/refreshers from Stages 1 & 2, retraining on areas of low performance as needed. Minimum on 30 minutes per month per employee. Annual retraining of OSHA requirements required.

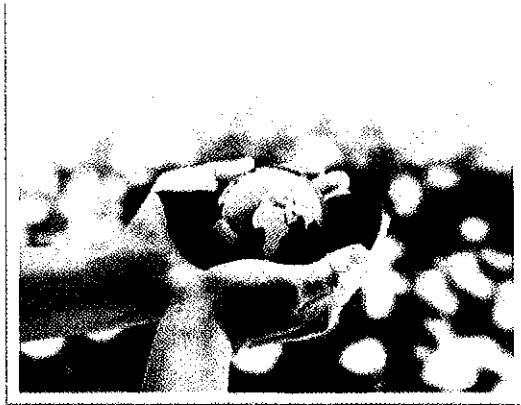


### How is janitorial staff trained for a new account?

The assigned staff reports to one of our training centers for a teacher/student class called Smart Cleaning. For our smaller assignments the selected cleaner(s) are taught using Midway Building Services' interactive Power Point, Smart Cleaning program or video. These workers are trained just prior to job start to maximize retention. All workers then receive additional onsite training specific to the building they will be working in. Our route and building supervision staff starting on the first day, and continuing throughout the first week of an account start-up conducts this training.

### Documenting our training

We use our computerized management system to track employee training and mastery schedules in a database created for this purpose. Each employee is provided with a certificate of completion. All certificates are signed, dated and copies are retained in their employee files for reference



### Screening and Hiring

We actively seek out and pursue bright, forward thinking, and eager employees who have a service orientation. All of our candidates are carefully and thoroughly interviewed, screened and reference checked. Our dedicated recruitment division, Resource Network, has several strategically located recruiters around the country and a clear understanding of the qualified employees that fit best within our corporate culture.

At Midway Building Services, we believe it is as important to be trustworthy and believable as it is to be competent; therefore all employees are thoroughly screened before being assigned duties in your building. Midway Building Services employs the following steps in screening out employees:

- All new employees are asked to sign authorization for background checks as part of the employment package.



- All new employees are subject to required background checks, including nationwide background checks, which extend to seven (7) years from all countries of residence.
- All new employees are reference checked.
- Random Drug testing (optional) is performed on employees
- Post Accident Drug testing is performed on all injured employees.
- Supervisory management must pass more rigid qualifications for employment; hence we seek candidates with impeccable background and work histories.

### **Risk Management**

Safety is a key priority of each and every Midway employee. Our Human Resources Department takes a proactive approach to safety and accident prevention. We believe there is a direct correlation between our emphasis on safety and our low worker compensation and general liability rates. Safety Training Programs are scheduled for all employees.

Please feel free to call us at 312-227-1101 and request a copy of our complete safety manual from our Human Resources Department if you would like a more in depth understanding of our safety procedures.

### **Security/Emergency Procedures**

All



Midway employees learn the emergency procedures for every building they work in, and follow these



## Transition Plan

Transitioning into new accounts is one Midway's greatest strengths. The accompanying flow chart describes the major events that are scheduled and tracked once Midway has been awarded a new contract. This implementation matrix is planned around a four-week notification schedule, allowing us the necessary time to plan and execute a professional and efficient transition. To ensure that all timelines are being successfully met, there is daily interaction, with frequent group conference calls involving the Field Management, the designated Project Manager (who will be dedicated to the implementation and ongoing daily management of your account, and has already been identified), our Best Practices Department and Executive Management. Each scheduled task is discussed in order to evaluate its timeliness. Using this approach, it is not uncommon for most tasks to be completed before their target date.

A key component of any job start is the make-up of the management team. Midway experience and depth allows us to draw upon a nationwide network of our own key transition experts who are mobilized into various markets to assist in the rollout. Check lists are developed to make certain that all required tasks are being addressed:

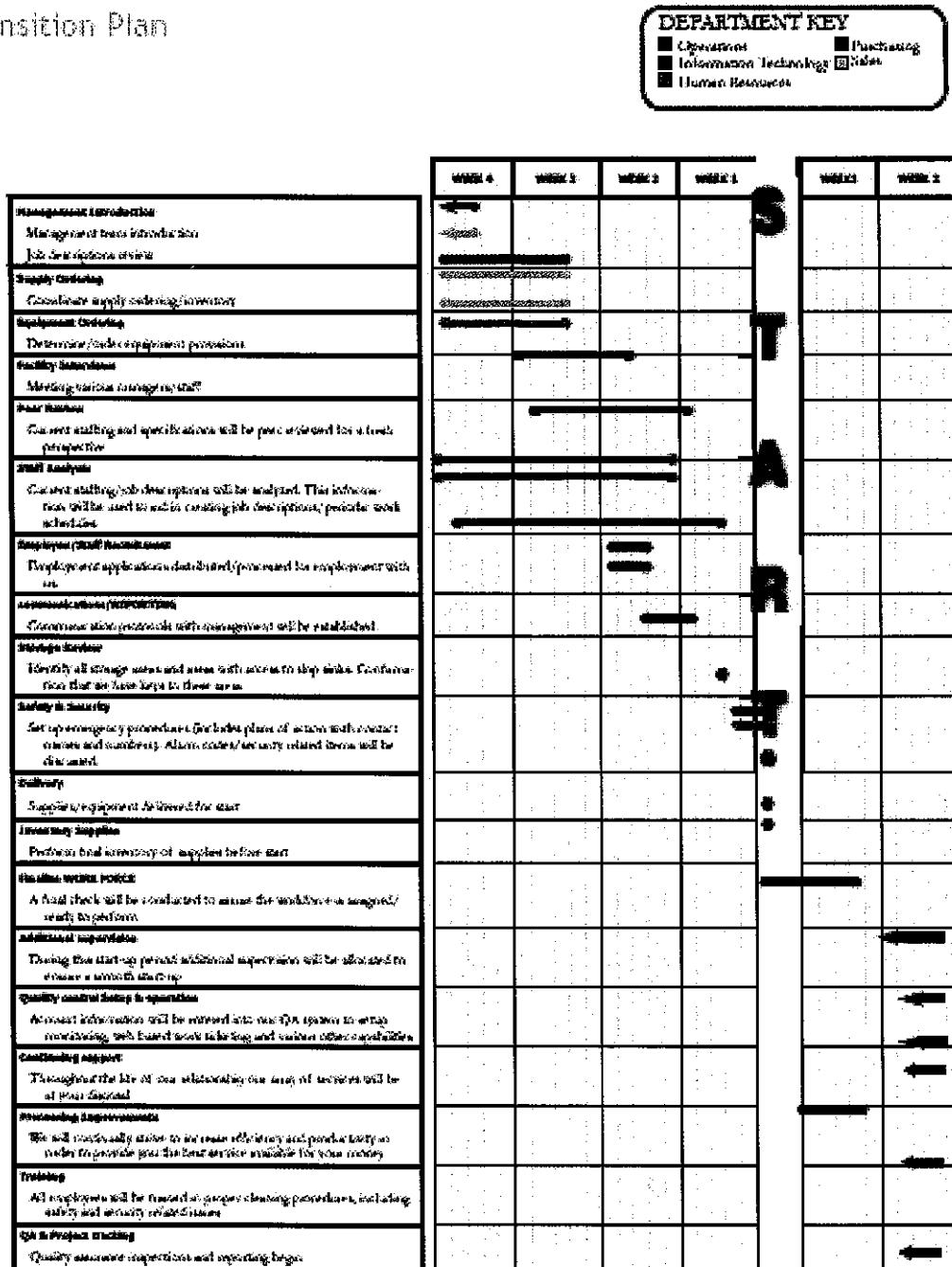


- Hiring of staff • Training
- Uniforms/ID badges
- Equipment
- Supplies

Another major component of any successful job start is the on-site visits by our managers, prior to our start date. It is at these site visits, that we share information such as security, floor coverings, storage areas, trash removal, special requests, areas of concern and any other site-specific requirements.



## Transition Plan





## Equipment and Supplies

Equipment and supply selection is based on a standardized process of centralized decision making, maintaining strict adherence to the consideration of superior quality prior to evaluating cost. Since the majority of our cost is in labor, spending more for superior products has resulted in long-term economies on labor that we pass on to our customers.

- We adhere to rigid performance and efficiency criteria for all products and equipment.
- We buy major equipment and supplies directly from the manufacturers to reduce costs.
- Our equipment is regularly inspected.
- We use local suppliers whenever quality standards are met, to help support local businesses and to establish local partnerships for quick response to emergency situations
- MSDS Sheets on all products are kept at all locations
- Backup equipment is always available for use in case of breakdown, and to ensure maximum productivity
- All Floor finishes pass slip resistant tests

## Midway Building Services Green Cleaning Program

One of the cornerstones of Midway Building Services' mission is to employ and master sustainable practices. Through our Corporate Environmental Policy, our service experts strive to create an environment that not only decreases the overall carbon footprint, but also considers how our services can positively impact the health of a facility's inhabitants.

We continue to push ourselves to truly master the art and science of sustainability via our certified Green Cleaning program. We also understand that going green is a significant commitment, which is why we've developed solutions that can be incrementally introduced and easily implemented.

Within our company, we are dedicated to operating in a socially responsible manner and fostering the continued growth and well being of our employees via extensive safety training and career development initiatives.

Most importantly, our passion for sustainability also refers to meeting and exceeding our clients' needs and expectations to ensure that we create an enduring and successful partnership.

Our Green Cleaning Program offers our clients effective, environmentally protective cleaning. The purpose of this program is to minimize exposure of building occupants and Midway Building Services' employees to potentially hazardous chemical, biological and particle contaminants that may adversely impact air quality, health, building finishes and systems, and the environment. We are committed to providing you with a cost-effective, environmentally sound and health-conscious program in order to create an optimal working environment.



The products and equipment used in our Green Cleaning Program meet the criteria of the U.S. Green Building Council's LEED-EB rating system and are certified by Green Seal:

- Touchless cleaning equipment cleans using a low-pressure chemical dispersal system, followed by a manual scrubbing, then a pressure rinse, and finally the soiled solution is evacuated into a separate tank for disposal.
- Recycled restroom products, such as recycled restroom paper products and recycled trashcan liners.
- Specialty entryway matting can be utilized to dramatically reduce the amount of particles that enter a building
- HEPA certified vacuum cleaner, a high efficiency particulate air filtration vacuum, contains 99.9% of airborne particles.
- Auto scrubber uses no chemicals at all to clean; only electrolyzed water.
- Micro-fiber mops and cleaning rags can collect 98% of soil particles on the cloth and contain them until discharged. Micro fiber absorbs more moisture than conventional materials, resulting in less chemical use and more effective cleaning.

#### **Adopting Green Cleaning Standards to earn LEED Points**

The USGBC (US Green Building Council) is a coalition of leaders from across the building industry, working to make green buildings available to everyone within a generation. To achieve this goal, they have devised a certification program called LEED (Leadership in Environmental Energy and Design) that provides an independent third-party verification that a building project (or existing building—LEED-EB) meets the highest green building and performance measures. In the case of existing buildings, it helps building owners and manager's measure operations, improvements and maintenance on a consistent scale with the goal of maximizing operational efficiency while minimizing environmental impacts. The LEED Rating accreditation is based on a point system with at least 31 points needed for certification. Green cleaning practices can help you earn points in the following categories. For more information on how to apply LEED to your building, visit the United States Green Building Council's website at [www.usgbc.org](http://www.usgbc.org).





## Energy and Atmosphere

Building Operation and Maintenance: Staff Education Training, OSHA, MSDS, Midway Policy, Green Cleaning Principal.	1 point
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## Materials and Resources

Source Reduction and Waste Management: Waste Stream Audit Recycling, Certified RSI	Required
Optimize Use of Indoor Air Quality (IAQ) Compliant Products: Hepafilter Vacuums	2 points
Sustainable Cleaning Products and Materials: Green Seal Products	1-3 points
Occupant Recycling: RSI	1-3 points

## Indoor Environmental Quality

Documenting Productivity Impact: Absenteeism and Health Care Cost Impact	1 point
Contemporary IAQ Practice	1 point
Green Cleaning: Entryway Systems	1 point
Walk off matting	
Green Cleaning: Isolation of Janitorial Closets, Basement	1 point
Green cleaning: Low Environmental Impact Cleaning Policy	1 point
Microfiber Cloths, Recycled Mops, Kivac touchless cleaning	
Green Cleaning: Low Environmental Impact Pest Management Policy	1 point
Green Cleaning: Low Environmental Impact Cleaning Equipment Policy	1 point
Use Tennant Ready Space low moisture carpet cleaning	
Kivac - Touchless Cleaning	
Tennant Fast Scrub Equipment (All Tennant equipment is carpet and rug institute green label certified and is recognized by the US Building Council)	



## Job Descriptions

### Operation Manager

The Operation Manager is responsible for overall management in the Company, including contract compliance, financial performance, and maintenance of professional quality standards. The Vice President reports to the CEO.

### Area Manager

Area Managers have primary responsibility for ensuring that all assigned buildings are properly supervised, staffed, maintained, equipped and supplied. This responsibility includes communicating and implementing job specifications and all company policies to subordinates, and ensuring that they are consistently accomplished to Midway Building Services' standards. They take a proactive role in preventing problems and ensuring prompt resolution of corrective measures. They are knowledgeable of and accountable for contractual obligations for all accounts in their area. They report directly to the Vice President.

### Building Supervisor

With the approval of the Customer, Building Supervisors are appointed by and report to Area Managers. Their responsibilities include managing, supervising, scheduling, equipping and overseeing all crews in order to achieve contract compliance.



### Day Porter

A day porters' duties generally include, but are not limited to the following:



- Police and keep free from trash and debris the areas in the main lobby and building exterior including sidewalks, curbs, and alleys.
- Wet mop lobby flooring, as necessary, particularly during inclement weather or when snow and ice is prevalent
- Keep main entrance door and entryway glass free from finger marks and smudge
- Clean and polish door frames and other decorative metal
- Police elevator cabs and at main level; vacuum and spot clean carpet as needed
- Police restrooms, keeping them neat and in clean condition
- Wipe clean sink and vanity tops, mop up water from floors as necessary, spot clean mirrors, check toilet tissue, hand towel, and soap dispensers, refilling them as necessary
- Keep service corridors, utility areas and dock/receiving area in a clean and neat condition
- Set out walk-off mats on rainy or snowy days and keep them in a clean condition
- Police stairways and keep free from trash and debris; sweep and dust as needed
- As directed by building management, sweep and/or wet mop equipment rooms, fan rooms, utility rooms, elevator pits, etc.
- Render any other services as directed by building management

### Special Services

Your property managers carefully selected Midway Building Services to provide professional cleaning services for your building. These services provide for normal cleaning and waste disposal of the space and facilities you occupy. However, no single cleaning regimen can encompass all of the variable maintenance needs and desires of all people and environments.

Midway vision is to provide all of the additional cleaning and maintenance services most desired by our customers. This one-stop shopping not only saves you the time, money and uncertainty invested on working with unknown service vendors, but also guarantees that each job receives the professionalism and quality that the Midway staff demonstrates each day. You also benefit from the additional supervision and security guarantees that come as a routine component of Midway Corporation's service contract with your building. And all work can be performed at night when your staff will not be disturbed- another advantage of having your service provided and backed by a major corporation.

Our expertise encompasses all the enclosed services, as well as many others that will enhance the comfort of your daily office routines and protect the very significant investment that you have made in furnishing your "home away from home."



We welcome the opportunity to visit with you so we can recommend specialized services to fit your needs and your budget.

<p>Green Practices/LEED Accreditation</p> <p>HHPC Day Cleaning</p> <p>HVAC</p> <p>Handyman</p> <p>Carpet Care (Extraction: rotary, dry cleaning)</p> <p>Comprehensive Hard Surface Floor Maintenance/Restoration</p> <p>Office cleaning</p> <p>Day Porter/Maid Services</p> <p>Construction Clean-up</p> <p>Restoration</p> <p>Remediation</p> <p>Construction</p>	<p>Marble &amp; Terrazzo Polishing</p> <p>Restroom Sanitation</p> <p>Refrigerator, Microwave, Dish Washing and Coffee Service</p> <p>Pressure Washing</p> <p>Furniture Cleaning</p> <p>Trash Removal/Recycling</p> <p>Fabric Partitions/Ultrasonic Blinds</p> <p>Window Washing</p> <p>Light Fixture Cleaning and Relamping</p> <p>Concrete Sealing</p> <p>Vents</p>
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## INDUSTRY REFERENCES

### **The Museum of Science and Industry**

5700 S Lake Shore Drive  
Chicago, IL 60637  
Ed McDonald  
773-947-3725

### **CBOE**

Chicago Board of Exchange  
400 South LaSalle Street  
Chicago, IL 60605  
Angelo Saccameno  
312-617-9315

### **U. S. Realty Management Co LLC**

122 South Michigan Avenue; Suite 450  
Chicago, IL 60604  
Kevin Marfell  
312-922-3883

### **DUS Management, Inc.**

35 East Wacker Drive; Suite 600  
Chicago, IL 60601  
Rudy Banducci  
312-403-4260

### **ONNI Group**

200 N LaSalle, Suite 300  
Chicago, IL 60601  
Justin Girard  
312-346-1400

### **CBRE U. S. Equities Co LLC**

20 N Michigan Ave  
Chicago, IL 60604  
Jennifer Siragusa  
312-456-7038



## SAMPLE COI



### CERTIFICATE OF LIABILITY INSURANCE

DATE RECEIVED: 7/25/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERNS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.																																																																																																			
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).																																																																																																			
<b>PRODUCER:</b> Weiss Insurance Agencies Inc. 31W680 Army Trail Road Wayne, IL 60184  <a href="http://www.weissins.com">www.weissins.com</a>	<b>CONTACT NAME:</b> <b>PHONE NO.:</b> 847-583-1712 <b>FAX NO.:</b> 847-583-8616 <b>E-MAIL ADDRESS:</b> <b>INSURED 1 - CONTRACTING COVENANT:</b> <b>INSURER 1 - Western World Insurance Co.</b> <b>INSURED 2 - Midway Building Services Inc.</b> <b>INSURER 2 - National Indemnity Insurance Co.</b> <b>INSURED 3 - CNA Casualty Insurance Co.</b> <b>INSURER 3 - Hartford Insurance Co.</b> <b>INSURED 4 - </b> <b>INSURER 4 - </b>																																																																																																		
<b>COVERS:</b> <b>CERTIFICATE NUMBER:</b> 13650908 <b>REVISION NUMBER:</b> <b>This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may remain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid C. A. W.s.</b>																																																																																																			
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<b>AUTHORIZED REPRESENTATIVE</b> John Weiss																																																																																																			

ACORD 25 (2010/05)

The ACORD name and logo are registered marks of ACORD

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STC 5011 (10/09) - Certificate of Insurance Form 25, Revision 25, effective 10/01/09. This form is not superseded by any previously issued certificate.



*Midway Building Services | 1915 W Hubbard, Chicago, IL 60622 | Office 312-879-9000*  
[www.midwaybuildingservices.com](http://www.midwaybuildingservices.com)



## SERVICE AGREEMENT

1. Midway Building Services hereinafter referred to as "Midway", agrees to provide services as indicated below for:

Village of Oak Park, Village Wide Litter Pickup Services  
201 South Blvd.  
Oak Park, IL 60302

Hereinafter referred to as "Client".

2. **SERVICE (S) PROVIDED:**

- As outlined in attached proposal dated April 15, 2016

3. The services are to be performed at the following location(s):

201 South Blvd.  
Oak Park, IL 60302

4. The price includes the service as outlined only. Any other work will be priced and billed separately.

5. MIDWAY will maintain the following Insurance Coverage's:

- a. Worker's Compensation Coverage as required by State statute
- b. General Liability & Property Damage Coverage of not less than \$8,000,000

6. MIDWAY assumes all financial responsibility for wages, withholding taxes, social security, unemployment tax, head tax and sales taxes directly related to the services heretofore attached.

7. MIDWAY provides all labor cleaning supplies and equipment, necessary to complete the service as indicated. In the event any changes are required to this quote or the quote becomes outdated before it is executed, a revised quote shall be submitted and mutually agreed upon before the performance of such work or additional work.

8. MIDWAY will provide all specified services except when prevented by strike, lockout, accident, acts of God or other circumstances beyond its control.

9. The aforementioned services shall be performed for the sum of (One Year Agreement);
  - **\$49,081.78/year**



10. Invoice shall be billed in a timely fashion when the service is rendered and is due and payable within 30 (thirty) days. MIDWAY shall charge interest of 1.5% per month or 18% per year on accounts over 60 days past due. Such interest shall accrue from and after the due date for payment as set forth in this paragraph. If, as a result of the failure to pay any sum payable to MIDWAY hereunder, Clients account is referred to an agency or attorney for collection, reasonable attorney's fees and costs of collection shall be recoverable by MIDWAY, in addition to the amounts payable to MIDWAY hereunder.
  - a. Any increases during the term of this agreement due to any of the following; mutually agreed raises in wage, minimum wage, change in scope, addition/subtraction of labor, purchase of additional equipment or supplies not originally agreed upon or change in supply costs, will be negotiated as a agreement addendum.
  - b. The Affordable Care Act (ACA) is not reflective in this agreement. If and when the ACA takes effect, this agreement will be subject to change based on the amount of coverage elected by the work force.
  - c. This agreement is subject to general operational cost increase after the initial 12-month term of this agreement.
  - d. Any increases will be submitted in advance in writing.
11. TERM: This agreement will commence on the day accepted below and will be in effect for an initial period of 12 months and will continue there after month-to-month unless notification is made in writing with a 30 (thirty day) notice of cancellation by either party.
12. IT IS AGREED that this contract (together with the attached schedule, if applicable) is the entire agreement between the parties and that all other contracts are herein merged

13. ACCEPTED ON THIS: \_\_\_\_\_ DAY OF: \_\_\_\_\_ 2014.

**Midway Building Services**  
**Rich Piazza**  
**President**

\_\_\_\_\_  
**Signature:**

**Village of Oak Park**

\_\_\_\_\_  
**Signature:**

\_\_\_\_\_  
**Printed Name:**

\_\_\_\_\_  
**Title:**

*Midway Building Services | 1915 W Hubbard, Chicago, IL 60622 | Office 312-879-9000*  
[www.midwaybuildingservices.com](http://www.midwaybuildingservices.com)

**SECTION V**  
**BIDDER CERTIFICATION**

MIDWAY BUILDING SERVICES, LTD, as part of its Bid on an agreement for Village Wide Litter Pickup Services for the Village of Oak Park, hereby certifies that said bidder selected is not barred from proposing on the aforementioned agreement as a result of a violation to either Section 33E-3 or 33E-4 of Article 33E of Chapter 38 of the Illinois Revised Statutes or Section 2-6-12 of the Oak Park Village Code relating to "Proposing Requirement.



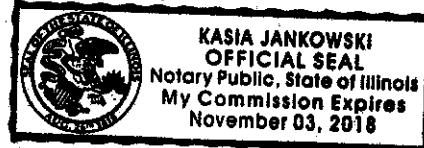
(Authorized Agent of bidder selected)

Subscribed and sworn to before me this 19<sup>th</sup> day of April, 2016.



Notary Public's Signature

- Notary Public Seal -



No.	Item Description	Quantity	Unit Price	Total Price
Business District Areas 3X Weekly				
1	Downtown Oak Park	46	\$ 14.08	\$ 1,943.48
2	North Blvd (Harlem to Forest)	46	\$ 14.08	\$ 1,943.48
3	South Blvd (Harlem to Marion)	46	\$ 14.08	\$ 1,943.48
4	The Pleasant District	46	\$ 14.08	\$ 1,943.48
5	Chicago (Harlem to Marion)	46	\$ 14.08	\$ 1,943.48
6	Chicago (Austin to Ridgeland)	46	\$ 14.08	\$ 1,943.48
7	Austin and Lake (Austin to Humphrey)	46	\$ 14.08	\$ 1,943.48
8	Austin and Madison (Austin to Humphrey)	46	\$ 14.08	\$ 1,943.48
9	Austin and Roosevelt (Austin to Ridgeland)	46	\$ 14.08	\$ 1,943.48
10	North Ave. (Harlem to Woodbine)	46	\$ 14.08	\$ 1,943.48
11	North Ave. (Austin to Ridgeland)	46	\$ 14.08	\$ 1,943.48
12	The Avenue District	46	\$ 14.08	\$ 1,943.48
13	Oak Park and I-290	46	\$ 14.08	\$ 1,943.48
14	Harrison (Austin to Ridgeland)	46	\$ 14.08	\$ 1,943.48
		TOTAL		\$ 27,208.72

**Main Streets 2X Weekly (see section III and map for more detail)**

A	Harlem (Garfield to Jackson)	46	\$ 13.20	\$ 1,215.17
B	Austin (North Ave. to Roosevelt)	46	\$ 13.20	\$ 1,215.17
C	North Ave. (Woodbine to Ridgeland)	46	\$ 13.20	\$ 1,215.17
D	Lake (Forest to Humphrey)	46	\$ 13.20	\$ 1,215.17
E	North Blvd (Forest to Kenilworth)	46	\$ 13.20	\$ 1,215.17
F	Madison (Maple to Humphrey)	46	\$ 13.20	\$ 1,215.17
G	Oak Park (Madison to Washington)	46	\$ 13.20	\$ 1,215.17
H	Ridgeland (South Blvd. to Lake)	46	\$ 13.20	\$ 1,215.17
I	Ridgeland (Madison to Washington)	46	\$ 13.20	\$ 1,215.17
J	Ridgeland (Harrison to Garfield)	46	\$ 13.20	\$ 1,215.17
K	Harrison (Maple to Ridgeland)	46	\$ 13.20	\$ 1,215.17
L	Flournoy (Highland to Humphrey)	46	\$ 13.20	\$ 1,215.17
M	Garfield (Harlem to Austin)	46	\$ 13.20	\$ 1,215.17
N	Lombard (Garfield to Harrison)	46	\$ 13.20	\$ 1,215.17
O	South Blvd. (Marion to Oak Park)	46	\$ 13.20	\$ 1,215.17
P	South Blvd. (Oak Park to Austin)	46	\$ 13.20	\$ 1,215.17
Q	Roosevelt (Harlem Lyman)	46	\$ 13.20	\$ 1,215.17
R	East (Garfield to Harrison)	46	\$ 13.20	\$ 1,215.17
		TOTAL		\$ 21,873.06
		GRAND TOTAL		\$ 49,081.78

## Brinkman, Scott

---

**From:** Richard Piazza <[rpienza@midwaybuildingservices.com](mailto:rpienza@midwaybuildingservices.com)>  
**Sent:** Thursday, April 21, 2016 12:59 PM  
**To:** Brinkman, Scott  
**Cc:** Freddy Gallegos  
**Subject:** Re: 2016 Village of Oak Park Village Wide Pickup Services RFP

Scott,

The special event price per hour is \$22.00 straight time rate, and \$33.00 overtime rate. We just re-checked our pricing sheet and our total yearly rate is \$49,081.78.

Thank you.

Regards,

Richard Piazza  
Midway Building Services  
1915 W. Hubbard  
Chicago, Illinois 60612  
[rpienza@midwaybuildingservices.com](mailto:rpienza@midwaybuildingservices.com)

On Apr 21, 2016, at 11:53 AM, Brinkman, Scott <[sbrinkman@oak-park.us](mailto:sbrinkman@oak-park.us)> wrote:

Hi Rich,

On your bid form the rate per hour for the Cost for Litter Pick Up for Special Events is blank. Please send me the per hour cost when you can. Also, after going over the numbers, my figures came out to a total of \$49,061.76 instead of \$49,081.78. Maybe related?

Thanks,

Scott Brinkman  
Interim Streets Division Superintendent  
Village of Oak Park, Illinois  
W: 708.358.5743; F: 708.358.5711  
[sbrinkman@oak-park.us](mailto:sbrinkman@oak-park.us)

---

**From:** Richard Piazza [<mailto:rpienza@midwaybuildingservices.com>]  
**Sent:** Tuesday, April 05, 2016 6:17 AM  
**To:** Brinkman, Scott  
**Subject:** Re: 2016 Village of Oak Park Village Wide Pickup Services RFP

Scott,

We will email you the completed bid form for the litter pick up ASAP.

Total Price \$49,081.78

3. Cost for Litter Pick Up for Special Events Per Hour \_\_\_\_\_

RJ PARRILL

(Type Name of Individual Signing)

, of MIDWAY BUILDING SERVICES, LTD  
(Type Name of Organization)

being first duly sworn on oath deposes and says that the bidder on the above Bid is organized as indicated below and that all statements herein made on behalf of such bidder and that their deponent is authorized to make them, and also deposes and says that deponent has examined and carefully prepared their Bid from the Agreement Specifications and has checked the same in detail before submitting this Bid; that the statements contained herein are true and correct.

Signature of bidder authorizes the Village of Oak Park to verify references of business and credit at its option.

Signature of bidder shall also be acknowledged before a Notary Public or other person authorized by law to execute such acknowledgments.

Dated: April 19<sup>th</sup> 2016

Organization Name (Seal - If Corporation)

By:



Authorized Signature

Address

1915 W Hubbard St, Chicago, IL 60622

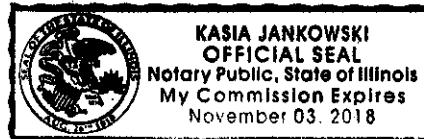
630 217 1565

Telephone

Subscribed and sworn to before me this 19<sup>th</sup> day of April, 2016  
2015.

Kasia Jankowski in the State of Illinois. My  
Commission  
Notary Public

Expires on 11/03/2018



SECTION VI  
TAX COMPLIANCE AFFIDAVIT

RJ PARRILLI, being first duly sworn, deposes and says:

that he/she is OFFICER of  
(partner, officer, owner, etc.)

MOLAY BUILDING SERVICES, LTD.  
(bidder selected)

The individual or entity making the foregoing Bid or proposal certifies that he/she is not barred from entering into an agreement with the Village of Oak Park because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. The individual or entity making the Bid or proposal understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the municipality to recover all amounts paid to the individual or entity under the agreement in civil action.

By:  
Its:

OFFICER Molay Building Services, LTD.  
(name of bidder if the bidder is an individual)  
(name of partner if the bidder is a partnership)  
(name of officer if the bidder is a corporation)

The above statement must be subscribed and sworn to before a notary public.

Subscribed and sworn to before me this 10th day of April, 2016.

Kasia Jankowski  
Notary Public's Signature

- Notary Public Seal -



**SECTION VII**  
**ORGANIZATION OF BIDDING FIRM**

Please fill out the applicable section:

**A. Corporation:**

The Contractor is a corporation, legally named MIDWAY BUILDING SERVICES, LTD. and is organized and existing in good standing under the laws of the State of ILLINOIS. The full names of its Officers are:

President Don MAGEE

Secretary Don MAGEE

Treasurer Don MAGEE

Registered Agent Name and Address: \_\_\_\_\_

The corporation has a corporate seal. (In the event that this Bid is executed by a person other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation that permits the person to execute the offer for the corporation.)

**B. Sole Proprietor:**

The Contractor is a Sole Proprietor. If the Contractor does business under an Assumed Name,

the Assumed Name is \_\_\_\_\_, which is registered with the Cook County Clerk. The Contractor is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

**C. Partnership:**

The Contractor is a Partnership which operates under the name \_\_\_\_\_

The following are the names, addresses and signatures of all partners:

---

---

---

Signature

---

Signature

(Attach additional sheets if necessary.) If so, check here \_\_\_\_\_.

If the partnership does business under an assumed name, the assumed name must be registered with the Cook County Clerk and the partnership is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

**D. Affiliates:** The name and address of any affiliated entity of the business, including a

description of the affiliation: \_\_\_\_\_

---

Signature of Owner



**Oak Park**

**SECTION VIII**  
**BID BOND**

WE \_\_\_\_\_

as PRINCIPAL, and \_\_\_\_\_ as SURETY, are held and firmly bound unto the Village of Oak Park, Illinois (hereafter referred to as "VOP") in the penal sum of Ten Thousand dollars (\$10,000.00), as specified in the invitation for bids. We bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly to pay to the VOP this sum under the conditions of this instrument.

WHEREAS THE CONDITION OF THE FOREGOING OBLIGATION IS SUCH that, the said PRINCIPAL is submitting a written bid to the VOP acting through its awarding authority for the completion of the work designated as the above section.

THERFORE if the bid is accepted and a agreement awarded to the PRINCIPAL by the VOP for the above-designated section and the PRINCIPAL shall within ten (10) days after award enter into a formal agreement, furnish surety guaranteeing the faithful performance of the work, and furnish evidence of the required insurance coverage, all as provided in Specifications then this obligation shall become void; otherwise it shall remain in full force and effect.

IN THE EVENT the VOP determines the PRINCIPAL has failed to enter into a formal agreement in compliance with any requirements set forth in the preceding paragraph, then the VOP acting through its awarding authority shall immediately be entitled to recover the full penal sum set out above, together with all court costs, all attorney fees, and any other expense of recovery.

IN TESTIMONY WHEREOF, the said PRINCIPAL and the said SURETY have caused this instrument to be signed by their respective officers this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2016.

PRINCIPAL

\_\_\_\_\_ (Company Name)

\_\_\_\_\_ (Company Name)

By: \_\_\_\_\_ By: \_\_\_\_\_  
(Signature & Title) (Signature & Title)

(If PRINCIPAL is a joint venture of two or more Contractors, the company names, and authorized signatures of each Contractor must be affixed)

Subscribed to and Sworn before me on the

\_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Notary Public

NAME OF SURETY

By: \_\_\_\_\_  
Signature of Attorney-in-Fact

Subscribed to and Sworn before me on the

\_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Notary Public

SECTION IX  
COMPLIANCE AFFIDAVIT

I, R. PARRILLI, (Print Name) being first duly sworn on oath depose and state:

1. I am the (title) Vice President of the Proposing Firm and am authorized to make the statements contained in this affidavit on behalf of the firm;
2. I have examined and carefully prepared this Bid based on the request and have verified the facts contained in the Bid in detail before submitting it;
3. The Proposing Firm is organized as indicated above on the form entitled "Organization of Proposing Firm."
4. I authorize the Village of Oak Park to verify the Firm's business references and credit at its option;
5. Neither the Proposing Firm nor its affiliates<sup>1</sup> are barred from proposing on this project as a result of a violation of 720 ILCS 5/33E-3 or 33E-4 relating to Bid rigging and Bid rotating, or Section 2-6-12 of the Oak Park Village Code relating to "Proposing Requirements".
6. The Proposing Firm has the M/W/DBE status indicated below on the form entitled "EEO Report."
7. Neither the Proposing Firm nor its affiliates is barred from agreementing with the Village of Oak Park because of any delinquency in the payment of any debt or tax owed to the Village except for those taxes which the Proposing Firm is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. I understand that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the Village of Oak Park to recover all amounts paid to the Proposing Firm under the agreement in civil action.
8. I am familiar with Section 13-3-2 through 13-3-4 of the Oak Park Village Code relating to Fair Employment Practices and understand the contents thereof; and state that the Proposing Firm is an "Equal Opportunity Employer" as defined by Section 2000(E) of Chapter 21, Title 42 of the United States Code Annotated and Federal Executive Orders #11246 and #11375 which are incorporated herein by reference. Also complete the attached EEO Report or Submit an EEO-1.
9. I certify that the Contractor is in compliance with the Drug Free Workplace Act, 41 U.S.C.A. 702

Signature: 

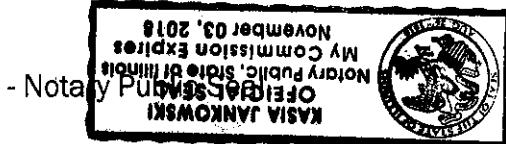
Name and address of Business: MIDWAY BUILDING SERVICES, LTD.

Telephone 312-226-1101 E-Mail RJPARRILLI@MIDWAYBUILDINGSERVICES.COM

Subscribed to and sworn before me this 19<sup>th</sup> day of April, 2016.

Kasia Janikowski

Notary Public



<sup>1</sup> Affiliates means: (i) any subsidiary or parent of the agreementing business entity, (ii) any member of the same unitary business group; (iii) any person with any ownership interest or distributive share of the agreementing business entity in excess of 7.5%; (iv) any entity owned or controlled by an executive employee, his or her spouse or minor children of the agreementing business entity.

SECTION X  
M/W/DBE STATUS AND EEO REPORT

Failure to respond truthfully to any questions on this form, failure to complete the form or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this Bid. For assistance in completing this form, contact the Department of Public Works at 708-358-5700.

1. Contractor Name: Moway Building Services, LTD.

2. Check here if your firm is:

- Minority Business Enterprise (MBE) (A firm that is at least 51% owned, managed and controlled by a Minority.)
- Women's Business Enterprise (WBE) (A firm that is at least 51% owned, managed and controlled by a Woman.)
- Owned by a person with a disability (DBE) (A firm that is at least 51% owned by a person with a disability)
- None of the above

[Submit copies of any W/W/DBE certifications]

3. What is the size of the firm's current stable work force?

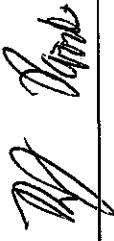
200

Number of full-time employees

40

Number of part-time employees

4. Similar information will be requested of all subcontractors working on this agreement. Forms will be furnished to the lowest responsible Contractor with the notice of agreement award, and these forms must be completed and submitted to the Village before the execution of the agreement by the Village.



Signature: Mark  
Date: 4/19/16

## EEO REPORT

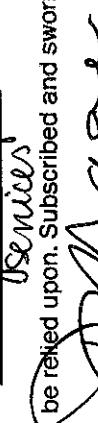
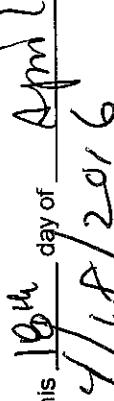
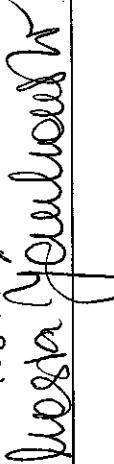
Please fill out this form completely. Failure to respond truthfully to any questions on this form, or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this Bid. An incomplete form will disqualify your Bid. For assistance in completing this form, contact the Public Works Department at 708-358-5700.

An EEO-1 Report may be submitted in lieu of this report.

Contractor Name Holiday Building Services, LTD  
Total Employees 800

Job Categories	Total Employees	Total Males	Total Females	Males				Females				Total Minorities
				Black	Hispanic	American & Indian & Alaskan Native	Asian & Pacific Islander	Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	
Officials & Managers	30	15	15	0	0	0	0	0	0	0	0	16
Professionals	4	2	2	0	0	0	0	0	0	0	0	4
Technicians	4	2	2	0	0	0	0	0	0	0	0	4
Sales Workers	2	2	0	0	0	0	0	0	0	0	0	2
Office & Clerical	15	5	10	0	0	0	0	0	0	0	0	15
Semi-Skilled	0	0	0	0	0	0	0	0	0	0	0	0
Laborers	0	0	0	0	0	0	0	0	0	0	0	0
Service Workers	605	304	301	150	150	150	150	150	150	150	150	605
TOTAL	800	15	15	0	0	0	0	0	0	0	0	800
Management Trainees												
Apprentices												

This completed and notarized report must accompany your Bid. It should be attached to your Affidavit of Compliance. Failure to include it with your Bid will be disqualify you from consideration.

<u>DON MAGEE</u> (Name of Person Making Affidavit) of <u>Individual Business Services</u> be relied upon. Subscribed and sworn to before me this   (Signature)	<u>Owner / CEO</u> (Title or Officer) and that the above EEO Report information is true and accurate and is submitted with the intent that it be relied upon. Subscribed and sworn to before me this <u>18<sup>th</sup></u> day of <u>April</u> , 2016.   (Date)   (Date)
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