

**VILLAGE OF OAK PARK**  
**REQUEST FOR PROPOSALS**

Proposal No: 2014-5770

Project Name: Village Hall Steelcase Furniture Design, Purchase and Installation

Date Issued: June 27, 2014

The Village of Oak Park is seeking proposals for design and installation for Steelcase furniture. Proposals will be received at Village Hall, 123 Madison Street, Oak Park, Illinois 60302, Monday through Friday, 8:30 a.m. to 5:00 p.m. until 5:00 p.m. local time, July 14, 2014. The Village Manager's Office will review and evaluate the proposals. Any contract awarded as a result of this Proposal will be executed by the Village Manager as authorized by the Village Board.

Each Consultant shall provide five (5) copies of their proposal. Proposals must be enclosed in sealed envelopes indicating the Proposal Number and Project Name and addressed to the attention of the Deputy Village Manager, Lisa Shelley.

Questions concerning this proposal should be directed to Lisa Shelley, Deputy Village Manager at 123 Madison, Oak Park, Illinois 60302, (708) 358-5770 or lshelley@oak-park.us.

This Request contains the following components:

- i. General Information and Scope of Services
- ii. Contract Terms and Conditions
- iii. Minimum Consultant Qualifications
- iv. Proposal Instructions
- v. Proposal Form
- vi. Consultant Certification
- vii. E.E.O. Report
- viii. Affidavit of Ownership Structure, Identity of Subconsultants, Suppliers and Consultants and All Persons Who Are Interested In Work
- ix. No Proposal Explanation Include this full document with your proposal.

I.

**General Information and Scope of Services**

**A. General Information**

The Village of Oak Park is located approximately eight miles west of downtown Chicago, in Cook County, Illinois. The Village is a Home Rule municipality operating under the council- manager form of government and was incorporated in 1902. The Village covers an area of 4.5 square miles with no territorial expansion. It is primarily a residential community with twelve separate business districts. The Village offers a full range of municipal services to its residents. Oak Park is a thriving community of about 52,000 people and is known for its architectural heritage and diverse population. It is one of the region's most diverse mixes of cultures, races, ethnicities, professions, lifestyles, religions, ages and incomes.

**B. Village Hall Steelcase Furniture Design, Purchasing and Installation Project**

The Village Hall facility currently has a mixture of enclosed offices, open cubicle spaces and various public seating areas. Over the years the existing furniture and overall design of the interior of Village Hall has evolved into mixture of various brands and design schemes. Several Departments located on the first and second floor of Village Hall (this excludes the Police Department on the lower level) will be moving to various new locations within Village Hall as part of a plan to better service customers and to provide an improved over-all appearance. In addition, attention to public seating and the public service counters is a focus. Along with the new Steelcase furniture purchase, the Village has a desire to improve the overall appearance of Village Hall and therefore wants to ensure a design plan that includes coordination of color and style as it relates to flooring, painting and lighting.

Village Hall has approximately 50 offices and 30 workstations. The Village Council Chambers is not part of this project.

**C. General Scope of Work**

The Village is seeking proposals from qualified Steelcase Consultants to provide rates for the design and installation of Steelcase furniture. This project requires that newly selected furniture coordinates with a new overall design scheme including areas such as color (painting), lighting, and carpeting. Although this proposal is specifically for Steelcase furniture consultants, it is preferred that the selected consultant demonstrate the ability to connect the overall design scheme with these other related design components and be able to establish a new color scheme for the interior walls and enclosed offices, propose lighting options and possibly suggest resources for new flooring.

**Phase I: Current Inventory, Product Review and Design**

1. The vendor will create an inventory of all offices, cubicles and public spaces on the first and second floors of Village Hall for the purpose of understanding the current capabilities of existing furniture, identifying future needs and opportunities and providing overall integration in color and design with the current furniture against any new purchases. This inventory should also assist with the coordination of other design elements such as in the selection of paint, flooring, and lighting.
2. Review of all Steelcase product lines in order for the Village to select the product(s) based on a variety of factors including but not limited to price, integration with existing furniture, function and the ability to create a multi-year implementation plan.
3. As part of the process to select a product line, the vendor will deliver and pick-up various demonstration products for employees to test for at least a 2-week period.
4. Provide design services for office, cubicle and public spaces.
5. As noted earlier, the design should also include the integration of other trades upon request, such as paint, carpeting, and lighting.

#### **Phase II: Purchase**

1. Once a design is confirmed, the selected vendor will need to create the specifications for purchase.
2. Establish pricing and place order.
3. Provide specifications for any electrical work required with new furniture selections.

#### **Phase III: Delivery and Installation**

4. Vendor is responsible for coordination of all delivery and installation of furniture based upon a schedule agreed upon with the Village of Oak Park in coordination with other trades if need, such as electricians. In addition, the vendor must be able to provide storage if needed.
5. Vendor is to identify all fees for labor and installation costs, delivery and storage.
6. (Optional) Provide and identify fees for an electrician to perform required work during installation of new products.

#### **D. Schedule**

The following is the proposed schedule for this project (FY 2014):

<b>Activity</b>	<b>Date</b>
Request for Proposals issued	June 27, 2014
Proposals submittal date (due by 5:00pm)	July 14, 2014
Consultant Interviews	Week of July 14 & July 21, 2014

**E. Responsibility of Consultant**

The selected Consultant shall furnish all labor, supervision, tools, equipment, materials and supplies, and other means necessary for performing and completing the work.

**II.**

**Contract Terms and Conditions**

**A. Contract Term**

The term shall be from the date of award to December 31, 2014. The Consultant shall begin performing the services within fourteen (14) days of a notice to proceed from the Director of Public Works or his designee.

**B. Subconsultants**

Except for the use of materials suppliers, the Consultant shall not assign or subcontract any part of the services without the written disclosing the identity of the subconsultants on the forms provided and obtaining the consent of the Village of Oak Park. In no case shall such consent relieve the Consultant from their obligation to perform the services or change the terms of the contract.

**C. Acceptance and Payment**

The Consultant shall submit an invoice for services to the Village on a monthly basis. The invoice shall use the unit prices quoted and indicate the quantity of work done per task. The Village may deny payment of any invoice if the Consultant fails to properly document the services.

The Village of Oak Park will pay all undisputed and accepted portions of invoices within 30 days of approval as provided in the Local Government Prompt Payment Act, 50 ILCS 505/4. The maximum interest rate for any payment not made within 30 days of approval is 1% per month.

**D. Change Orders**

If the awarded contract contains a not to exceed amount, that amount shall not be increased unless authorized in writing by a contract amendment and signed by both parties. Amendments shall be signed by the Village Manager in the same manner as the original contract was executed.

**E. Termination of Contract**

**1. Termination for Non-Appropriation.**

The Village reserves the right to terminate the whole or any part of this contract in the event that sufficient funds to complete the contract are not appropriated by the Village of Oak Park in any subsequent contract year.

**2. Termination for Failure to Perform.**

The Village reserves the right to terminate the whole or any part of this contract if the Consultant fails to perform the contract in accordance with the specifications, including the specification regarding timely services. In such event, the Director of Public Works will provide the Consultant with written notice of termination. In the event of termination, the Village may procure, upon such terms and in such manner as the Director of Public Works deems appropriate, supplies or services similar to those so terminated. The Consultant shall be liable for any excess cost for such replacement services unless the Director of Public Works determines that its failure to perform the contract was due to causes beyond its control and without fault or negligence.

**F. The Village's Remedies**

If Consultant performs services and the Village does not accept the services at any location, the Village may exercise any of the following remedies, in addition to those available by law.

1. The Village may require Consultant, within such reasonable time as may be fixed by the Village, to re-perform, complete or correct all or any part of the Services that are defective, damaged, flawed, unsuitable, nonconforming, or incomplete and to take any or all other action necessary to bring the services into compliance with this Contract.
2. The Village may accept the defective, damaged, flawed, unsuitable, nonconforming, or incomplete services or part thereof and make an equitable reduction in the Contract Price.
3. The Village may terminate this Contract without liability for further payment of amounts due or to become due under this Contract except for amounts due for services properly performed prior to termination.

**G. Indemnification and Hold Harmless**

The Consultant and each of its subconsultants shall indemnify, save and hold harmless, and defend the Village of Oak Park, its officers, officials, employees, volunteers and agents ("Indemnified Parties") from any and all claims, demands, lawsuits or actions of any kind, and any associated costs, expenses, judgments, settlements, damages and attorney's fees, which the Indemnified parties may incur on account of any and all known and unknown, foreseen and unforeseen personal injuries, including death, or any property damage and the consequences thereof, which arose or are alleged to have arisen out of or in connection with the performance of the services, the failure to perform the services or the negligent or willful and wanton performance of the services by the Consultant.

**H. Insurance**

The Consultant shall, at the Consultant's expense, secure and maintain in effect throughout the duration of the contract, insurance of the following kinds and limits set forth in this Section 5. The Proposer shall furnish a certificate of insurance to the Village before starting work or within ten (10) days after the notice of award of the contract, which ever date is reached first. All insurance policies, except professional liability insurance, shall be written with insurance companies licensed to do business in the State of Illinois and having a rating of at least A-VII, according to the latest edition of the Best's Key Rating Guide; and shall include a provision preventing cancellation of the insurance policy unless fifteen (15) days prior written notice is given to the Village. The following provision shall also be stated on each applicable certificate of insurance: "Should any of the above described policies be canceled before the expiration date, the issuing company shall mail fifteen (15) days' written notice to the certificate holder named to the left." The Consultant shall require any of its subconsultants to secure and maintain insurance as set forth in this Section and indemnify, hold harmless and defend the Village, its officers, employees, attorneys and volunteers as set forth in this Agreement.

The limits of liability for the insurance required shall provide coverage for not less than the following amounts, or greater where required by law:

**(A) Commercial General Liability:**

- i. Coverage to include, Broad Form Property Damage, Contractual and Personal Injury.
- ii. Limits:

General Aggregate	\$ 2,000,000.00
Each Occurrence	\$ 1,000,000.00

Personal Injury

\$ 1,000,000.00

iii. Coverage for all claims arising out of the Proposer's operations or premises, anyone directly or indirectly employed by the Proposer.

(B) **Professional Liability:**

i. Per Claim/Aggregate

\$2,000,000.00

ii. Coverage for all claims arising out of the Proposer's operations or premises, anyone directly or indirectly employed by the Proposer, and the Proposer's obligations under the indemnification provisions of this Agreement to the extent same are covered.

(C) **Workers' Compensation:**

i. Workers' compensation insurance shall be in accordance with the provisions of the laws of the State of Illinois, including occupational disease provisions, for all employees who perform work pursuant to the contract, and in case work is subcontracted, the Proposer shall require each subcontractor similarly to provide Workers' Compensation Insurance. In case employees engaged in hazardous work under this Agreement are not protected under said worker's compensation insurance, the Proposer shall provide, and shall cause each subconsultant to provide, adequate and suitable insurance for the protection of employees not otherwise provided.

(D) **Comprehensive Automobile Liability:**

i. Coverage to include all owned, hired, non-owned vehicles, and/or trailers and other equipment required to be licensed, covering personal injury, bodily injury and property damage.

ii. Limits:

Combined Single Limit

\$1,000,000.00

(E) **Umbrella:**

i. Limits:

Each Occurrence/Aggregate

\$2,000,000.00

(F) The Village, its officers, employees, volunteers and agents shall be named as an additional insured on all insurance policies identified herein except Workers' Compensation and Professional Liability. The Consultant shall be responsible for the payment of any deductibles for said insurance policies. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officers, officials, agents, volunteers and employees.

The Consultant understands and agrees that, except as to Professional Liability, any insurance protection required by the contract or otherwise provided by the Proposer, shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the Village, its officers, officials, agents, volunteers and employees as herein provided.

**I. Governing Law**

All contracts entered into by the Village of Oak Park are governed by the laws of the State of Illinois without regard to conflicts of law principals. Any action brought to enforce an agreement with the Village of Oak Park must be brought in the state and federal courts located in Cook County, Illinois.

**J. Attorneys' Fees and Costs**

In any action to enforce this agreement or to collect any amounts due under this Contract, each party is responsible for paying its own attorneys' fees and costs.

**K. Fair Employment Practices/ Equal Opportunity Employment**

It shall be unlawful for a Consultant, his or her agent or employee, to refuse to employ, or to discharge any person, otherwise qualified, on account of race, sex, religion, creed, ancestry, national origin, sexual orientation, age between 18 and 70, matriculation, familial status or handicap or to discriminate for any of said reasons in regard to tenure, terms or conditions of employment; to deny promotion or increase in compensation solely for any of said reasons; to publish offers of employment based on any such discrimination; to adopt or enforce any rule or employment policy which discriminates between employees on account of race, sex, creed, religion, national origin, sexual orientation, matriculation, familial status, ancestry or age, except where such rule or policy is consistent with the pension, retirement, and related laws of the State of Illinois. Further, Consultant shall not discriminate against persons with a physical or mental handicap unrelated to ability in hiring and promotion practices.

Prospective Consultants, Consultants and suppliers shall verify that they are "equal opportunity employers" as defined in section 2000(e) of chapter 21, title 42, of the United States Code Annotated, and Federal Executive Orders #11245 and #11375 which are incorporated herein by reference and insure their compliance with the Human Rights Act, contained in 775 ILCS 5/2-105(A) pertaining to Equal Employment Opportunities in public contracts.

To advance its policy of non-discrimination, the Village of Oak Park, encourages the efforts of Consultants and their approved sub-Consultants to take affirmative action in providing for Equal Employment Opportunity without regard to race, religion, creed, color, sex, national origin, age, handicap unrelated to ability to perform the job, or protected veteran's status.

**L. Compliance with Laws**

Consultant shall provide the services in accordance with Village of Oak Park ordinances, all applicable state statutes, ordinances, rules, and regulations, including without limitation labor and employment laws, OSHA requirements and the requirements of other safety laws; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101et seq.

Consultant shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with Consultant's, or its subconsultant's failure to comply with all applicable laws, regulations and ordinances. The Consultant agrees to indemnify and hold the Village harmless from any liability, fines, penalties, costs or expenses, which the Village may be assessed as a result of Consultant's failure to comply with all applicable laws, regulations and ordinances in the performance of any services to the fullest extent allowed by law.

### III.

#### **Minimum Consultant Qualifications**

##### **A. Defaulted Consultants**

The Village of Oak Park will not award a contract to any person or entity that has breached or failed to perform under any contract with the Village or which owes any debt to the Village.

##### **B. Debarred Consultants**

The Village of Oak Park will not award a contract to any person or entity who has committed any violation of laws related to:

- Procurement Ethics (30 ILCS 500/50-1)
- Public Contracting (720 ILCS 5/33E)
- Fraud, or a criminal offense or violation of any federal or State statutes, ordinances regulation, or rule relating to the submission of bids, proposals, or claims, or in connection with obtaining, attempting to obtain, or performing a private or public contract or subcontract
- Commission or attempted commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property
- Commission or attempted commission of any other offense, or engaging in or attempting to engage in conduct indicating a lack of truthfulness, veracity, or honesty which affects the responsibility of the vendor

The Village will also not award a contract to any Consultant who is otherwise debarred from contracting with the State of Illinois or the City of Chicago.

No Consultant will be barred from contracting with the Village as a result of an employee's conviction of a disqualifying crime if the employee or agent is no longer employed by the business, the business itself was adjudicated not guilty, and the Village finds that the offense was not authorized, requested, commanded, or performed by a director, officer, or high managerial agent on behalf of the business.

##### **C. Tax Delinquent Consultants**

The Village of Oak Park will not award a contract to any person or entity that is delinquent in the payment of any tax administered by the Illinois Department of Revenue or the Village of Oak Park unless the Consultant is contesting its liability for the tax or the amount of the tax in accordance with the procedures established by the appropriate revenue Act or Village ordinance.



IV.  
**Proposal Instructions**

**A. Award of Contract**

The Village will select a Consultant it determines most advantageous, considering cost, demonstrated competence, integrity, capacity to perform the services, and other qualifications for the type of services required. The Village also reserves the right to reject all proposals, to waive technicalities, and to accept any item of any proposal unless the Consultant includes a restrictive limitation. The Village may choose to inspect, investigate and interview proposers before making a selection. The selected Consultant shall enter into a Contract with the Village upon agreeable terms. The Village reserves the right to award the Contract to another Consultant if the Village is unable to enter into an agreeable Contract with the selected Consultant.

**B. Preparation and Submission of Proposal**

The proposal must be submitted on the forms furnished and delivered to the Department of Public Works by the specific time indicated on the cover page. Proposals arriving after the specified time will not be accepted. Mailed proposals which are delivered after the specified hour will not be accepted regardless of the post-marked time on the envelope. All blank spaces on the proposal form must be completed if applicable. The proposal must be signed by an authorized officer of the Consultant entity. The proposal is contained in this document and must remain attached thereto when submitted.

Consultants are responsible for the costs of their proposal.

**C. Consultant's Certification**

Consultants and all proposed subconsultants must complete the Consultant Certification in Section VI of this RFP. If the Consultant submits a false certification, the Village will disqualify the Consultant from contracting, or if a contract has already been executed, it will be deemed void. If the false certification is made by a subconsultant, then the Consultant's submitted bid will not be declared void if the Consultant terminates the subcontract upon the Village's request after a finding that the subcontract's certification was false.

**D. Taxes not Applicable**

The Village of Oak Park, as a municipality, pays neither Federal Excise Tax nor Illinois Retailers Occupational Tax, and therefore these taxes should not be included in price quotations. The Village's tax exempt number is E9998-1823-06.

**E. Withdrawal of Proposals**

No Consultant shall withdraw or cancel its proposal for a period of ninety (90) calendar days after the advertised closing time for the receipt of proposals. The successful Consultant shall not withdraw or cancel its proposal after having been notified by the Public Works Department that its proposal has been accepted.

**F. Familiarity with Scope of Services, Terms Conditions and Requirements**

Consultants shall familiarize themselves with the full contents of this RFP and all conditions which affect their proposal or ability to complete the contract. Once a proposal has been submitted, the Consultant's failure to have read and understand all the conditions, instructions and specifications of this Request for Proposals shall not be cause to alter the terms of the contract or bid.

**G. Interpretation of Contract Documents**

Any Consultant with a question on the meaning of any term of this Request for Proposals or on the scope or extent of the services or requirements may request clarification from the Village of Oak Park Director of Public Works. Consultants should make every effort to pose any such questions or requests for clarification as early as possible so that the question can be answered in time for the Consultant to make its proposal by the deadline stated in this document.

In the event that the Village issues a written addendum either as a result of a change in the specifications or as substantive clarification of the terms of this RFP, the Village will provide a copy of such addendum to all prospective Consultants in the same manner as this RFP was disseminated. The Village will not assume responsibility for receipt of such addendum. In all cases it will be the Consultant's responsibility to obtain all addenda issued. Consultants will provide written acknowledgment of receipt of each addendum issued with the proposal submission.

#### H. No Collusion

The Consultant must disclose any person, firm or entity that has an interest in this contract, including subconsultants. If at any time it shall be found that Consultant has colluded with any other person, firm, or corporation in procuring this Contract, then Consultant shall be liable to the Village for all loss or damage that the Village may suffer thereby, and this Contract shall, at the Village's option, be null and void.

#### I. Contents of Proposals

Consultants shall complete all forms and required certifications contained in this document, and provide the Village with information which will allow the Village to assess the following:

1. A brief description of the consultant's capabilities, strengths and relative experience.
2. A team organization chart indicating the staff and their areas of involvement.
3. An outline of each individual's personal experience on projects of a similar nature, including size of project, role of individual, areas of responsibility, level of involvement and time assigned to the project.
4. List of other contracts awarded to the consultant most comparable to the work described in the scope of services. Please provide contact name, address and phone number. Also provide contract cost associated with each project.
5. A detailed summary of the Consultant's Project Understanding and Approach for the scope of work which shall include the number of meetings anticipated, tasks performed by the Consultant, tasks performed by the Village, etc..
6. A not to exceed amount for design services, including all direct and indirect costs. The Consultant shall submit a summary of the tasks along with estimates of how many hours they propose will be required to complete each activity.
7. Delivery, installation and storage costs or rates.
8. Rates for other trades that can provide support to this project (optional), for example electricians, painters, etc.
9. Any objections to any terms of the Request for Proposal.

Proposals shall contain the same level of information about proposed subconsultants as is provided for the Consultant.



v.  
**Proposal Form**

This Proposal is offered for acceptance by the Village of Oak Park within ninety (90) calendar days from the date of opening. The Proposer has read and agrees to all terms and conditions of this RFP for Village of Oak Park Water and Sewer Rate Study.

Company Name Office Concepts

By:   
(Signature)

Printed Name: Thomas J. Worniak

Title: President

Email: tworniak@officeconcepts.com

Company Address: 1142 N. North Branch St.  
Chicago, IL 60642

Date of Proposal 7.14.2014

Telephone # 312.942.1100

VI.  
**Consultant Certification**

I, Thomas J. Worniak (Print Name) being first duly sworn on oath, depose and state as follows:

1. I am the President (title) of Office Concepts (Company Name) and have the personal knowledge and authority to make this affidavit.
2. I have read the Village's RFP and understand its terms and conditions, including those related to Consultant Qualifications.
3. For purposes of establishing that the Consultant is not disqualified from entering into a contact with the Village of Oak Park, the Consultant states that it has not been convicted of any laws related to:
  - o Procurement Ethics (30 ILCS 500/50-1)
  - o Public Contracting (720 ILCS 5/33E)
  - o Fraud, or a criminal offense or violation of any federal or State statutes, ordinances regulation, or rule relating to the submission of bids, proposals, or claims, or in connection with obtaining, attempting to obtain, or performing a private or public contract or subcontract
  - o Commission or attempted commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; or
  - o Commission or attempted commission of any other offense, or engaging in or attempting to engage in conduct indicating a lack of truthfulness, veracity, or honesty which affects the responsibility of the vendor
4. The Consultant is not debarred from contracting with the State of Illinois or the City of Chicago.
5. The Consultant has not breached or failed to perform under any contract with the Village.
6. The Consultant does not owe any debt to the Village.
7. The Consultant is not delinquent in the payment of any tax administered by the Illinois Department of Revenue or the Village of Oak Park, except for those it is contesting in accordance with the procedures established by the appropriate revenue Act or Village ordinance.
8. I have read and understand Chapter 13, Article 3 of the Oak Park Village Code relating to Fair Employment Practices.
9. The Consultant 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. The attached EEO report is true and accurate.
10. The only persons, firms, or corporations interested in this Contract are those disclosed to the Village in this bid. This bid is made without collusion with any other person, firm, or corporation.
11. If any of the above statements are not true, the following space is available to indicate which part is not true and to provide an explanation.


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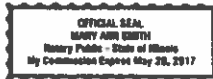
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By:   
(Signature)

Printed Name: Thomas J. Worniak

Subscribed and sworn before me this  
11 day of July, 2014,

 (SEAL)  
Signature of Notary Public



VII.

**E.E.O. Report**

The Village of Oak Park, in an effort to reaffirm its policy of non-discrimination, encourages and applauds the efforts of Consultants and subConsultants in taking affirmative action and providing Equal Employment Opportunity without regard to race, religion, creed, color, sex, national origin, age, handicap unrelated to ability to perform the job or protected veteran's status.

All proposers and their subConsultants are required to complete the attached EEO report. Failure to include it with the proposal will disqualify the bid from consideration. A Federal EEO-1 report may be submitted in lieu of this report.

The following form must be completed in its entirety, notarized and included as part of the bid proposal document. Failure to respond truthfully to any question or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of a proposal. An incomplete form will disqualify your proposal. For assistance in completing this form, contact the Public Works Customer Service Center at 708-358-5700.

# 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

Consultant Name Office Concepts Total Employees 77

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	2	1	1									
Professionals	9		9					1				1
Technicians	11	11		1	5							6
Sales Workers	26	8	18				2		1		1	4
Office & Clerical	22		19		1			2	2			5
Semi-Skilled	3	3										
Laborers	3	3		1	2							3
Service Workers	1	1										
TOTAL	77	30	47	2	8		2	3	3		1	19
Management	0	0										
Trainees												
Apprentices	0	0										

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.



Thomas J. Worniak being first duly sworn, deposes and says that he/she is the President (Name of Person Making Affidavit)  
(Title or Officer) of Office Concepts 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 11 day of July, 2014.



( Signature )

7.11.2014

( Date )







VIII.

**Affidavit of Ownership Structure, Identity of Subconsultants, Suppliers and Consultants and All Persons  
Who Are Interested in Work**

The Consultant and all subConsultants must complete this affidavit, provide a Consultant's Certification in the form indicated in Section VI and provide an EEO report.

I, Thomas J. Worniak (Print Name) being first duly sworn on oath, depose and state under penalties of perjury, as follows:

1. The name and address of the proposers entity is:

Office Concepts  
1142 N. North Branch St. Chicago, IL 60642

2. I am the President (title) of Office Concepts (Company Name) and have the personal knowledge and authority to make this affidavit.

3. The Consultant is a certified (check if applicable):

MBE: \_\_\_\_\_  
WBE: \_\_\_\_\_  
DBE: \_\_\_\_\_

Attach a copy of any certification. Certification Expiration Date: \_\_\_\_\_

4. The size of the firm's current stable work force is as follows:

Number of full-time employees: 77  
Number of part-time employees: \_\_\_\_\_

5. The Bidding Company is organized as follows:

a. Corporation X  
b. Limited Liability Corporation \_\_\_\_\_  
c. A partnership \_\_\_\_\_  
d. A sole proprietorship \_\_\_\_\_

6. If a corporation or an LLC, the entity is authorized to do business in the State of Illinois and the name and address of the registered agent is:

Mr. Lew Greenblatt  
Reed Smith  
10 South Wacker Drive , 40th FL  
Chicago, IL 60606

7. If a partnership, the names and addresses of the partners are as follows:

_____	_____
_____	_____
_____	_____
_____	_____

8. If a sole proprietorship, the name of the sole proprietor is \_\_\_\_\_

9. The name and address of any other individual, firm or entity that has an interest in this contract is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. The Consultant will, X, will not \_\_\_\_\_ be using any subConsultants in the performance of this contract to another firm.

11. The name and address of the proposed subConsultant is:

If union installation is required, Office Concepts would subcontract with a union  
installation firm. We consistently use two firms: Spectrum Officeworks and Install-  
ation Specialists, Inc.

12. The facts and representations set forth in this affidavit are true and correct and no material facts have been omitted.

The Affiant Says Nothing Further



Signature

Thomas J. Worniak

Print Name

7.11.2013

Date

Subscribed and sworn before me this

11th day of July, 2014,



(SEAL)

Signature of Notary Public



IX.

**No Proposal Explanation**

If your firm does not wish to submit a proposal for the attached contract, please return the proposal along with any comments you may have concerning this proposal or any related factors that prevented you from submitting a response.

Thank you.

PROPOSAL NO.:

PROJECT NAME:

COMMENTS: