

**5.2 Supplies / Services Required:**

5.2.1 Mandatory Requirements:

The following is a list of mandatory requirements that all Contractors must agree to in order to be awarded a contract under the University’s Contractor Services program. Failure to agree to one of the mandatory requirements listed below shall result in the finding of your proposal to be “non-responsive” and evaluation of your proposal shall cease at this point.

	<b>Mandatory Requirements</b>	<b>Is your firm able to meet this requirement? (Y/N)</b>	<b>Comments</b>
5.2.1.A	The Contractor shall agree to abide by the “Contractor Services Program Specifications” (Program) in Section 5 Description of Supplies and Services of this RFP.		
5.2.1.B	The Contractor shall meet with the Owner’s representative or designated campus representative to ascertain the scope for <u>each project</u> .		
5.2.1.C	The Contractor shall work closely with the Owner’s representative and consultants to ensure the projects are completed in a timely manner and provide the quality of work required by the “University of Illinois at Urbana-Champaign Facilities Standards” which can be viewed at: <a href="http://www.fs.illinois.edu/resources/facilities-standards">http://www.fs.illinois.edu/resources/facilities-standards</a>		
5.2.1.D	If proposing multiple divisions of work, each Contractor shall prove that it is “self-performing” that particular division of work. Contractor is considered to be “self-performing” when it completes at least 51% of an awarded project with its own employees. The University may, at its discretion, conduct in-depth personal interviews, obtain additional references, request background material, including financial statements, and staffing information for each division of work proposed by the Contractor.		
5.2.1.E	Contractor shall not be a construction broker. The University will not accept construction brokers into this Program.		

	<b>Mandatory Requirements</b>	<b>Is your firm able to meet this requirement?</b>	<b>Comments</b>
5.2.1.F	If work to be provided under this RFP is intended to be completed by multiple, related companies, the Contractor shall provide a separate response to this Proposal for each entity with different FEIN numbers.		
5.2.1.G	At a minimum, the Contractor shall retain complete records of the work performed under this Contract for three (3) years after payment by the University hereunder and shall make them available for inspection and audit by authorized representatives of the University. At a minimum, these records shall include: certified payrolls; invoices for materials and parts; material and part purchase documentation; as-built drawings; blueprints; design documents; sub-contracts entered into; and any other documentation required elsewhere in this RFP.		
5.2.1.H	Contractor shall only perform work under this contract when a construction permit to perform the work is issued by the authorized Owner's representative.		
5.2.1.I	Contractor shall sign a Project Labor Agreement (PLA) upon request for specific projects identified under this Program.  In the event a PLA is required to be completed and Contractor is not able to enter into the PLA, Contractor acknowledges it may not be awarded the specific project. Contractor may qualify for an award under this RFP if it is unable to execute a PLA; however, the Contractor may not be eligible to provide work for projects that require a PLA. The University has attached its PLA with the East Central Illinois Building and Construction Trades Council in .pdf Attachment titled Project Labor Agreement.		
5.2.1.J	Contractor shall only request payment, via an invoice, when a project is completed and acknowledged as completed by the owner's signature on the work permit.		

5.2.1.K	Contractor shall provide all required documentation for payment as indicated on the permit including: a signed permit, final inspection report, as-built drawings, operation and maintenance manuals, university assigned keys, and other documents are required.		
	<b>Mandatory Requirements</b>	<b>Is your firm able to meet this requirement?</b>	<b>Comments</b>
5.2.1.L	Contractor shall provide Builders Risk Insurance in the amount of the quoted project prior to each issuance of a permit to conduct work.		
5.2.1.M	Contractor shall provide a performance and payment bond with a rating of A:-VI prior to issuance of a permit for any quoted project under this award that equals or exceeds \$50,000. Any Contractor that cannot qualify for bonding at the appropriate rating will not be allowed to provide services over \$50,000.00, but will be allowed to perform services under \$50,000.00.		
5.2.1.N	For each project, the Contractor shall notify the University of the specific point of contact for that job and a direct phone number in case issues arise.		
5.2.1.O	Contractor shall abide by the University's Labor and Indemnity requirements provided in Section 7 Standard Terms and Conditions of this RFP.		
5.2.1.P	Contractor shall warranty all work (including, but not limited to, labor, parts, and materials) provided under an awarded Contract for a period of one (1) year.		
5.2.1.R	Contractor must computers with internet and be able to email.		

**5.3 Milestones and Deliverables:**

	<b>Mandatory Requirement</b>	<b>Is your firm able to meet this requirement? (Y/N)</b>	<b>Comments</b>
5.3.1.A	In order to be accepted into the program, the Contractor shall be required to maintain a certified payroll, and make those documents available to the University upon request.		
5.3.1.B	Awarded Contractors shall be required to complete Financial Disclosures and Conflict of Interest Form annually. This form is required with the response to this RFP, is included in Section 11 Form A or B of this RFP, and may be subject to change throughout the term of the Contract.		
5.3.1.C	Contractor shall agree to provide the reports and deliverables required in the Contractor Services Program Specifications provided in Section 5 Description of Supplies and Services of this RFP.		