

Inland Commercial Property Management, Inc.

2901 Butterfield Road
Oak Brook, IL 60523
Phone: 877.206.5656
Fax: 630.218.5270

Request for Proposal – Porter/Parking Lot Sweep/Powerwash

Date: April 30, 2009

Submit Proposal to: Dale Rammien
E-mail: drammien@inlandrealestate.com
Phone: 630-368-2264
Fax: 630.645.3785

Submittal Closing Date: May 15, 2009 at 5:00pm CST

Hard copy and electronic bids will be accepted. Bids must be submitted containing the pricing requested for the scope of work specified. Owner reserves the right to accept, or reject, any or all bids, and to waive any irregularities in the bidding.

Questions and inquiries should be directed to Dale Rammien.

Location: (See attached Property Listing within)

II. Scope of Work: Portering/Cleaning

Furnish labor and miscellaneous materials to provide the following:

- Inspect and monitor conditions on the property
- Blow/Vac/Sweep areas not accessible with Sweeper truck/vehicle
- Blow/Vac/Sweep curb corners, entrances, and service drives
- Blow/Vac/Sweep all sidewalks, as needed
- Pick-up paper, cigarette butts, and other debris from all sides of the entire property (i.e. curbs, islands, planters, loading docks, garbage dumpster areas, and fence lines)
- Check walls, columns, and signs for graffiti and vandalism
- Check entire property for broken glass
- Clean utility rooms and landlord rooms, as needed
- Empty waste receptacle and replace liners (Landlord provided)
- Identify and report abandoned vehicles
- Miscellaneous other services requested by property manager

Pricing:

- 1) Provide “Hourly Rate” and “Hourly Overtime Rate”.
- 2) Provide “Specified Hours per Year” and “Annual Cost”.
- 3) Provide “Proposed Hours per Year” and “Annual Cost”.

II. Scope of Work: Parking Lot Sweeping

On properties that have portering, sweeping contractor is to furnish and operate sweeper truck (vehicle) to acceptably sweep the following:

- Parking Lots
- Drives
- Gutters

Note: a) Sweeper truck/vehicle sweepings and debris shall be properly disposed of off-property.

Pricing:

- 1) Provide “Per Sweep Cost”.
- 2) Provide “Specified Sweeps per Year” and “Annual Cost”.
- 3) Provide “Proposed Sweeps per Year” and “Annual Cost”.

On properties that do not have portering, sweeping contractor is to furnish and operate sweeper truck (vehicle) and manually sweep and perform the following:

- Parking Lots
- Drives
- Gutters
- Blow/Vac/Sweep areas not accessible with Sweeper truck/vehicle
- Blow/Vac/Sweep curb corners, entrances, and service drives
- Blow/Vac/Sweep all sidewalks, as needed
- Pick-up paper, cigarette butts, and other debris from all sides of the entire property (i.e. curbs, islands, planters, loading docks, garbage dumpster areas, and fence lines)
- Check walls, columns, and signs for graffiti and vandalism
- Check entire property for broken glass
- Clean utility rooms and landlord rooms, as needed
- Empty waste receptacle and replace liners (Landlord provided)
- Identify and report abandoned vehicles

- Miscellaneous other services requested by property manager

Note: a) Sweeper truck/vehicle sweepings and debris shall be properly disposed of off-property.

Pricing:

- 1) Provide “Per Sweep Cost”.
- 2) Provide “Specified Sweeps per Year” and “Annual Cost”.
- 3) Provide “Proposed Sweeps per Year” and “Annual Cost”.

III. Scope of Work: Powerwashing sidewalks and any other areas specified

Furnish labor, equipment, and miscellaneous materials to provide the following:

- Powerwash sidewalks
- Powerwash food court areas, when applicable
- Powerwash dumpster enclosure areas, when applicable

Note: a) Gum should be removed from finished surfaces.
b) Hot water shall be used, when requested by property manager.

Pricing:

- 1) Provide “Hourly Rate”
- 2) Provide “Per Wash Cost”.
- 3) Provide “Washes per Year” and “Annual Cost”.

EXHIBIT “A”

TO REFERENCE PROPERTY SITE PLANS GO TO THE FOLLOWING LIN ON OUR WEBSITE:

<http://www.inlandrealestate.com/contractorbids/SitePlans.aspx>

SERVICE AGREEMENT

THIS SERVICE AGREEMENT ("Agreement") is made as of this ____ day of _____, between the Contractor and the Owner listed below for services to be performed at the Property listed below and as further identified on Exhibit "A" attached hereto.

ARTICLE I. AGREEMENT DATA

PROPERTY NAME: [PROPERTY NAME]

PROPERTY ADDRESS: [PROPERTY ADDRESS]

SERVICE PROVIDED: [CONTRACT TYPE]

OWNER: Inland Commercial Property Management, Inc., as agent for Owner

OWNER'S ADDRESS: 2901 Butterfield Road, Oak Brook, Illinois 60523

CONTRACTOR: [CONTRACTOR NAME]

CONTRACTOR'S ADDRESS: [CONTRACTOR ADDRESS]

CONTRACTOR'S TELEPHONE NUMBER: [CONTRACTOR PHONE #]

CONTRACTOR'S REPRESENTATIVE: [CONTRACTOR CONTACT NAME]

CONTRACTOR'S FEDERAL I.D. NUMBER: _____

COMMENCEMENT DATE: [START DATE OF CONTRACT]

TERMINATION DATE: [END DATE OF CONTRACT] (subject to earlier termination as hereinafter set forth).

PAYMENTS: Owner shall pay the amount as detailed on Exhibit "B" attached hereto, in arrears, payable within 45 days after billed by Contractor, with any partial, initial or final month prorated, except as otherwise provided as follows:

The information in the foregoing Agreement Data is incorporated and made a part of this Agreement, if there is a conflict between this information and the remainder of the Agreement, the foregoing information in this Article I shall control.

ARTICLE II. TERM AND CANCELLATION

2.01 Term: Unless otherwise canceled pursuant to the terms of this Agreement, the term of this Agreement shall be from the Commencement Date set forth in Article I to the Termination Date set forth in Article I. Thereafter, unless canceled, this Agreement shall continue and remain in full force and effect on a month-to-month basis.

2.02 Cancellation: Owner shall have the right to cancel this Agreement, with or without cause and without cost, payment or penalty, at any time upon five (5) days prior written notice.

2.03 Property Sale: In the event the Property is sold or in any way conveyed to new ownership, Owner may, at its election on the effective date of sale: (i) assign this Agreement to the new owner of the Property, or (ii) immediately terminate this Agreement without cost, payment or penalty.

ARTICLE III. COMPENSATION

3.01 During the time of this Agreement or until sooner terminated, Owner shall pay Contractor for the Services set forth herein the amount or amounts and at that time or times set forth in Article I. If no other time for payment is specified in this Agreement, payments shall be made monthly in arrears and within thirty (30) days after receipt of appropriate billing from Contractor. All invoices should be sent to the mailing address as noted in Article I above.

ARTICLE IV. CONTRACTOR'S DUTIES

4.01 General: Contractor shall furnish all labor, supplies, materials and equipment to perform those services and that work at the time or times and as further specified and described in Exhibit "C" (attached hereto and incorporated by this reference) (such services and work are collectively referred to herein as the "**Services**"). The Services shall be performed diligently and in a first class manner with good quality supplies, materials, equipment and workmanship. Contractor warrants to Owner that all Services shall be performed in a safe, good and workmanlike manner, and that the Services, including related materials furnished hereunder, shall conform to all requirements and further warrants that the Services shall be delivered free from all liens and encumbrances whatsoever and that use of the Services shall not infringe any United States patents, copyrights or other proprietary rights. All warranties shall survive inspection, acceptance and payment. Services not meeting the warranties shall, at the Owner's option, be performed again by Contractor at no cost to Owner.

4.02 Supervision: Contractor shall be responsible for the supervision and direction of the Services by its employees and any approved subcontractors, suppliers and materialmen and shall, if Owner shall request, provide supervisory personnel on the Property acceptable to Owner to carry out this responsibility. Periodic inspections will be conducted by any designated supervisor or Contractor to ensure that all Services hereunder are properly performed. Contractor will inform Owner of the name of such supervisor responsible for the work and the supervisor shall have the authority to act as Contractor's agent in Contractor's absence. Contractor agrees to employ employees with no criminal record and no evidence of illegal drug use.

4.03 Equipment: Unless otherwise provided in Exhibit "C", Contractor shall provide all necessary equipment and supplies. All such equipment and supplies shall be of first quality only and no additional charge shall be made by Contractor for this requirement. Contractor shall provide such equipment and supplies as appropriate, in the professional opinion of Contractor, to perform the duties in the most efficient and safest manner possible. Contractor shall only use the equipment and supplies for their intended uses, and shall discontinue use of any product which, in sole discretion of the Owner, is inappropriate for its designated use; however, the right of the Owner to prohibit use of a product shall not relieve Contractor of its requirement to exercise its professional judgment.

4.04 Employees: Contractor and Owner agree that Contractor accepts sole liability for compliance with all governmental regulations related to Contractor's employees and their employment, including without limitation such items as workers' compensation insurance coverage, unemployment insurance, social security tax withholdings, withholding for any and all government taxes, OSHA requirements, ERISA requirements, Fair Labor Standards Act requirements, work safety rules, etc. as such regulations may apply to Contractor's employees used in providing Contractor's Services at the Property. Contractor will remove from its work force assigned to the property any employees whose presence at the Property is deemed to be detrimental to the best interests of the Property. Contractor agrees at all times to remain in strict compliance with all terms, provisions, regulations and rulings relative to the Immigrations Reform and Control Act of 1986 ("IRCA"). All employees of the Contractor assigned to the

