



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

JENNIFER BERTINO-TARRANT
WILL COUNTY EXECUTIVE

KEVIN LYNN
DIRECTOR

P.815-740-4712
F.815-740-4604
E. klynn@willcounty.gov

County Office Building
302 N. Chicago Street
Joliet, IL 60432

July 8, 2024

To Whom It May Concern:

You are invited to submit your proposal for: Professional Architectural/Engineering Services Required for Building Renovations 1300 Copperfield Avenue, Joliet, IL 60432

Responses to this solicitation will be received by the Purchasing Department, 2nd floor, Will County Office Building, 302 N. Chicago Street, Joliet, IL, 60432, **NOT LATER THAN 2:00 PM, on Tuesday, July 30, 2024.**

A **MANDATORY** pre-proposal meeting will be held **at 9:00 AM on Tuesday, July 16, 2024 on-site at 1300 Copperfield Avenue, Joliet, IL 60432.** If you are planning to attend this pre-proposal meeting, please contact Nancy Ruettiger at nruettiger@willcounty.gov by **4:00 P.M., Friday, July 12, 2024** to register your firm/attendees. **Pre-registration is mandatory.**

Responses to this Request for Proposal (RFP) will be reviewed by the Will County Selection Committee who reserves the right to accept or reject any or all responses received as a result of this solicitation.

Should you have any questions regarding this RFP, please submit them in writing to Kevin Lynn, Purchasing Director, at klynn@willcounty.gov

We welcome your response.

Sincerely,

Kevin Lynn

Kevin Lynn
Purchasing Director

**REQUEST FOR PROPOSAL(RFP) FOR PROFESSIONAL
ARCHITECTURAL/ENGINEERING SERVICES REQUIRED FOR BUILDING RENOVATIONS TO
COUNTY-OWNED PROPERTY LOCATED AT 1300 COPPERFIELD AVENUE,
JOLIET, IL 60432**

RESPONSES TO THIS REQUEST FOR PROPOSAL (RFP) FOR PROFESSIONAL ARCHITECTURAL/ENGINEERING SERVICES REQUIRED FOR BUILDING RENOVATIONS TO THE COUNTY-OWNED PROPERTY LOCATED AT 1300 COPPERFIELD AVENUE, JOLIET, IL 60432, WILL BE RECEIVED AT THE PURCHASING DEPARTMENT, 2ND FLOOR OF THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST. JOLIET, IL 60432, UNTIL THE HOUR OF 2:00 PM, ON TUESDAY, JULY 30, 2024.

A MANDATORY PRE-PROPOSAL MEETING IS SCHEDULED FOR 9:00 AM ON TUESDAY, JULY 16, 2024 AT 1300 COPPERFIELD AVENUE, JOLIET, IL 60432, (MEET AT BUILDING ENTRANCE).

RESPONSES TO THIS RFP WILL BE REVIEWED BY THE WILL COUNTY SELECTION COMMITTEE WHO RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL RESPONSES RECEIVED AS A RESULT OF THIS SOLICITATION.

THIS RFP IS AVAILABLE IN ELECTRONIC FORMAT AT www.willcounty.gov, AND www.demandstar.com, AS WELL AS THE PURCHASING DEPARTMENT, 2ND FLOOR, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, (815) 740-4712 OR BY EMAIL purchasing@willcounty.gov.

RESPONSES TO THIS RFP SHALL BE CONSTRUED AS ACCEPTANCE OF THE TERMS AND CONDITIONS INCLUDED WITHIN THIS SOLICITATION. THE COUNTY OF WILL RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL RESPONSES RECEIVED AS A RESULT OF THIS SOLICITATION.

BY ORDER OF THE WILL COUNTY EXECUTIVE, JENNIFER BERTINO-TARRANT.

**INSTRUCTIONS TO RESPONDENTS
REQUEST FOR PROPOSAL (RFP) FOR PROFESSIONAL
ARCHITECTURAL/ENGINEERING SERVICES REQUIRED FOR BUILDING RENOVATIONS TO
COUNTY-OWNED PROPERTY LOCATED AT 1300 COPPERFIELD AVENUE,
JOLIET, IL 60432**

You are invited to submit your proposal for professional architectural/engineering services required for the building renovations to the county-owned property located at 1300 Copperfield Avenue, Joliet, Illinois 60432:

A. SEALED RESPONSES:

Sealed responses will be received in the Purchasing Department, 2nd floor of the Will County Office Building located at 302 N. Chicago Street, Joliet, IL, 60432, **not later than 2:00 PM, Tuesday, July 30, 2024.** **RESPONSES RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.**

Responses must be made in accordance with the instructions contained herein.

Responses to this RFP must contain one (1) clearly marked original, three (3) copies and one (1) digital copy on an electronic storage device. **RESPONSES WHICH FAIL TO INCLUDE ONE (1) CLEARLY MARKED ORIGINAL, THREE (3) COPIES AND ONE (1) DIGITAL COPY ON AN ELECTRONIC STORAGE DEVICE WILL BE REJECTED, WILL BE NON-CONFORMING, AND WILL NOT BE ACCEPTED.**

Responses shall be submitted in the format prescribed by the County of Will in a sealed package, plainly marked, with the Respondent's name, address, and the notation:

**REQUEST FOR PROPOSAL (RFP) FOR PROFESSIONAL ARCHITECTURAL/ENGINEERING
SERVICES REQUIRED FOR BUILDING RENOVATIONS TO COUNTY-OWNED PROPERTY
LOCATED AT 1300 COPPERFIELD AVENUE,
JOLIET, IL 60432**

RESPONSES DUE: Tuesday, July 30, 2024 - 2:00 PM

Responses shall be addressed to the Will County Purchasing Department, Will County Office Building, 302 N. Chicago Street, Joliet, IL, 60432.

B. SIGNATURES:

The **signature on all documents must** be that of an authorized representative of the Respondent. An officer or agent of the offering respondent who is empowered to bind the firm in a contract shall sign all documents and any clarifications therein.

Each respondent represents that he has read and understands the RFP Submittal Requirements. **Responses not containing said signed documents shall be deemed non-conforming and will be rejected.**

C. PRIME CONTRACTOR CERTIFICATION:

Included in this RFP is the Prime Contractor Certification Form. This form must be filled out and returned with your sealed response or it **will not be accepted and shall be deemed non-conforming.**

D. SUBMITTAL REQUIREMENTS:

The information submitted for review shall include:

1. Cover Letter, signed by firm's principal, describing project team and approach.
2. Brief history of firm.
3. Type of firm (corporation, partnership, sole proprietor, etc.)
4. Number of employees, technical disciplines, etc.
5. A simple organizational chart identifying key members of the firm that will be assigned to this Will County project.
6. The availability of principals of the firm to work on this project.
7. Names and résumés of key personnel proposed for this project.
8. Names of specialty sub-consultants planned to be used on this project, indicating name, specialty and address for each including but not limited to: civil, structural, mechanical, electrical, plumbing, fire protection, information technology and security.
9. Provide proof and values of professional liability and general liability insurance carried by the firm.
10. A minimum of three (3), but no more than five (5) similar, county and/or municipal projects completed by your firm within the past seven (7) years, including current contact information for the owner.
11. Information relative to budgeted and actual cost, projected and actual project schedule, and actual project completion history, of three (3) to five (5) completed county and/or municipal projects by your firm during the past seven (7) years.
12. A list of county and/or other municipal references including client name, address, telephone number and persons to contact for the above named projects from both project management and financial perspectives.
13. Appropriate visual representations of related project experience.
14. A list of all litigation, court proceedings, mediation or alternative resolution proceedings involving the firm/staff members regarding past or present project performance.
15. Completion of the Prime Contractor Certification Form.
16. Completion of RFP Form (Fee Proposal Form)
17. Completion of Receipt of Addenda Form (if addenda are issued).

E. TAX EXEMPTION:

The County of Will is exempt from Federal, State and Municipal Taxes.

F. CONTRACT DURATION:

The Contract is to commence after Will County Board Approval tentatively scheduled for September 19, 2024.

G. REJECTION OF RESPONSES:

The respondent acknowledges the right of the County of Will to accept and/or reject any and all responses received as a result of this solicitation.

H. NON-DISCRIMINATION:

The respondent shall observe and comply with any law, statute, regulation or the like relating in any way to civil rights including but not limited to 775 ILCS 10/1.

I. EQUAL EMPLOYMENT OPPORTUNITY:

The respondent shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750

J. DEFAULT:

In case of default by the successful respondent, the County of Will may procure the services from other sources and may deduct from the unpaid balance due the successful respondent any of its costs resulting from the default, and the prices paid by the County of Will shall be considered the prevailing market price at the time such purchase is made.

K. HOLD HARMLESS CLAUSE:

The respondent will save and hold harmless the County of Will from and against all causes of action, liabilities, claims, demands and damages of whatsoever kind or nature arising out of or connected with the performance of services by the respondent, whether such injury, death, loss or damage shall have been occasioned by the negligence of the respondent, or a sub-consultant of the respondent, or their employees, or otherwise. The respondent will defend at its own expense any actions based thereon and shall pay all charges of reasonable attorneys, all costs, damages and other expenses arising therefrom. All obligations arising from this clause shall survive termination of the agreement resulting from award of a contract derived from this RFP.

L. TERMINATION:

Either party hereto may, at any time during the term hereof, terminate the contract, with or without cause, upon thirty (30) days written notice to the other party of such termination. At the end of said thirty (30) days' notice period, the contract shall be terminated.

Immediately upon the termination of the contract for any reason, all debts, obligations and liabilities theretofore accrued between the vendor and Will County will be paid, performed and discharged except for the provisions of the Hold Harmless Clause which shall survive any termination of the Agreement resulting from the award of this proposal.

M. COMPLIANCE WITH APPLICABLE LAW:

In all aspects relative to the performance of their respective obligations under this contract, the respondent and County of Will shall conduct their respective businesses in accordance with all applicable federal, state and local laws.

N. CHOICE OF LAW

Responses to this RFP and any agreement connected herewith shall be governed by the laws of the State of Illinois, without regard to conflict of law provisions.

O. VENUE

Venue for any cause of action related to this RFP and any agreement connected herewith shall be filed with the Illinois Twelfth Judicial Circuit, Will County, Illinois.

P. ILLINOIS FREEDOM OF INFORMATION ACT

Any and all submissions to the County of Will become the property of the County of Will and these and any late submissions will not be returned. Responses will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140) and other applicable laws and rules, unless you request in your response that we treat certain information as exempt. We will not honor requests to exempt entire responses. You must show the specific grounds in FOIA or other law or rule that support exempt treatment. If you request exempt treatment, you must submit an additional copy of the response with exempt information deleted. This copy must tell the general nature of the material removed and shall retain as much of the response as possible. In the event the County of Will receives a request for a document submitted, the County of Will shall provide notice to the respondent, as soon as practicable. Regardless, the respondent will be responsible for any costs or damages associated with defending any request for exempt treatment. Furthermore, respondent warrants that County of Will's responses to requests for a document submitted that is not requested to be exempt will not violate the rights of any third party.

Please be advised that if your response is accepted by the County of Will and a contract between the respondent and County of Will results for subsequent negotiations, all related records maintained by, provided to, or required to be provided to the County of Will during the contract duration are subject to FOIA. In the event the County of Will receives a request for a document relating to the respondent, its provision of services, or the arranging for the provision of services, the County of Will shall provide notice to the respondent as soon as practicable; and, within the period available under FOIA, respondent may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, respondent will be responsible for any costs or damages associated with defending the request for exempt treatment. Furthermore, respondent will warrant that County of Will's responses to requests for a document relating to the respondent, its provision of services, or the arranging for the provision of services, will not violate the rights of any third party.

Please also be advised that FOIA provides that any record in the possession of a party with whom the County of Will has contracted to perform a governmental function on behalf of the County of Will, and that directly relates to the governmental function and is not otherwise exempt under FOIA is considered a public record of the County of Will for purposes of FOIA (5 ILCS 140/7(2)). As such, upon request by the County of Will (or any of its officers, agents, employees or officials), the respondent shall provide to the County of Will at no cost and within the timeframes of FOIA, a copy of any "public record" as required by FOIA and in compliance with the provisions of FOIA. After request by the County of Will, the respondent may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, the respondent will be responsible for any costs or damages associated with defending the request for exempt treatment.

Q. TENTATIVE SELECTION TIMELINE:

July 8, 2024	RFP Released/Available
July 16, 2024	Mandatory On-Site Pre-Proposal Meeting
July 30, 2024	Responses due in Purchasing Department by 2:00 P.M. (CDST)
August 15-22, 2024	Interviews
August 26-30, 2024	Contract Negotiations
September 19, 2024	County Board Action: Contract Award

R. PRELIMINARY PROJECT SCHEDULE:

September 20, 2024	Project Kick-Off / Start Design Phase
October 29, 2024	Design Completion
November 1, 2024	Bidding Process
December 3, 2024	Recommend Trade Contract Awards to Capital Committee
December 19, 2024	County Board Action: Contract Awards
January 10, 2025	Start Construction
May 9, 2025	Finish Construction

Scope of Services

OVERVIEW

The building located at 1300 Copperfield Avenue, Joliet, IL 60432, was acquired by Will County in February 2021. Constructed in 2003, this four (4) story, 72,870 square foot building was interconnected to the former Siver Cross Hospital (SCH) and served as a medical professional building through 2010. Upon completion of the new SCH at I-355 & Route 30, the building pictured below was used for storage by SCH until acquisition by Will County in early 2021.

Initial plans for adaptive re-use by Will County were developed and ultimately placed on hold due to changing priorities. The County is currently seeking proposals from qualified and experienced firms to develop plans and specifications necessary for partial occupancy by the Will County Veterans Assistance Commission (VAC). To achieve this, significant work to base building systems such as the site, roof, curtainwall, vertical transportation, mechanical, electrical, plumbing, fire protection, and security must first be undertaken. Secondly, VAC needs administrative space and conversion of first floor cardio rehabilitation area to health and fitness center. Additional building details are included in **Appendix A** and will be reviewed during the mandatory pre-proposal meeting.



East Elevation at Main Entrance to 1300 Copperfield Avenue, Joliet, IL 60432



North Elevation of 1300 Copperfield Avenue, Joliet, IL 60432

The selected firm shall conduct site visits, document existing conditions, research various replacement roofing systems and investigate suitable options required for the project. Plans and specifications to be used for bidding shall include all work necessary for a functioning and code-compliant base building, along with interior renovations necessary for VAC operations. All deliverables shall conform with standard professional practices and consist of all architectural and engineering drawings, including profiles and sections, logistics and site plans, plus all other information necessary to fully articulate the scope of the work.

The selected firm shall also prepare an itemized cost estimate for review and approval by the County prior to the start of the bidding process.

All reports, plans, surveys, photographs, and other documents which may be necessary to define the scope of work for performance of the project shall be the responsibility of the selected firm. All required sampling, testing and abatement for asbestos containing materials, lead-based paint or other similar hazardous materials shall be the responsibility of others.

Assistance from the selected firm will be necessary during the Pre-Construction Phase, Construction Phase and Post-Construction Phase. Proposals will include a lump-sum fee, itemized to reflect the three (3) aforementioned project phases. The County reserves the right to accept or reject all or any portion of the services proposed by the selected firm. Included but not limited to the items listed below, are the County's expectations for each project phase:

Pre-Construction Phase Services:

- Attend Pre-Design Meetings, as Required
- Prepare Plans & Specifications for County's Procurement Process
- Prepare Pre-Solicitation Project Cost Estimate
- Assist County w/ Project Solicitation & Award Process
- Organize and Preside at Pre-Bid Meeting
- Review Responses, Provide Recommendation to WC Executive & WC Board

Construction Phase Services:

- Organize and Preside at Pre-Construction Meeting with Contractors
- Develop Pre-Mobilization Guidelines for Use by Contractors
- Confirm Contractor's Plan for Legal Disposal of Demolished Materials and Debris
- Review & Approve Site Logistics & Phasing Plans Developed by Contractors
- Review & Approve Contractors' Schedule, Safety and Security Plans
- Attend Weekly On-Site Project Status Meetings
- Monitor Quality of Work and Adherence to the Construction Schedule
- Provide Technical Assistance to the County and Contractors

Post Construction Phase Services:

- Develop Punchlist for Use by Contractors
- Ensure Compliance w/ Substantial and Final Completion Requirements
- Obtain and Certify All Required Documentation from Contractor (Warranties, As-Builts, etc.)
- Compile All Record Documentation – Submit to County in Agreed Upon Format
- Review Project Status at Final Completion; Issue Final Acceptance Letter

The County may request additional meetings during the project. Therefore, proposals should indicate the intention to attend additional meetings, as required, and the costs associated therewith.

The County requires bidding documents from the selected firm within sixty (60) days of contract award. It is the intention of the County to advertise for bid in November 2024. The selected firm will be tasked with providing a milestone schedule for the project's construction and post-construction phases. It is expected that project will be completed by no later than May 9, 2025.

The selected firm shall prepare all solicitation documents, including, but not limited to, plans and specifications plus, other documents as may be required by the County. Additionally, the selected firm will assist the County throughout the project with matters involving responses to technical questions, field coordination issues, resolution of utility conflicts, and conformance with the plans and specifications.

The selected firm is also expected to provide customary engineering advice and assistance necessary to enable the County to readily and safely facilitate the project. The selected firm shall visit the site to observe progress of the work, to determine if work is proceeding in accordance with the contract documents, to keep the County informed with all relevant project information, to guard against defects and deficiencies, and to disapprove work not in conformance with contract documents. The selected firm will also review and approve all submittals, reports and other data to ensure conformity with project requirements.

The services provided by the selected firm, do not infer resident inspection services. Resident inspection services, or project supervision, is the responsibility of the Contractor. However, the selected firm is expected to visit the project site during construction not less than once per week, documenting critical activities and key milestones; and conduct a thorough inspection at substantial completion. Comprehensive design, inspection of the work, and compliance with all project requirements is of utmost importance to the County.

Should other jurisdictions require reports or other information relating to the project, the selected firm shall prepare and submit such reports and assist the County with any requirements made by other jurisdictions and as deemed necessary for final project completion/approval.

EVALUATION CRITERIA

1. Understanding of the project scope based upon quality of firm's proposal (35%)
2. Qualifications of the firm and proposed personnel (20%)
3. Experience of the firm and proposed key personnel on similar, past projects (20%)
4. On-time completion on similar, past projects (15%)
5. Quality of work on similar, past projects (10%)

PRIME CONTRACTOR CERTIFICATION:

The undersigned hereby certifies that _____

Company Name

Is not barred from contracting with any unit of State or local government as a result of a violation of either Section 33E-3 or 33E-4 of the Criminal Code of 1961.

Name of Authorized Representative

Title

Signature

Date

Note: A person who makes a false certificate commits a Class 3 Felony.

Sections 33E-3 and 33E-4 provide as follows:

33E-3. Bid-rigging. A person commits the offense of bid-rigging when he knowingly agrees with any person who is, or but for such agreement would be, a competitor of such person concerning any bid submitted or not submitted by such person or another to a unit of State or local government when with the intent that the bid submitted or not submitted will result in the award of a Contract to such person or another and he either (1) provides such person or receives from another information concerning the price or other material term or terms of the bid which would otherwise not be disclosed to a competitor in an independent noncollusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted.

Bid-rigging is a Class 3 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

33E-4 Bid rotating. A person commits the offense of bid rotating when, pursuant to any collusive scheme or agreement with another, he engages in a pattern over time (which, for the purposes of this Section, shall include at least 3 Contract bids within a period of 10 years, the most recent of which occurs after the effective date of this amendatory Act of 1988) of submitting sealed bids to units of State or local government with the intent that the award of such bids rotates, or is distributed among, persons or business entities which submit bids on a substantial number of the same Contracts. Bid rotating is a Class 2 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

Possible violations of Section 33 can be reported to the Office of the Will County State's Attorney at (815) 727-8453.



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

RFP Form

1300 Copperfield A/E Services

#2024-75

Name _____ F.E.I.N> # _____
Address _____
City _____ State _____ Zip _____
Contact Person _____ Phone _____
Email Address _____

THIS IS NOT AN ORDER

For additional information contact Kevin Lynn Purchasing Director klynn@willcountyillinois.com

The bidder proposes to provide the products and/or services in accordance with the specifications attached herein.

DESCRIPTION	
Phase 1 Pre-Construction	\$
Phase 2 Construction	\$
Phase 3 Post-Construction	\$
Total Proposed Fee for Phases 1, 2 and 3	\$
TOTAL PROPOSED FEE, WRITTEN BELOW, IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN. _____	

Printed Name: _____

Signature: _____ Title: _____

Representative of Company



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Submittal Requirement Checklist

Submittal Requirement Checklist: Each of the following items must be submitted for the bid to be considered.

1. ___ Cover Letter, signed by firm's principal, describing project team and approach.
2. ___ Brief history of firm.
3. ___ Type of firm (corporation, partnership, sole proprietor, etc.)
4. ___ Number of employees, technical disciplines, etc.
5. ___ A simple organizational chart identifying key members of the firm that will be assigned to this Will County project.
6. ___ The availability of principals of the firm to work on this project.
7. ___ Names and résumés of key personnel proposed for this project.
8. ___ Names of specialty sub-consultants planned to be used on this project, indicating name, specialty and address for each including but not limited to: civil, structural, mechanical, electrical, plumbing, fire protection, information technology and security.
9. ___ Provide proof and values of professional liability and general liability insurance carried by the firm.
10. ___ A minimum of three (3), but no more than five (5) similar, county and/or municipal projects completed by your firm within the past seven (7) years, including current contact information for the owner.
11. ___ Information relative to budgeted and actual cost, projected and actual project schedule, and actual project completion history, of three (3) to five (5) completed county and/or municipal projects by your firm during the past seven (7) years.
12. ___ A list of county and/or other municipal references including client name, address, telephone number and persons to contact for the above named projects from both project management and financial perspectives.
13. ___ Appropriate visual representations of related project experience.
14. ___ A list of all litigation, court proceedings, mediation or alternative resolution proceedings involving the firm/staff members regarding past or present project performance.
15. ___ Completion of the Prime Contractor Certification Form.
16. ___ Completion of RFP Form (Fee Proposal Form)
17. ___ Completion of Receipt of Addenda Form (if addenda are issued).



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Reference Form

1300 Copperfield A/E Services

#2024-75

Please list three (3) references, other than the County of Will, that you have done similar work, service or supplied similar products to:

Entity: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Email Address: _____

Entity: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Email Address: _____

Entity: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Contact Person: _____

Email Address: _____



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Addendum Form

1300 Copperfield A/E Services

#2024-75

Name _____ F.E.I.N> # _____

Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Email Address _____

THIS IS NOT AN ORDER

Will County Agency Name: _____

For additional information contact Kevin Lynn Purchasing Director klynn@willcountyillinois.com

Addendum Receipt: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

Addendum Receipt: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

Addendum Receipt: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

Addendum Receipt: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

Addendum Receipt: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

No Bid Form

Please note: This form is only required if you are not bidding.

Solicitation Name/Number: _____

Reason for not bidding:

- | | |
|--|--|
| ☐ Not enough time to respond | ☐ Unable to compete |
| ☐ Not Applicable to company | ☐ No time to complete work |
| ☐ Unable to obtain required insurance | ☐ Unable to meet specs/requirements |
| ☐ Unable to obtain required bonding | |
| ☐ Other (please detail below) | |

Suggestions:

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Email: _____

Date: _____

Please retain our information for future solicitations: Yes ☐ No ☐

LATE RESPONSES CANNOT BE ACCEPTED!

Respondents Return Address:

RFP #: 2024-75 1300 Copperfield Ave.
A/E SERVICES

DUE DATE: 07/30/24

DUE: 2:00 P.M.

DATED MATERIAL-DELIVER IMMEDIATELY

**WILL COUNTY PURCHASING DEPARTMENT
302 N. CHICAGO ST., 2ND FLOOR
JOLIET, IL 60432**

PLEASE
CUT OUT AND AFFIX THIS LABEL (ABOVE) TO
THE OUTERMOST PACKAGE OF YOUR SEALED RESPONSE
TO HELP ENSURE PROPER DELIVERY!

LATE RESPONSES CANNOT BE ACCEPTED!