



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

JENNIFER BERTINO-TARRANT
WILL COUNTY EXECUTIVE

KEVIN LYNN
DIRECTOR

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E. klynn@willcounty.gov

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

July 25, 2024

To Whom It May Concern:

You are invited to submit your sealed bid for the **Access Control System Upgrade at 57 N. Ottawa St. Joliet, IL 60432.**

Complete bid specifications are included, **which will act as the contract and must be filled out and returned as such.**

A pre-bid site visit is scheduled for 10:00 A.M., on Thursday, August 1, 2024, at the Court Annex, 57 N. Ottawa St, Joliet, IL 60432.

A 10% Bid Bond or Cashier's Check made payable to the Will County Treasurer MUST accompany your bid, or it will not be considered. Money Orders or Company checks will not be accepted.

Sealed bids will be received in the purchasing department, 2nd floor, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432, **DUE NOT LATER THAN 2:00 P.M., "AS SO INDICATED BY THE TIME STAMP CLOCK OF WILL COUNTY", MONDAY, AUGUST 12, 2024.**

Bids will be publicly opened and read by the Will County Executive or her Representative at **2:05 P.M., MONDAY, AUGUST 12, 2024,** at the Will County Office Building, 302 N. Chicago Street, 2nd Floor, Joliet, IL. 60432. You are welcome to attend the meeting.

Should you have any questions regarding this bid, please contact Kevin Lynn in writing at klynn@willcounty.gov.

We welcome your bid.

Sincerely,

Kevin Lynn

Kevin Lynn
Purchasing Director

**ADVERTISEMENT OF BID
ACCESS CONTROL SYSTEM UPGRADE AT COURT ANNEX BUILDING
WILL COUNTY, JOLIET, IL.**

SEALED BIDS FOR UPGRADING THE ACCESS CONTROL SYSTEM AT THE COURT ANNEX BUILDING, 57 N OTTAWA ST, JOLIET, IL 60432, WILL BE RECEIVED AT THE WILL COUNTY PURCHASING DEPARTMENT, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, UNTIL THE HOUR OF 2:00 P.M., MONDAY, AUGUST 12, 2024.

A PRE-BID SITE VISIT WILL BE HELD ON **THURSDAY, AUGUST 1, 2024, AT 10:00 A.M.**, AT 57 N OTTAWA ST, JOLIET, IL 60432. PLEASE CONTACT THE PURCHASING DEPARTMENT VIA EMAIL AT purchasing@willcounty.gov TO REGISTER YOUR COMPANY/ATTENDEES.

BIDS WILL BE PUBLICLY OPENED AND READ BY THE WILL COUNTY EXECUTIVE OR HER REPRESENTATIVE AT 2:05 P.M., MONDAY, AUGUST 12, 2024, AT THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., 2ND FLOOR, JOLIET, IL. 60432.

SPECIFICATIONS AND CONDITIONS OF THE BID ARE AVAILABLE AT www.demandstar.com OR www.willcounty.gov AS WELL AS THE PURCHASING DEPARTMENT, 2ND FLOOR, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, (815) 740-4712 OR BY SUBMITTING REQUEST VIA EMAIL AT purchasing@willcounty.gov

THE TENDERING OF A BID TO THE COUNTY SHALL BE CONSTRUED AS ACCEPTANCE OF THE SPECIFICATIONS. THE BIDDER ACKNOWLEDGES THE RIGHT OF THE COUNTY OF WILL TO REJECT ALL BIDS, AND TO WAIVE NON-MATERIAL INFORMALITY OR IRREGULARITY IN ANY BID RECEIVED IN WHOLE OR PART AS MAY BE SPECIFIED IN THE SOLICITATION.

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

**INSTRUCTIONS TO BIDDERS
ACCESS CONTROL SYSTEM UPGRADE
COURT ANNEX BUILDING
WILL COUNTY, JOLIET, IL**

GENERAL SPECIFICATIONS

You are invited to submit your bid for **Upgrading the Access Control System at the Court Annex Building, 57 N. Ottawa St. Joliet, IL 60432**

SEALED BIDS:

Sealed bids will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432, **not later than 2:00 P.M., Monday, August 12, 2024, "as so indicated by the time stamp clock of Will County"**.

BIDS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.

Sealed bids will be publicly opened and read aloud by the Will County Executive or her representative at **2:05 P.M., Monday, August 12, 2024** at the Will County Office Building, 302 N. Chicago St., 2nd Floor, Joliet, IL 60432.

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

Bid forms shall be completely filled out either typewritten or in ink. The **complete set of Contract Documents shall be submitted** with the proposal, with **ONE (1) ORIGINAL, THREE (3) COMPLETE COPIES CLEARLY MARKED AND A DIGITAL COPY ON AN ELECTRONIC STORAGE DEVICE.**

Proposals shall be submitted on the forms furnished by the County of Will in a sealed package, plainly marked, with the bidder's name, address, and the notation:

SEALED BID:	<u>ACCESS CONTROL SYSTEM UPGRADE 57 N. OTTAWA ST.</u>
QUESTIONS DUE:	<u>12:00 P.M., MONDAY, AUGUST 5, 2024</u>
ADDENDA RELEASE:	<u>12:00 P.M., WEDNESDAY, AUGUST 7, 2024</u>
BIDS DUE:	<u>2:00 P.M., MONDAY, AUGUST 12, 2024</u>

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

SPECIFICATIONS:

Specifications are attached hereto and incorporated herein.

SIGNATURE OF BIDS:

The **signature on bid documents** shall be that of an authorized representative of bidder. An officer or agent of the offering bidder who is empowered to bind the bidder in a Contract shall sign the proposal and any clarifications to that proposal. The County of Will bears no responsibility in determining whether signer is so authorized. Each bidder, by making his bid, represents that he has read and understands the bidding documents.

Each bidder, by making his bid, represents that he has read and understands the bidding documents. **Any bid not containing said signed documents shall be non-conforming and shall be rejected.**

BIDDING PROCEDURES:

1. All bids must be prepared on the forms provided by the County and with **ONE (1) ORIGINAL, THREE (3) COMPLETE COPIES AND ONE ELECTRONIC COPY ON A DIGITAL STORAGE DEVICE, CLEARLY MARKED,** in accordance with the Instructions to bidders.
2. A bid is invalid if it has not been deposited at the designated location prior to the time and date for receipt of bids indicated in the Advertisement for bids or prior to any extension thereof issued to the bidders.
3. Unless otherwise provided in any supplement to the Instructions to bidders, no bidder shall modify, withdraw or cancel his bid or any part thereof for sixty (60) days after the time designated for the receipt of bids in the Advertisement for bids.
4. Changes or corrections may be made by the County of Will in the bid documents after they have been issued and before bids are received. In such cases a written addendum describing the change or correction will be issued by the County of Will to all bidders recorded by the County of Will as having received the bidding documents and will be available for inspection wherever issued. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the bid documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids.
5. Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than seven (7) days prior to bid due date, notify the County of Will, who will, if necessary, send written addendum to all bidders. The County of Will shall not be responsible for any oral instructions. All inquiries shall be directed to Kevin Lynn, Purchasing Director in writing at klynn@willcounty.gov. After sealed bids are received, the bidder will make no allowance for oversight.

REJECTION OF BIDS:

The bidder acknowledges the right of the County of Will to reject any and all proposals for cause and to waive non-material informality or irregularity in any bid received.

NO BIDS:

Those who wish not to bid this project please return your bid plainly marked **"NO BID"** or send email of same in order to retain your company name on the bidders list. If you choose not to reply, your company name will be removed and no future bids will be automatically sent.

PRIME CONTRACTOR CERTIFICATION:

Included in this bid package is a prime Contractor certification form. **This form must be filled out, signed, and returned with your sealed bid package or it will not be accepted.**

REFERENCES:

Included in this bid package is a reference form. Please fill out and complete this form citing clients for which you have provided similar services.

WORDS AND FIGURES:

Where amounts are given in both words and figures, the words shall govern. If the amount is not written in words, the unit cost will take precedence over the extended price in case of a discrepancy in the multiplication.

BID SECURITY:

A 10% Bid Bond or Cashier's Check made payable to the **WILL COUNTY TREASURER**, shall accompany each bid, attached to the front cover, as a guarantee that if the bid is accepted, a contract will be entered into. Please calculate the 10% bid bond on the extended cost of bidder's hourly rate x TOTAL hours per location, for the first year only and include all buildings. **Money Orders or Company checks will not be accepted**. The Bid Bond or Cashier's Check will be returned to the unsuccessful bidders after the Bid has been awarded and will be returned to the successful bidder upon receipt of the Performance Bond, if applicable.

PERFORMANCE BOND:

A Performance Bond for the amount of the contract will be required from the **successful bidder** and shall be valid throughout the life of the contract. The Performance Bond will be returned at the completion of the contract. If it is difficult to acquire a Performance Bond by the time the contract is to commence, the County of Will shall accept a letter notarized by the Insurance Carrier showing that such Bond is being processed at this time. The amount of the performance bond should be for the extended cost for the first year (total hours times the cost per hour) and will be renewable annually, if the county so chooses to extend the contract for a second and third year.

NON-DISCRIMINATION:

The Contractor shall at all times 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, *et seq.*

DEFAULT:

In case of default by the successful Bidder, the County of Will may procure the articles or services from other sources and may deduct from the unpaid balance due the successful bidder any of its costs resulting from the default, or may collect against the bond or surety for excess costs so paid, ~~and~~ **The** prices paid by the County of Will shall be considered the prevailing market price at the time such purchase is made.

Will County reserves the right to cancel the contract if the bidder fails to perform the work required in the bid specifications after efforts to resolve any problems that have been unsuccessful.

TYPES OF INSURANCE:

1. **Statutory Workers' Compensation and Employers' Liability (EL) Insurance.** The Contractor shall procure and maintain during the life of this Contract Worker Compensation Insurance as required by applicable state law for all of his employees who would be engaged in work on the project. In case of any class of employees engaged in any work on the project under this Contract is not protected under the Worker Compensation Statute, the Contractor shall provide adequate employer's liability insurance for the protection of such of his employees as are provide Employer's Liability (coverage B) in the amount of \$500,000.00.

2. **Comprehensive General Liability Insurance.** Contractor shall procure Comprehensive General Liability Insurance with a combined bodily injury and property damage occurrence limit of not less than \$1,000,000 per person and \$2,000,000 per occurrence. The policy shall contain blanket contractual liability, products, and completed operations coverage, and independent Vendor's coverage.
3. **Comprehensive Automobile Liability Insurance.** Contractor shall procure Comprehensive Automobile Liability Insurance, and it shall be maintained for the duration of this Agreement and shall, at a minimum, consist of \$1,000,000 per person and \$2,000,000 per occurrence for Bodily Injury and Property Damage.
4. **Owner's Protective Liability Insurance.** The Contractor shall procure Protective Liability Insurance and protect the County or its assignee, if any, from any responsibility arising from the work performed under this Contract by adding these parties as named insured as a rider to the General Contractor specified Comprehensive General Liability policy in an amount not less than \$500,000.00 per occurrence, the County of Will, it's Officer's, agents, and employee's, 302 N. Chicago St., Joliet, IL 60432.

PROOF OF INSURANCE:

1. The Contractor shall furnish the County of Will at the time of bidding, with certificates showing the type, amount, class or operations covered, effective dates and dates or expiration of policies, and the policies shall specifically refer to the indemnity agreement. Such certificates shall also contain substantially the following statement: "The Insurance covered by this Certificate will not be canceled or materially altered except after 30 days written notice has been received by all named insured."
Any bid not containing said proof of insurance shall be non-conforming and shall be rejected.
2. All policies shall substitute the word "Occurrence" for "accident" for both bodily and property damage. "Occurrence" shall be defined to mean an event or series of events or continuous or repeated exposure to conditions, which unexpectedly cause injury or damage during the policy period.
3. All insurance coverage shall be provided by insurance companies maintaining a financial strength and claims paying ability rating no lower than "A" MINUS "VIII" as rated by the 1999 or most current AM Best's Insurance Guide.

CHOICE OF LAW AND VENUE:

Any cause of action related to this bid, or contract related thereto, shall be governed by the laws of the State of Illinois without regard to conflict of law provisions. Venue for any cause of action related to this bid, or any contract related thereto, shall be in the Twelfth Judicial Circuit, Will County, Illinois.

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. Your proposal 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 proposal that we treat certain information as exempt. We will not honor requests to exempt entire proposals. 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 proposal with exempt information deleted. This copy must tell the general nature of the material removed and shall retain as much of the proposal as possible. In the event the County of Will receives a request for a document submitted, the County of Will shall provide notice to contractor as soon as practicable. Regardless, contractor will be responsible for any costs or damages associated with defending your request for exempt treatment. Furthermore, contractor 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 proposal is accepted by the County of Will 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 contractor, its provision of services, or the arranging for the provision of services, the County of Will shall provide notice to contractor as soon as practicable and, within the period available under FOIA, contractor 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, making reference to the specific FOIA provision applicable without simply making a general claim that the information is "confidential," "proprietary," "exempt from disclosure," or the like. Regardless, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment. Furthermore, contractor will warrant that County of Will's responses to requests for a document relating to contractor, its provision of services, or the arranging for the provision of services, will not violate the rights of any third party.

Please be advised also 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 contractor shall provide to the County of Will at no cost and within the time frames 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, contractor 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, making reference to the specific FOIA provision applicable without simply making a general claim that the information is "confidential," "proprietary," "exempt from disclosure," or the like. Regardless, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment.

SUBMITTAL REQUIREMENTS:

Each of the following shall be submitted by the bid time mentioned herein in order that the bid will be considered:

1. 10% Bid Bond or Cashier's Check
2. **Signed** Copy of Prime Contractor Certification
3. Reference form
4. **Signed** and completed Bid Form
5. **Signed** and completed Receipt of Addenda Form
6. Proof of Insurance

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.

Representative of Company

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.

**County of Will Request for Proposals:
Upgrade Access Control System at the
Court Annex Building
57 N. Ottawa Street, Joliet, Illinois 60432**

A. BACKGROUND

The purpose of this Request for Proposals (RFP) is to acquire the services of an experienced and qualified Vendor to provide, install, integrate/configure, and warranty additional access control devices to the existing system. The system is to include the following:

- Access Card Readers
- Mag Locks
- Electronic strikes as necessary
- Integration Services
- Warranty Services
- Testing Services
- Licensing & Maintenance Fees (if necessary)

B. SCOPE OF WORK

The scope of work required under this RFP includes the procurement of the access control devices and associated equipment (including software), design, installation, implementation, configuration, and testing.

Provide and install access card readers on the north and south doors, security door and the secretary office door on 1st floor

Provide and install access card readers on three (3) stairwell doors on 2nd floor

Provide and install access card reader on stairwell door on 3rd floor

Provide and install access card reader on stairwell door on 4th floor

Provide and install delay egress mag locks on the hallway door by the security station/states attorney 1st floor

Provide and install delay egress mag locks, 2nd floor, 3rd floor, 4th floor south stairs

Provide and install delay egress mag locks 2nd floor center stairs and 2nd floor north stairs door.

Provide and install strikes in the state's attorney lobby, security and the future 1st floor south stair door

Vendor will connect to existing system, any additional licenses that may be required will be the responsibility of the County to obtain.

Cable will be run to existing POE switches and the vendor will work with the county's ICT Department to make sure programming is correct.

The selected vendor will be responsible for recommending the type and number of devices, and any other applicable equipment, hardware and software associated with the access control

system. The selected vendor must ensure it has adequate resources to provide these services and to meet the needs of the county.

The county will consider any additional features suggested by the vendor. The county reserves the right to continue with the vendor selected or have the option to conduct a new selection process for future services beyond those services identified in this RFP.

C. PRE-PROPOSAL SITE VISIT

A site visit will be held on August 1, 2024. Vendors will be provided with an opportunity to tour the facilities with County Staff at 10:00 AM. Please arrive on time.

Please direct any questions regarding the site visit to the Purchasing Department, by email at purchasing@willcounty.gov

D. SCHEDULE

The County reserves the right to adjust the schedule below, but plans to adhere to the implementation of this RFP process as follows:

Site Visit: 10:00 A.M. August 1, 2024

Deadline for Receiving Questions: 12:00P.M. Monday, August 5, 2024

Response to Questions Posted on County Website: 12:00 P.M. Wednesday, August 7, 2024

Bids Due: 2:00 P.M. August 12, 2024

Estimated Project Kickoff: August 2024

E. PROPOSAL CONTENT

- Submitted proposal must contain the following:
- Company name and address.
- Cover letter signed by an authorized individual, stating their interest and that they have read and will comply with all terms and conditions of the RFP.
- Provide primary contact person name, title, telephone number and email address.
- Include any public agencies worked with in the past five (5) years.
- Include a minimum of three (3) references with the following information: name of clients with similar projects within the past five (5) years, scope of work, location, and the name and telephone number of the project manager.
- Provide a list of sub-contractors, if any, and the services they will provide.
- Provide specification documents for all major equipment proposed as part of this RFP
- Provide an itemized list of all costs and fees associated with the project. Indicate any recurring license fees. Include a price list for standard services and equipment, software (including licensing fees), maintenance fees, warranties, and technical support.
- Include an implementation schedule with an estimated project start date in August 2024. Note key project milestones and timelines for deliverables.

- Identify any potential impediments or issues that the bidder foresees related to their timely completion of the proposed project.
- Describe training to be provided to county staff that includes, at a minimum, managing user accounts, data retrieval and maintenance.
- The vendor may include any additional information that is believed to be pertinent and helpful, but not specifically requested in this RFP.

G. PROPOSAL EVALUATION

The county's designated staff will evaluate proposals received. During the review process, the county reserves the right, where it may serve the county's best interest, to request additional information or clarification from those that submit proposals. Proposals will be judged on the vendor's ability to provide the experience, equipment and services that meet the requirements set forth in this RFP as described in their submitted proposal. The county reserves the right to make such investigations as it deems necessary to determine the ability of the vendor to provide services meeting a satisfactory level of performance in accordance with the county's requirements. Interviews and presentations by one, several, or all vendors may be requested by evaluators if deemed necessary to fully understand and compare the vendor's capabilities and qualifications. The adequacy, depth, and clarity of the proposal will influence, to a considerable degree, its evaluation.

H. VENDOR REQUIREMENTS

The selected vendor is expected to comply with all applicable federal, state, and local regulations. If the vendor outsources any work or job to a sub-contractor, it will be the vendor's responsibility to ensure all sub-contractors meet the requirements stated in this RFP. The county will require the successful vendor to provide Certificates of Insurance evidencing required coverage types and the minimum limits. The vendor shall warrant, at a minimum, the system shall be free of all defects in equipment, material, and workmanship for a minimum period of one (1) year from the installation date. The vendor must identify any warranty conditions and periods more than one year.

I. PROJECT PROGRESS

The contract must begin upon approval by the county. The selected vendor shall commence work after notification to proceed by the county. The selected vendor is advised that any recommendation for contract award is not binding on the county until the Agreement is fully executed and approved by the county.

J. VENDOR'S UNDERSTANDING OF RFP

In responding to this RFP, the vendor accepts full responsibility to understand the RFP in its entirety, and in detail, including making any inquiries to the county as necessary to gain such understanding. The county reserves the right to disqualify any vendor who demonstrates less than such understanding. Further, the county reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. That right extends to cancellation of award if an award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to the county.



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Bid Form

Access Control System Upgrade 57 N Ottawa St.

#2024-77

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@willcounty.gov

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

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

- _____ A. 10% Bid Bond or Cashier's Check
- _____ B. Signed Prime Contractor Certification Form
- _____ C. Reference Form
- _____ D. Bid Form
- _____ E. Receipt of Addenda Form
- _____ F. Proof of Insurance

Description	Total Cost
LUMP SUM AMOUNT:	\$
TOTAL CONTRACT AMOUNT WRITTEN IN WORDS. IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN. _____	

Printed Name: _____

Signature: _____ **Title:** _____

Representative of Company



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Addendum Form

Access Control System Upgrade 57 N Ottawa St.

#2024-77

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@willcounty.gov

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

Reference Form

Access Control System Upgrade 57 N Ottawa St.

#2024-77

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: _____

LATE BIDS CANNOT BE ACCEPTED!

<u>SEALED BID DOCUMENT</u>	
<u>Vendor Return Address:</u>	
BID #:	2024-77 Access Control System Upgrade
DUE DATE:	8/12/2024
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 BID LABEL
(ABOVE) TO THE OUTERMOST ENVELOPE OF YOUR
SEALED BID TO HELP ENSURE PROPER DELIVERY!

LATE BIDS CANNOT BE ACCEPTED!



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 ☐