



## WILL COUNTY, ILLINOIS

### PURCHASING DEPARTMENT

JENNIFER BERTINO-TARRANT  
WILL COUNTY EXECUTIVE

KEVIN LYNN  
DIRECTOR

P. 815-740-4712  
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E. [klynn@willcounty.gov](mailto:klynn@willcounty.gov)

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

September 16, 2024

To Whom It May Concern:

Will County is requesting responses from qualified candidates for a **County-wide Facilities Master Plan, Facilities Condition Assessment and Facilities Needs Assessments.**

Responses to this RFQ will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 North Chicago Street, Joliet, IL 60432, **not later than 2:00 P.M., "as so indicated by the time stamp clock of Will County," Tuesday, October 29, 2024**

The respondent acknowledges the right of the County of Will to reject any or all responses and to waive non-material informality or irregularity in any statement of qualifications received in whole or part as may be specified in the solicitation.

Should you have any questions regarding this RFQ, please contact Kevin Lynn, Purchasing Director, at [klynn@willcounty.gov](mailto:klynn@willcounty.gov).

We welcome your response to this solicitation.

Sincerely,

*Kevin Lynn*

Kevin Lynn  
Purchasing Director

**REQUEST FOR QUALIFICATIONS (RFQ) FOR COUNTY-WIDE FACILITIES MASTER PLAN, FACILITIES CONDITION ASSESSMENTS AND FACILITIES NEEDS ASSESSMENTS.**

RESPONSES TO THIS REQUEST FOR QUALIFICATIONS (RFQ) FOR COUNTY-WIDE FACILITIES MASTER PLAN, FACILITIES CONDITION ASSESSMENTS AND FACILITIES NEEDS ASSESSMENTS 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, OCTOBER 29, 2024.

RESPONSES TO THIS RFQ WILL BE REVIEWED BY THE COUNTY EXECUTIVE OR HER REPRESENTATIVE TEAM WHO RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL RESPONSES RECEIVED AS A RESULT OF THIS SOLICITATION.

THIS RFQ IS AVAILABLE IN ELECTRONIC FORMAT AT [www.willcounty.gov](http://www.willcounty.gov) , AND [www.demandstar.com](http://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](mailto:purchasing@willcounty.gov).

RESPONSES TO THIS RFQ 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 QUALIFICATIONS (RFQ) FOR COUNTY-WIDE FACILITIES MASTER PLAN,  
FACILITIES CONDITION ASSESSMENTS AND FACILITIES NEEDS ASSESSMENTS.**

**GENERAL REQUIREMENTS:**

Will County is requesting qualifications from candidates for **County-Wide Facilities Master Plan, Facilities Condition Assessments and Facilities Needs Assessments.**

**RESPONSES:**

Sealed statements of qualifications will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432, **not later than Tuesday, October 29, 2024, at 2:00 PM “as so indicated by the time stamp clock of Will County”.** **STATEMENTS OF QUALIFICATIONS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.**

Sealed statements of qualifications must be made in accordance with the instructions contained herein. All terms and conditions as attached hereto shall be included in the contract for the work to be performed.

Statements of qualifications shall be submitted to the County of Will in a sealed package marked with the respondent’s name and address and the notation:

- |                                    |  |
|------------------------------------|--|
| <b><u>SEALED RFQ:</u></b>          | <b><u>2024-80 RFQ –FACILITIES NEEDS ASSESSMENT</u></b> |
| <b><u>RESPONSES DUE:</u></b>       | <b><u>Tuesday, October 29, 2024 – 2:00 P.M.</u></b>    |
| <b><u>INTERVIEWS HELD:</u></b>     | <b><u>November 11-15, 2024</u></b>                     |
| <b><u>SELECTION FINALIZED:</u></b> | <b><u>November 18-22, 2024</u></b>                     |

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

Please affix the label included on the outermost package of your sealed response to help ensure proper delivery!

**SIGNATURE OF AUTHORIZED PERSONNEL:**

The signature on statement of qualifications documents shall be that of an authorized representative of the firm. An officer or agent of the business entity who is empowered to bind the firm in a contract shall sign the statements of qualifications and any clarifications thereto.

Each respondent, by producing and signing a statement of qualifications, represents that he/she has read and understands the solicitation documents. **Any statement of qualifications not containing said signed documents shall be non-conforming and shall be rejected.**

## **PROCEDURES:**

1. The Statement of Qualifications must be prepared as indicated in the “Submittal Requirements” section. One (1) original, five (5) paper copies (plainly marked) and **one (1) digital copy on an Electronic Storage Device must be included in the sealed response package.**
2. A statement of qualifications is invalid if it has not been deposited at the designated location prior to the time and date for receipt of RFQ indicated in the Advertisement for RFQ or prior to any extension thereof issued by the County of Will.
3. Each respondent shall carefully examine all documents and all addenda thereto; and, shall thoroughly familiarize itself with the detailed requirements thereof prior to submitting a statement of qualifications. Should a respondent find discrepancies, ambiguities or omissions in documents; or, be in doubt as to meaning, shall at once, and in any event not later than seven (7) days prior to RFQ due date, notify the County of Will. If necessary, the County of Will shall issue a written addendum to all respondents. The County of Will is not responsible for any oral instructions. All inquiries shall be directed to Kevin Lynn in writing at: [klynn@willcounty.gov](mailto:klynn@willcounty.gov).
4. Changes or corrections may be made in the documents after they have been issued and before responses are received. In such cases a written addendum describing the change or correction will be issued by the County of Will to all parties recorded as having received the documents and will be available for inspection wherever issued. The County of Will shall issue a written addendum to all recorded parties via email and post on [www.demandstar.com](http://www.demandstar.com) and [www.willcounty.gov](http://www.willcounty.gov). Such addendum shall take precedence over that portion of the documents concerned and any conflicting provisions, and shall become part of the documents. Unless impracticable, such an addendum will be issued to reach the respondents at least five (5) days prior to date established for receipt of bids.

## **REJECTION OF RESPONSES:**

The respondent acknowledges the right of the County of Will to reject any or all statements of qualifications, to waive any non-material informality or irregularity in any statements of qualifications received, and to accept the statements of qualifications deemed most favorable to the interest of the County of Will after all have been examined and evaluated. In addition, the respondent recognizes the right of the County of Will to reject a statement of qualifications if it is in any way incomplete or irregular.

## **CONTRACT COMMENCEMENT:**

The contract is expected to commence on or after December 10, 2024.

## **PRIME CONTRACTOR CERTIFICATION:**

Included in this packet is a prime contractor certification form. This form **must** be filled out, signed and returned with your qualifications or it will not be considered.

**NON-DISCRIMINATION:**

The respondent shall at all times observe and comply with any applicable laws, statutes, regulations or the like relating in any way to civil rights including but not limited to the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq.

**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.

**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 RFQ.

**TAX EXEMPTION:**

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

**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 solicitation.

**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.

**CHOICE OF LAW**

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

**VENUE**

Venue for any cause of action related to this RFQ and any agreement connected herewith shall be filed with 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. 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.

## **SUBMITTAL REQUIREMENTS:**

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

1. Cover Letter, signed by firm's principal, describing project team and approach.
2. Business organization including the date established, number of employees, brief history of the firm as well as a main point of contact for this project.
3. Organizational chart of key personnel, specifying roles of members of the primary firm and sub-consultants. Include resumes of Principal in Charge, Project Manager, Primary Planning Professionals and other key personnel, highlighting relevant experience.
4. Statement of qualifications including a description of the approach the Consultant will employ in carrying out the work described in the Scope of Services
5. At least five (5) references of past clients with similar Scope of Services conducted and the period that was involved to complete the client's projects. Include company name, address, contact name, and phone number
6. Demonstrate the firm's ability to commence services in the first quarter of calendar year 2025, including a list of substantial current and pending projects.
7. Include information on the firm's insurance coverage, particularly commercial general liability and professional liability limits.
8. Disclose any claims asserted against the firm or by the firm within the past ten years, including status and resolution.
9. Signed Prime Contractor Certification.
10. Signed RFQ Form.
11. Completion of Receipt of Addenda Form (if addenda are issued).

## **RFQ PROCESS ANTICIPATED TIMELINE:**

- |    |                       |                              |
|----|-----------------------|------------------------------|
| 1. | Sept. 16, 2024,       | RFQ Released                 |
| 2. | Oct. 29, 2024,        | Responses Due                |
| 3. | Oct. 30-Nov. 8, 2024, | Internal Review of Responses |
| 4. | Nov. 11-15, 2024,     | Interviews Held              |
| 5. | Nov. 18-22, 2024,     | Selection Finalized          |
| 6. | Dec 10, 2024,         | Contract Commencement        |

# Will County Facilities Master Plan, Facilities Condition Assessments and Facilities Needs Assessments

## Request for Qualifications

### **1. Request for Qualifications**

The County of Will (WC) is issuing this Request for Qualifications (RFQ) from firms qualified to provide professional services for county-wide Facilities Condition Assessments, and Facilities Needs Assessments, resulting in a Facilities Master Plan and Strategy to utilize as the basis to support both short-and long-term capital improvement decisions.

### **2. Project Overview**

WC seeks to assess the current conditions and future needs of its primary facilities to develop a comprehensive strategy for maintenance, upgrades, and expansions and/or new construction. This project encompasses:

- A Facilities Condition Assessment for county-owned properties listed in **Appendix A**
- A Facilities Needs Assessment for county-owned properties listed in **Appendix A** to determine current and future requirements.
- Development of a Facilities Master Plan and Strategy to guide WC on capital improvements.

### **3. Background Information**

Will County, Illinois, is the fourth largest county in the state, with a population of approximately 700,000 residents and growing. Known for its high quality of life, WC has a well-balanced mix of industry, agriculture, residential communities, excellent schools, numerous parks and recreational facilities. County government operates under a County Executive form of government, where the County Executive is elected county-wide, and responsible for daily operations and policy implementation. The WC Board consists of twenty-two (22) members, representing eleven (11) districts, who work collaboratively to develop policy and ensure the county's strategic growth and development.

WC is committed to comprehensive planning and economic development initiatives to enhance its viability as an attractive location for business, residential and agricultural endeavors. The county's Master Plan, developed in 2010 and updated in 2019, outlines a vision for sustainable growth, focusing on preserving the character of established communities while promoting new development in designated areas. Key initiatives included the enhancement of transportation infrastructure, expansion of green spaces, and support for businesses through economic development programs. WC's proactive approach to planning and development facilitates a

balanced and thriving county, making it an attractive destination for residents and businesses to thrive.

Beginning in 2015, WC began a historic capital improvements program, recognizing the need for new buildings to better serve the public and reduce the amount of leased space. Our newer facilities include the Public Safety Complex, Health Department, Courthouse, Animal Protective Services, Children's Advocacy Center, SWAT and EMA buildings. And although these are relatively new critical structures, it is imperative for WC to methodically maintain these buildings in the most efficient and economical ways possible. Many of our existing facilities struggle to meet current operational demands and some lack the necessary space and modern amenities required for functional efficiency. This has highlighted the urgency for comprehensive assessments and strategic planning to ensure these buildings can support the county's future needs. By addressing these infrastructure challenges, WC aims to enhance service delivery, ensure public safety, and foster a more effective government.

#### 4. Scope of Services

The selected firm shall provide the following services:

1. Facilities Condition Assessments:
  - a. Conduct detailed inspections of the properties listed in **Appendix A**.
  - b. Evaluate architectural, structural, mechanical, electrical, plumbing systems, building controls, utility demands, fire protection, roof systems, lighting (interior and exterior), parking conditions, security, ADA and code compliance status, plus life safety code compliance.
  - c. Conduct Structural Engineering Analysis of each facility.
  - d. Identify IT infrastructure condition and deficiencies at each facility.
  - e. Identify deficiencies, maintenance needs, safety and security issues, and useful life expectancy of building components at each facility.
2. On-Site Facility Assessment
  - a. Conduct on-site inspections of each property. Inspections shall, at a minimum:
    1. Capture, and document basic asset information within an asset inventory for major building systems and equipment:
      - a. Equipment/asset type
      - b. Location (Site, building, etc.)
      - c. Description/Function
      - d. Manufacturer
      - e. Model number
      - f. Age and estimated remaining life
    2. Identify the current physical condition of each building system or asset in accordance with a condition rating scale to be determined in collaboration with WC as part of item 1 above. Document any existing deficiencies with recommendations for corrective action.
    3. Analysis and Reporting  
The results of the on-site inspections and resulting analysis shall be detailed in a professionally prepared Facilities Condition Assessment Report. The Facilities Condition Assessment Report shall be on a building-by building basis.

- ii. The Report should, at a minimum:
    - 1. Include the asset information and condition ratings collected during the on-site inspections.
    - 2. Identify, categorize, and prioritize the observed deficiencies and recommended corrective actions with itemized cost estimates.
    - 3. Quantify the extent of deferred maintenance and calculate the existing Facility Condition Index (FCI) for each building.
  - b. Develop 10-year expenditures forecast of the necessary capital repairs, replacements and/or renewals necessary to preserve the functionality of major building systems or components with estimated costs. The outcome of this phase shall produce a detailed report for each facility including:
    - ii. Useful lifespan assessment for all facilities and components related thereto
    - iii. Required major capital improvement needs
    - iv. Identified deficiencies
    - v. Identified efficiency opportunities
    - vi. Detailed cost estimates and potential timelines for all improvements
- i. Facility Condition Assessment Report
- ii. Useful lifespan assessment for all facilities and components related thereto
  - iii. Required major capital improvement needs
  - iv. Identified deficiencies
  - v. Identified efficiency opportunities
  - vi. Detailed cost estimates and potential timelines for all improvements
3. Facility Needs Assessment:
- a. Assess current space utilization and future space requirements.
  - b. Understand programmatic needs now and in the future.
  - c. Conduct stakeholder interviews and workshops to gather input on operational needs.
  - d. Evaluate existing IT infrastructure and proposed upgrades for smart building technologies.
  - e. Include considerations for future technology trends and their impact on facility needs.
  - f. Identify staff limitations to be addressed in the final masterplan.
  - g. Identify operational limitations to be addressed in the final masterplan.
  - h. Develop a detailed program of requirements for each facility.
  - i. Completely understand the future land uses and redevelopment efforts concerning all facilities.
  - j. The outcome of this phase shall produce a detailed report for each facility including:
    - i. Comprehensive Facility Needs Assessment Report
    - ii. Current space needs
    - iii. Current space limitations and associated factors
    - iv. Projected space needs for 20-year outlook
    - v. Projected additional staffing, storage, and facility footprint
    - vi. Identification and consideration of WC redevelopment plans
4. Facility Master Plan and Strategy:
- a. Develop a comprehensive masterplan outlining recommended upgrades, renovations, expansions, and/or new construction.
  - b. Provide Cost Estimating / Value Analysis within the master planning product.
  - c. Provide a detailed cost benefit analysis of the proposed improvements and their long-term financial impact including new construction options.
  - d. Identify potential funding sources and strategies for financing the improvements.

- e. Consider multiple site options for location/relocation of facilities taking into consideration the master planning efforts being conducted by WC.
  - f. Establish a phased implementation plan prioritizing critical needs and long- term goals.
  - g. Final presentations to the Will County Executive and senior staff, the Will County Board and the public (as directed by the WC Executive).
5. Throughout each phase of the projects, the consultant shall provide:
- a. Public Engagement Services (as directed by the WC Executive)
  - b. Consideration for sustainability in design process.
  - c. Engagement of the WC Executive and WC Board Leadership
6. **Evaluation Criteria**
- a. Demonstrated experience and expertise in similar projects. – 20%.
  - b. Qualifications and experience of key personnel. – 20%.
  - c. Understanding of project requirements and proposed approach. -40%.
  - d. Ability to commence services as requested in the RFQ. – 5%.
  - e. Quality of references and past performance. -10%.
  - f. Compliance with submission requirements. -5%.

**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

## RFQ FORM

**Facilities Needs Assessments**

**#2024-80**

Name \_\_\_\_\_ F.E.I.N> # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

**Will County Agency Name:** \_\_\_\_\_

For additional information contact Kevin Lynn Purchasing Director [klynn@willcounty.gov](mailto: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. Cover Letter
- \_\_\_\_\_ B. Business Organization
- \_\_\_\_\_ C. Key Personnel
- \_\_\_\_\_ D. Statement of Qualifications
- \_\_\_\_\_ E. References
- \_\_\_\_\_ F. References
- \_\_\_\_\_ G. Prime Contractor Certification Form
- \_\_\_\_\_ H. RFQ Form
- \_\_\_\_\_ I. Receipt of Addenda Form

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

Representative of Company



# WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

## Addendum Form

**Facilities Needs Assessments**

**#2024-80**

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](mailto: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

**Facilities Needs Assessments**

**#2024-80**

Please list a minimum of five (5) 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: \_\_\_\_\_

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Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

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Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

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# WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

## Reference Form

Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

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Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

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Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

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Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

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**LATE RESPONSES CANNOT BE ACCEPTED!**

<b><u>Respondents Return Address:</u></b>	
<b><u>RFq #:</u></b>	<b>2024-80 Facilities Needs Assessments</b>
<b><u>DUE DATE:</u></b>	<b>10/29/2024</b>
<b><u>DUE:</u></b>	<b>2:00 P.M.</b>
<b>DATED MATERIAL-DELIVER IMMEDIATELY</b> <b>WILL COUNTY PURCHASING DEPARTMENT</b> <b>302 N. CHICAGO ST., 2<sup>ND</sup> FLOOR</b> <b>JOLIET, IL 60432</b>	

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!**



# 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:

- |  |  |
|--|--|
| <input type="checkbox"/> Not enough time to respond          | <input type="checkbox"/> Unable to compete                 |
| <input type="checkbox"/> Not Applicable to company           | <input type="checkbox"/> No time to complete work          |
| <input type="checkbox"/> Unable to obtain required insurance | <input type="checkbox"/> Unable to meet specs/requirements |
| <input type="checkbox"/> Unable to obtain required bonding   |  |
| <input type="checkbox"/> Other (please detail below)         |  |

Suggestions:

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Please retain our information for future solicitations: Yes  No