

**STATE OF ILLINOIS**  
**INVITATION FOR BID**  
**Illinois Department of Transportation (IDOT)**  
**Land Acquisition Appraisal, Negotiation and Relocation Services in District 4**  
**DOT23-LAC-D4-01**

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The **Illinois Department of Transportation** (“State”) requests Bids from responsible vendors to meet its needs. A brief description is set forth below for Bidder’s convenience, with detailed requirements in subsequent sections of this solicitation. If interested and able to meet these requirements, the State appreciates and welcomes a Bid.

**Brief Description:**

The Illinois Department of Transportation (IDOT) is requesting bids for the services of Vendor(s) to assist **IDOT District 4** in providing land acquisition services to support the Department in delivering the land acquisition program needed for highway projects. Anticipated areas of work and positions needed include **Project Manager, Appraisal Manager, Appraiser, Appraisal Report, Appraisal Trainer, Review Appraisal Certification Report, Review Appraiser, Review Appraiser Certification Reports, Negotiation and Negotiator, and Relocation and Relocation Agent work must be performed by individual(s) listed on the State’s approved “Fee/Specialty Agent” list**, in accordance with the Land Acquisition Policies and Procedures Manual (LAPPM). A current list of approved Fee/Specialty Agents can be found here: <http://idot.illinois.gov/doing-business/procurements/land-acquisition-services/index>.

IDOT District 4 will manage the contract and assign the work on a work order basis. The Vendor(s) shall perform the services required under the Contract in accordance with the most recent editions of the Land Acquisition Policies and Procedures Manual (<http://idot.illinois.gov/Assets/uploads/files/Doing-Business/Manuals-Guides-&-Handbooks/Highways/Land-Acq/Land%20Acquisition%20Manual.pdf>) , the Illinois Highway Code (605 ILCS 5/), the Illinois Eminent Domain Act (735 ILCS 30/), the Code of Federal Regulations, Title 49 CFR Part 24 – Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Program and any other relevant State or Federal laws and regulations. In case of a conflict between the references, the Vendor shall identify them to the Department and follow the instructions furnished by the Department.

All procurement publications and information, including updates, shall be found on the Illinois Transportation Procurement Bulletin: <https://webapps.dot.illinois.gov/WCTB/LbHome> .

In compliance with the State and Federal Constitutions, the Illinois Human Rights Act, the U.S. Civil Rights Act, and Section 504 of the Federal Rehabilitation Act, the State of Illinois does not discriminate in employment, contracts, or any other activity.

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The contract resulting from this Invitation for Bid (IFB) may be awarded up to three (3) Vendors. The three Vendors with the lowest price who are deemed responsive and responsible will be awarded contracts. The Agency reserves the right to issue work orders to any of the awardees of this contract. See sample work order – Attachment LL.

It is also the goal of this procurement that the selected Vendor will achieve a minimum percentage of the total contract of a 15% participation goal to include businesses that have been certified as **Disadvantaged Business Enterprises (DBEs)**, owned and controlled by persons who are socially and economically disadvantaged. For more information on IDOT's DBE program, contact the Office of Business & Workforce Diversity, Bureau of Small Business Enterprises at 217-782-5490.

The resulting contract with the awarded Bidder(s) shall have an initial term of three (3) years. In no event will the total term of the contract, including the initial term, any renewal terms, and any extensions exceed ten (10) years. 30 ILCS 500/20-60. Subject to the maximum total term limitation, the Agency has the option to renew for the following terms: 12 months.

Please read the entire solicitation package and submit a Bid for evaluation in accordance with the instructions. All forms and signature areas contained in the solicitation package should be completed in full and submitted along with the price proposal which will constitute the Bid. If submitting your Bid in paper format and by mail, do not submit the instructions pages with bids. Bidders should keep the instructions and a copy of their bids for future reference.

**Bids that do not adhere to Form and Content of Bid requirements may not be considered**

In compliance with the State and Federal Constitutions, the Illinois Human Rights Act, the U.S. Civil Rights Act, and Section 504 of the Federal Rehabilitation Act, the State of Illinois does not discriminate in employment, contracts, or any other activity.

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# STATE OF ILLINOIS

## INSTRUCTIONS AND GENERAL INFORMATION

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### SECTION 1. INSTRUCTIONS AND GENERAL INFORMATION

**A.1 HOW TO ENTER INFORMATION:** Type information in the text fields provided. Text fields are indicated by the instruction “Click here to enter text.” in red font. If the information requested does not apply to the Bidder’s situation, then enter “N/A” into the text field. Please enter the requested information or N/A into every red text field.

**A.2 CONTRACT INFORMATION:** Please note that the CONTRACT section of this solicitation will be used as the contract between the State of Illinois and the awarded vendor. The Financial Disclosures and Conflicts of Interest, Disclosure of Business in Iran, and Standard Certifications will become part of the contract.

**A.3 PUBLISHED PROCUREMENT INFORMATION:** The Department publishes procurement information, including updates, on the Illinois Transportation Procurement Bulletin (Bulletin):

<https://webapps.dot.illinois.gov/WCTB/LbHome>

Bidder is responsible for monitoring the Bulletin. The State will not be held responsible if Bidder fails to monitor the website for additional information and addendums.

**A.4 SOLICITATION CONTACT:** The individual listed below shall be the single point of contact for this solicitation. Unless otherwise directed, Bidders may only communicate with the Solicitation Contact. The State/Agency shall not be held responsible for information provided by or to any other person.

Solicitation Contact: <b>Lara Erewele</b>	Phone: (217) 785-5234
Agency: <b>Illinois Department of Transportation</b>	Fax: (217) 782-5634
Street Address: 2300 S. Dirksen Parkway, Rm 302	Email: <a href="mailto:Omolara.Erewele@illinois.gov">Omolara.Erewele@illinois.gov</a>
City, State Zip: Springfield, IL 62764	

**A.5 BIDDER QUESTIONS AND AGENCY RESPONSE:** All questions, other than questions raised at the Bidder Conference/Site Visit, pertaining to this solicitation must be submitted in writing to the Solicitation Contact, [Omolara.Erewele@illinois.gov](mailto:Omolara.Erewele@illinois.gov) no later than **10 days after posting date**. Questions received and Department responses may be posted as an Addendum to the original solicitation on the Bulletin; only these posted answers to questions shall be binding on the State.

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Bidders are responsible for monitoring the Bulletin. Suspected errors should be immediately reported to the Solicitation Contact identified above. Do not discuss, directly or indirectly, the solicitation or any Bid with any State officer or employee other than the Solicitation Contact.

**A.6 REQUIRED MEETINGS**

Bidder Conference/Site Visit:  Yes  No

Mandatory Attendance:  Yes  No

If attendance is mandatory, Bidder (current Vendor included) will be disqualified and considered non-Responsive if Bidder does not attend, is not on time, leaves early or fails to sign the attendance sheet. Bidder must allow adequate time to accommodate security screenings at the site.

Date: **N/A**

Time: **N/A**

Location: **N/A**

**A.7 BID DUE DATE, TIME, AND ADDRESS FOR SUBMISSION OF BIDS:** Bids will be opened at the Submit/Deliver Bids To address shown under Section A.7.3 at the Bid Due Date & Time specified. Late bids shall be deemed non-responsive and will not be considered.

A.7.1. Bid Due Date & Time

Date: **July 18, 2022**

Time: **1:30 P.M. Central Standard Time**

A.7.2. Bid Firm Time: Vendor's Bid must remain firm for **180** days from opening.

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A.7.3. Submit/Deliver Paper Bids To:

Label (outside of envelopes/containers):

Agency: <b>Illinois Department of Transportation</b>	<b>“Sealed Bid – Do Not Open”</b>
Attn: <b>Lara Erewele</b>	Project Title: <b>LAND ACQUISITION APPRAISAL, NEGOTIATION, and RELOCATION SERVICES IN DISTRICT FOUR (4)</b>  Reference #: <b>DOT23-LAC-D4-01</b>
Address: 2300 S. Dirksen Parkway, Rm 302	Due Date: <b>July 18, 2022</b>  Time: <b>1:30 P.M. Central Standard Time</b>
City, State Zip: Springfield, IL 62764	<i>Vendor Name</i>
Email: <a href="mailto:Omolara.Erewele@illinois.gov">Omolara.Erewele@illinois.gov</a>	<i>Vendor City, State and Zip</i>

Please note: If you are enclosing your sealed bid in a carrier’s container, write **Land Acquisition Appraisal, Negotiation, and Relocation Services in District 4, Reference Number: DOT23-LAC-D4-01 and Vendor name** on the outside of that container so the Department can process your package accordingly and without delay.

**A.8 ORGANIZATION REQUIRED:** Bids may be submitted in as few as three and as many as five packets. Please follow these instructions carefully.

A.8.1 Packet 1 shall contain the Contract section (including pricing) and if applicable a Redacted copy (Section 1, Part A.15). Please also include the completed specification/questionnaire, Attachments JJ and Vendor Organizational Chart and Resumes1.

A.8.2 Packet 2 shall contain the Offer (Section 2, Part B).

If applicable, the packet shall also contain Exceptions to Solicitation Contract Terms and Conditions (Attachment HH).

A.8.2.1. Exceptions must be provided on the Exceptions to Solicitation Contract Terms and Conditions form or must be in a substantially similar format. Department discourages taking exceptions. State law shall not be circumvented by the exception process. Exceptions may result in rejection of the Bid.

A.8.2.2. Additional Bidder Provisions may be stated on the Exceptions to Solicitation Contract Terms and Conditions form, but should not include exceptions to



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Agency specifications, terms and conditions, or any other part of this solicitation. This is supplemental information that supports a Bidder's position or, for example, a Bidder's licensing agreement.

A.8.3. Packet 3 shall contain Attachments BB through GG, and II.

A.8.4 Packet 4 shall contain Attachment KK if applicable.

Offer Supplemental Provisions (This does not include exceptions to Department specifications, terms and conditions, or any other part of this solicitation. This is supplemental information that supports an offeror's position or, for example, an offeror's licensing agreement).

**Separately seal and label each packet.**

**A.9 SUBMISSION OF BIDS:** To aid in the organization of the Bid, submit it in separately sealed packets as indicated below and clearly labeled with the Invitation for Bid title, the reference number, the packet number, the Bidder's name and the wording: **"Sealed Bid – Do Not Open."** The separately sealed packets may be submitted together in one mailing/shipping box or may be submitted separately in individual/shipping boxes. You may put the entire Bid on one USB flash drive.

Subject Matter	# of Originals	# of Hard Copies	# of USB flash drives
Contract and if applicable a Redacted copy, Attachment JJ – PACKET 1	1	1	1
SECTION 2 Part B (OFFER), ATTACHMENT HH and applicable forms — PACKET 2	1	1	1
ATTACHMENTS BB through GG and II – PACKET 3	1	1	1
ATTACHMENT KK (Disadvantaged Business Enterprises (DBE) Participation and Utilization Plan) – PACKET 4	1	1	1

**A.10 SECURITY:** Bid Bond \$N/A / Performance Bond \$N/A. If a Bid Bond is required, Bidder must submit the Bid Bond with the Bid. If a performance bond is required, Bidder must submit the Performance Bond to the solicitation contact within ten (10) days after award. The bond must be from a surety licensed to do business in Illinois. An irrevocable letter of credit is an acceptable substitute. The form of security must be acceptable to the State.

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- A.11 SMALL BUSINESS SET-ASIDE:**  Yes  No. If “Yes” is marked, Bidder must be qualified by the Small Business Set-Aside Program at the time Bids are due in order for the Bid to be evaluated.
- A.12 MINORITY CONTRACTOR INITIATIVE:** The State requires a fee of \$15 to cover expenses related to the administration of the Minority Contractor Opportunity Initiative. Any Bidder awarded a contract of \$1,000 or more under Section 20-10, 20-15, 20-25 or 20-30 of the Illinois Procurement Code (30 ILCS 500) is required to pay a fee of \$15. The Comptroller shall deduct the fee from the first check issued to the Vendor under the contract and deposit the fee in the Comptroller’s Administrative Fund. 15 ILCS 405/23.9.
- A.13 FEDERAL FUNDS:** The resulting contract may be partially or totally funded with Federal funds. Upon notice of intent to award, the percentage of the goods and/or services involved which are Federally funded and the dollar amount of such Federal funds will be disclosed.
- A.14 EMPLOYMENT TAX CREDIT:** Bidders who hire qualified veterans and certain ex-offenders may be eligible for tax credits. 30 ILCS 500/45-67 and 45-70. Please contact the Illinois Department of Revenue (217-524-4772) for information about tax credits.
- A.15 GOVERNING LAW AND FORUM:** Illinois law and rule govern this solicitation. Bidder must bring any action relating to this solicitation in the appropriate court in Illinois. This document contains statutory references designated with “ILCS.” Bidder may view the full text at (<http://www.ilga.gov/legislation/ilcs/ilcs.asp>). The Illinois Procurement Code (30 ILCS 500) and the Standard Procurement Rules (44 Ill. Adm. Code Part 6 are applicable to this solicitation and may be respectively viewed at (<http://www.ilga.gov/legislation/ilcs/ilcs5.asp?ActID=532&ChapterID=7>) and (<http://www.ilga.gov/commission/icar/admincode/044/044parts.html>).
- A.16 PUBLIC RECORDS AND REQUESTS FOR CONFIDENTIAL TREATMENT:** Bids become the property of the State. All Bids will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140) and other applicable laws and rules, unless Bidder requests in its Bid that the State treat certain information as confidential. A request for confidential treatment will not supersede the State’s legal obligations under FOIA. The State will not honor requests to keep entire Bids confidential. Bidders must show the specific grounds in FOIA or other law or rule that support confidential treatment. Regardless, the State will disclose the successful Bidder’s name, the substance of the Bid, and the price.

If Bidder requests confidential treatment, Bidder must submit additional copy/copies (see Instructions for Submitting Bids in Section A.10) of the bid with proposed confidential information redacted. This redacted copy must tell the general nature of the material removed and shall retain as much of the Bid as possible. In a separate attachment, Bidder shall supply a listing of the provisions identified by section number for which it seeks confidential treatment and identify the statutory basis or bases under Illinois law, including a detailed justification for exempting the

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information from public disclosure. Bidder must label the attachment as “Redacted” and return it in Packet 1.

Bidder will hold harmless and indemnify the State for all costs or damages associated with the State defending Bidder’s request for confidential treatment. Bidder agrees that the State may copy the Bid to facilitate evaluation, or to respond to requests for public records. Bidder warrants that such copying will not violate the rights of any third party.

**A.17 RESERVATIONS:** Bidder must read and understand the solicitation and tailor the Bid and all activities to ensure compliance. The State reserves the right to amend the solicitation, reject any or all bids, award by item, group of items, or grand total, and waive minor defects. The State may request a clarification, inspect Bidder’s premises, interview staff, request a presentation, or otherwise verify the contents of the Bid, including information about subcontractors and suppliers. The State will make all decisions on compliance, evaluation, and terms and conditions, and shall make decisions in the best interests of the State and in accordance with the Illinois Procurement Code (30 ILCS 500), associated administrative rules and other applicable State and Federal statutes and regulations. This competitive process may require that the Bidder provide additional information or otherwise cooperate with the State. If a Bidder does not comply with requests for information or cooperate, the State may reject the Bid as Non-Responsive to the solicitation. Submitting a Bid does not entitle the Bidder to an award or a contract. Posting a vendor’s name in a Bulletin notice does not entitle the vendor to a contract. The State is not responsible for and will not pay any costs associated with the preparation and submission of any Bid. Awarded vendor(s) shall not commence and will not be paid for any billable work undertaken prior to the date all parties execute the contract, unless approved in writing in advance by the State Purchasing Officer or the Chief Procurement Officer (or designee).

**A.18 AWARD:** The State is not obligated to award a contract pursuant to this solicitation. If the State issues an award, the award will be made to the Responsive and Responsible Bidder who submits the lowest price. The State will post a notice to the Bulletin identifying the apparent low-cost Bidder. The State may accept or reject a Bidder’s Bid as submitted or may require contract negotiations. If negotiations do not result in an acceptable agreement, the State may reject the Bidder’s Bid and begin negotiations with another Bidder. Awards are not final until all protests are resolved.

**A.19 REFERENCES:**  Yes  No. If “Yes” is marked, Bidder must provide references from established private firms or government agencies other than from the procuring Department, which can attest to Bidder’s experience and ability to perform the contract that is the subject of this solicitation. Bidder must provide the name, contact information and a description of the supplies or services provided using the form ATTACHMENT II.

Type of References: N/A

Number of Each Reference Type: N/A

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**A.20 INVOICING ADDRESS:** The awarded Vendor shall invoice at the completion of the contract unless invoicing is tied in the contract to milestones, deliverables, or other invoicing requirements agreed to in the contract. Send invoices to:

See **Section 4.1.7** of the contract for Invoice Addresses.

Vendor shall not bill for any taxes unless accompanied by proof the State is subject to the tax. If necessary, Vendor may request the applicable Agency's Illinois tax exemption number and Federal tax exemption information.

**A.21 PROTEST REVIEW OFFICE:** Bidders may submit a written protest to the Protest Review Office following the requirements of the Standard Procurement Rules. 44 ILL. ADM. CODE 6.420. All protests shall be in writing and filed with the CPO within 7 calendar days after the protester knows or should have known of the facts giving rise to the protest. Protests filed after the 7-calendar day period will not be considered. In addition, protests that raise issues of fraud, corruption or illegal acts affecting specifications, special provisions, supplemental specifications, and plans must be received by the CPO no later than 14 calendar days before the date set for opening of bids.

Chief Procurement Office  
Illinois Department of Transportation  
Attn: **Bill Grunloh**  
2300 S. Dirksen Parkway, Room 200  
Springfield, IL 62764  
Phone: (217) 558-5434

**A.22 EVALUATION PROCESS:** The State evaluates three categories of information: Responsibility, Responsiveness, and Price. The State will consider the information provided and the quality of that information when evaluating the Bidder's Bid. If the State finds a failure or deficiency, the State may reject the Bid or reflect the failure or deficiency in the evaluation.

**A.22.1 RESPONSIVENESS:** A responsive bidder is one who submits a bid that conforms in all material respects to the Invitation for Bid and includes **all required** forms. Required forms may include, but may not be limited to:

A.22.1.1 Subcontractor Disclosure: If the Bid includes any subcontractors, then Bidder shall provide the names and addresses of subcontractors in the Contract, Part 1.6.

A.22.1.2. References: If references are required, then Bidder shall complete and return the References form ATTACHMENT II.

A.22.1.3. Authorized to Transact Business or Conduct Affairs in Illinois: A person (other than an individual acting as a sole proprietor) must be a duly constituted legal entity prior to submitting a bid and authorized to transact business or conduct affairs in Illinois prior to execution of the contract. For more information, see Authorized to Transact Business or Conduct Affairs in Illinois in ATTACHMENT BB.

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- Illinois Department of Human Rights Public Contracts Number: Bidder may complete and return the IDHR Public Contract Number form in ATTACHMENT CC.
- Standard Certifications: Bidder shall complete and return the Standard Certifications form in ATTACHMENT DD.
- Financial Disclosures and Conflicts of Interest: Bidder shall complete and return the Financial Disclosures and Conflicts of Interest form in ATTACHMENT EE.
- Disclosure of Business Operations with Iran: Bidder shall complete and return the Disclosure of Business Operations with Iran form in ATTACHMENT FF.
- Business and Directory Information: Bidder shall complete and return the Business and Directory Information form in ATTACHMENT GG.
- Taxpayer Identification Number: Bidder shall complete and return the Taxpayer Identification form in ATTACHMENT JJ.
- Disadvantage Business Enterprise (DBE) Participation and Utilization Compliance: Offeror shall complete BoBS Procurement DBE Utilization Plan (BoBS 2574) and BoBS Procurement DBE Participation Statement (BoBS 2575). Links to the forms are provided in Attachment KK

A.22.1.4. The State will determine whether the Bid meets the stated requirements. Minor differences or deviations that have negligible impact on the price or suitability of the supply or service to meet the State's needs may be accepted or corrections allowed. If no Bidder meets a particular requirement, the State may waive that requirement.

A.22.1.5. When the specification calls for "Brand Name or Equal," the brand name product is acceptable. Other products will be considered with proof the other product meets stated specifications and is equivalent to the brand product in terms of quality, performance and desired characteristics.

A.22.1.6. The State will determine whether Bids complied with the instructions for submitting Bids. Except for late submissions, and other requirements that by law must be part of the submission, the State may require that a Bidder correct deficiency as a condition of further evaluation.

**A.22.2 RESPONSIBILITY:** A responsible Bidder is one who has the capability in all respects to perform fully the contract requirements and who has the integrity and reliability that will assure good faith performance. The State determines whether the Bidder is a "Responsible" bidder; a bidder with whom the State can or should do business. For example, the State may consider the following:

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A.22.2.1. A “prohibited bidder” includes any person assisting an employee of the State of Illinois by reviewing, drafting, directing, or preparing any invitation for bids, a request for proposal, or request for information, or providing similar assistance unless such assistance was part of a publicly issued opportunity to review drafts of all or part of these documents. For purposes of this section, an employee of the State of Illinois means one who, by the nature of his or her duties, has the authority to participate personally and substantially in the decision to award a State contract. No person or business shall submit specifications to a State agency unless requested to do so by an employee of the State. No person or business that contracts with a State agency to write specifications for a particular procurement need shall submit a bid or proposal or receive a contract for that procurement need.

Nothing herein is intended to prohibit a vendor from bidding or offering to supply developing technology, goods or services after providing the State with a demonstration of the developing technology, goods, or services; provided the subject of the demonstration to the State represents industry trends and innovation and is not specifically designed to meet the State's needs. Nothing herein is intended to prohibit a person or business from submitting a bid or offer or entering into a contract if the person or business: (i) initiates a communication with an employee to provide general information about products, services, or industry best practices and, if applicable, that communication is documented in accordance with Section 50-39 of the Illinois Procurement Code (30 ILCS 500/) or (ii) responds to a communication initiated by an employee of the State for the purposes of providing information to evaluate new products, trends, services, or technologies (30 ILCS 500/50-10.5).

A.22.2.2. Other factors that the State may evaluate to determine Responsibility include, but are not limited to: certifications, conflict of interest, financial disclosures, taxpayer identification number, past performance in business or industry, references (including those found outside the Offer,) compliance with applicable laws, financial responsibility, insurability, effective equal opportunity compliance, payment of prevailing wages if required by law, capacity to produce or sources of supply, and the ability to provide required maintenance service or other matters relating to the Bidder’s ability to deliver in the quality and quantity within the time and price as specified in this solicitation.

A.22.2.3. Awarded Bidders must at all times have financial resources sufficient, in the opinion of the State, to ensure performance of the contract and must provide proof upon request. The State may require a performance bond if, in the opinion of the State, it ensures performance of the contract. The State may terminate the contract, consistent with the termination for cause provision of the contract, if the vendor lacks the financial resources to perform under the contract.

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A.22.2.4. The State may require that a Bidder correct any deficiencies as a condition of further evaluation.

**A.22.3. PRICE:** The State identifies the lowest priced Bidder(s) that meet(s) Responsibility and Responsiveness requirements. The State ranks Bids in order of price when appropriate.

**A.23 DISADVANTAGED BUSINESS ENTERPRISES (DBE) PARTICIPATION AND UTILIZATION PLAN:** This solicitation may contain a goal to include businesses owned and controlled by minorities, females, and persons with disabilities or DBEs in the State's procurement and contracting processes. If the solicitation contains a goal, then failure to submit a Utilization Plan may render the Bid non-responsive. Instructions, the contract goal, and contact information are included in Attachment KK.

Does this solicitation contain a DBE goal?  Yes  No

If yes, then the DBE goal is: **15%**

DBE Liaison: **Ron Brown**

Phone Number: 217-782-5490

Email Address: [Ronald.Brown@illinois.gov](mailto:Ronald.Brown@illinois.gov)

**A.24 VETERAN SMALL BUSINESS (VSB) PARTICIPATION AND UTILIZATION PLAN:** This solicitation may contain a goal to include businesses owned and controlled by military veterans in the State's procurement and contracting processes. If the solicitation contains a goal, then failure to submit a Utilization Plan as instructed later in this solicitation may render the Bid non-responsive. All questions regarding the subcontracting goal must be directed to the Department Veteran Small Business Liaison prior to submission of bids.

Does this solicitation contain a Veteran Small Business goal?  Yes  No

If yes, then the Veteran Small Business goal is: N/A

Veteran Small Business Liaison: N/A

Phone Number: N/A

Email Address: N/A

Businesses included in Utilization Plans as meeting Veteran Owned Small Business (VOSB) and Service-Disabled Veteran Owned Small Business (SDVOSB) requirements as prime vendors or subcontractors must be certified by CMS as VOSB or SDVOSB vendors prior to Bid opening date. Go to <http://www.illinois.gov/cms/business/sell2/Pages/VeteranownedBusinesses.aspx> for complete requirements for VOSB or SDVOSB certification. Go to <https://cms.diversitycompliance.com/> to search for certified VOSB and SDVOSB vendors.

**STATE OF ILLINOIS  
INSTRUCTIONS AND GENERAL INFORMATION**

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**END OF INSTRUCTIONS**



**STATE OF ILLINOIS**  
**OFFER TO THE STATE OF ILLINOIS**

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**SECTION 2. OFFER TO THE STATE OF ILLINOIS**

Project Title / Reference #: Land Acquisition Appraisal, Negotiation, and Relocation Services in District 4 / DOT23-LAC-D4-01

The undersigned authorized representative of the identified Bidder hereby submits this Offer to the State of Illinois to perform in full compliance with the subject solicitation. By completing and signing this form, Bidder makes an Offer to the State of Illinois that the State may accept.

Bidder should **use this Form as a final checklist to ensure that all required documents are completed and included** with the Bid. Bidder must mark each blank below as appropriate; mark N/A when a section is not applicable to this solicitation. Bidder understands that failure to meet all requirements is cause for disqualification.

**B.1 SOLICITATION AND CONTRACT REVIEW**

Bidder has reviewed the Solicitation and Contract, including all referenced documents and instructions, filled in all relevant blanks, and provided any requested information.

Yes  No

**B.2 ADDENDA**

Bidder has taken into account any and all addendums to the solicitation in making this Bid.

Yes  No  N/A

**B.3 BIDDER CONFERENCE**

If attendance was mandatory, Bidder attended the Bidder Conference.

Yes  No  N/A

**B.4 BID SUBMISSION**

If submitting a paper Bid, Bidder has packaged the Bid in a properly labeled container (label **must** include solicitation information and Vendor name – See section A.7.3.), addressed to the correct location, included the correct number of copies, and allowed enough time for delivery by the due date and time.

Yes  No

Bidder shall attach a copy of the warranty for each equipment line item response submitted.

Yes  No

**B.5 BOND**

If applicable, Bidder has submitted its Bid Bond or Performance Bond.

**STATE OF ILLINOIS  
OFFER TO THE STATE OF ILLINOIS**

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Yes  No  N/A

**B.6 SMALL BUSINESS SET-ASIDE**

Bidder is a qualified small business in the Small Business Set-Aside Program at the time Bids are due.

Yes  No  N/A

**B.7 PACKET 1 – CONTRACT (including pricing)**

Yes  No

B.7.1 Redacted Copy of Bid, if requesting confidential treatment  Yes  No  N/A

B.7.2 Taxpayer Identification Number (ATTACHMENT JJ)  Yes  No

**B.8 PACKET 2 – OFFER**

Yes  No

B.8.1 Offer  Yes  No

B.8.2 Exceptions to Solicitation Contract Terms and Conditions  
(ATTACHMENT HH)  Yes  No  N/A

**B.9 PACKET 3**

Yes  No

B.9.1 Authorized to Transact Business or Conduct Affairs in Illinois  
(ATTACHMENT BB)  Yes  No

B.9.2 Illinois Department of Human Rights Public Contract Number  
(ATTACHMENT CC)  Yes  No

B.9.3 Standard Certifications (ATTACHMENT DD)  Yes  No

B.9.4 Financial Disclosures and Conflicts of Interest (ATTACHMENT EE)  Yes  No

B.9.5 Disclosure of Business Operations in Iran (ATTACHMENT FF)  Yes  No

B.9.6 Business Directory Information (ATTACHMENT GG)  Yes  No

**B.10 PACKET 4 – DISADVANTAGED BUSINESS ENTERPRISES (DBE) PARTICIPATION AND UTILIZATION**

B.10.1 Does this solicitation contain a DBE goal?  Yes  No

B.10.2 Disadvantaged Business Enterprises (DBE) Utilization Plan  Yes  No  N/A

**STATE OF ILLINOIS  
OFFER TO THE STATE OF ILLINOIS**

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B.10.3. DBE Participation Plan  Yes  No  N/A

**B.11 PACKET 5 – VSB UTILIZATION PLAN**

B.11.1 Does this solicitation contain a VSB goal?  Yes  No

B.11.2 Veteran Small Business Participation and Utilization Plan  Yes  No  N/A

**B.12 CONTRACT SIGNATURE**

Bidder has signed and filled out all Vendor information on the CONTRACT SIGNATURES page.

Yes  No

**B.13 SUBCONTRACTING**

Bidder has indicated if subcontractors will be used and provided all requested information.

Yes  No  N/A

**B.14 LOCATION OF PERFORMANCE**

Bidder has provided the location and known or anticipated value of services to be performed.

Yes  No

**B.15 REFERENCES**

(ATTACHMENT II) Bidder has enclosed references and all pertinent contact information for the references.

Yes  No  N/A

**B.16 PRICING**

Bidder has completed the PRICING part of the CONTRACT.

Yes  No

**B.17 EXCEPTIONS**

In preparing the Bid, Bidder has taken (check one box below):

No Exceptions

Exceptions to the State’s language or requirements; Exceptions must be provided on the State’s form (ATTACHMENT HH) or must be in a substantially similar format. The State discourages taking exceptions. State law shall not be circumvented by the exception process. Exceptions may result in rejection of Bidder’s Bid.

**STATE OF ILLINOIS  
OFFER TO THE STATE OF ILLINOIS**

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**B.18 REQUEST FOR CONFIDENTIAL TREATMENT**

Bidder has supplied an additional copy of the Bid with confidential information deleted. In the event the designation of confidentiality of this information is challenged, the undersigned hereby agrees to provide legal counsel or other necessary assistance to defend the designation of confidentiality and agrees to hold the State harmless for any costs or damages arising out of the State agreeing to withhold the materials based on Bidder's request.

No, Bidder is not requesting confidential treatment for this Bid

Yes, Bidder is seeking confidential treatment for portions of this Bid

**B.19 PREFERENCES**

The Illinois Procurement Code provides preferences to promote business opportunities in Illinois for state-funded services and work. Federally Eligible services and work may not allow preferences to be applied to the Bid.

**Signature of Authorized Representative:** \_\_\_\_\_

Printed Name of Authorized Representative: \_\_\_\_\_

Bidder's Name: [Click here to enter text](#)

Date: [Click here to enter a date.](#)

**STATE OF ILLINOIS  
CONTRACT**

**Illinois Department of Transportation (IDOT)  
Land Acquisition Appraisal, Negotiation, and Relocation Services in District 4  
DOT23-LAC-D4-01**

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The Parties to this contract are the State of Illinois acting through the undersigned Agency (collectively the State) and the Vendor(s). This contract, consisting of the signature page and numbered sections listed below and any attachments referenced in this contract, constitute the entire contract between the Parties concerning the subject matter of the contract, and in signing the contract, the Contractor affirms that the Certifications and Financial Disclosures and Conflicts of Interest attached hereto are true and accurate as of the date of the Contractor's execution of the contract. This contract supersedes all prior contracts and understandings between the Parties concerning the subject matter of the contract. This contract can be signed in multiple counterparts and multiple Vendors upon agreement of the Parties.

- 1. DESCRIPTION OF SUPPLIES AND SERVICES**
- 2. PRICING**
- 3. TERM AND TERMINATION**
- 4. STANDARD BUSINESS TERMS AND CONDITIONS**
- 5. STATE SUPPLEMENTAL PROVISIONS**
- 6. STANDARD CERTIFICATIONS**
- 7. FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST**
- 8. CONTRACT SPECIFIC CERTIFICATIONS AND DISCLOSURES**
- 9. SIGNED DBE PARTICIPATION AND UTILIZATION PLAN**

In consideration of the mutual covenants and agreements contained in this contract, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree to the terms and conditions set forth herein and have caused this contract to be executed by their duly authorized representatives on the dates shown on the following CONTRACT SIGNATURES page

**STATE OF ILLINOIS  
CONTRACT**

**Illinois Department of Transportation (IDOT)  
Land Acquisition Appraisal, Negotiation, and Relocation Services in District 4  
DOT23-LAC-D4-01**

**VENDOR**

Vendor Name: <a href="#">Click here to enter text.</a>	Address: <a href="#">Click here to enter text.</a>
<b>Signature:</b>	City, State ZIP: <a href="#">Click here to enter text.</a>
Printed Name: <a href="#">Click here to enter text.</a>	Phone: <a href="#">Click here to enter text.</a>
Title: <a href="#">Click here to enter text.</a>	Fax: <a href="#">Click here to enter text.</a>
Date:	Email: <a href="#">Click here to enter text.</a>

**STATE OF ILLINOIS**

<b>Official Signature:</b>	Date:
Legal Printed Name: <b>Stephen Travia</b>	
Legal's Title: Director of Highways, Project Implementation	
<b>Legal Signature:</b>	Date:
Legal Printed Name: <b>Yangsu Kim</b> (Approved as to Form)	
Legal's Title: Chief Counsel	
<b>Fiscal Signature:</b>	Date:
Fiscal's Printed Name: <b>Vicky L. Wilson</b>	
Fiscal's Title: Director of F&A/Chief Fiscal Officer	
<b>Procurement Signature:</b>	Date:
Procurement's Printed Name:	
Procurement's Title: Chief Procurement Office/ State Purchasing Officer	
<b>Official Signature:</b>	Date:
Printed Name: <b>Omer M. Osman</b>	
Official's Title: Secretary of Transportation	

**AGENCY USE ONLY**

**NOT PART OF CONTRACTUAL PROVISIONS**

- Agency Reference #: **DOT23-LAC-D4-01**
- Project Title: **Land Acquisition Appraisal, Negotiation, and Relocation Services in District 4**
- Contract #: **DOT23-LAC-D4-01**
- Procurement Method (IFB, RFP, Small Purchase, etc.): **IFB**
- Publication Date:
- Award Code: **A**
- Subcontractor Utilization?  Yes  No      Subcontractor Disclosure?  Yes  No
- Funding Source: State Road Funds
- Obligation #:
- Small Business Set-Aside?  Yes  No      Percentage:
- Minority Owned Business?  Yes  No      Percentage:
- Female Owned Business?  Yes  No      Percentage:
- Disadvantage Business Enterprise?  Yes  No      Percentage: **15%**
- Veteran Owned Small Business?  Yes  No      Percentage:
- Other Preferences?

## 1. DESCRIPTION OF SUPPLIES AND SERVICES

- 1.1. GOAL:** Vendor shall assist **IDOT District 4** in providing land acquisition services to support the Department in delivering the land acquisition program needed for highway projects. Anticipated areas of work and positions needed include **Project Manager, Appraisal Manager, Appraisal Report and Appraiser, Appraisal Trainer, Review Appraisal Certification Report and Review Appraiser, Negotiation and Negotiator, and Relocation and Relocation Agent work must be performed by individual(s) listed on the State's approved "Fee/Specialty Agent" list**, in accordance with the Land Acquisition Policies and Procedures Manual (LAPPM). A current list of approved Fee/Specialty Agents can be found here: <http://idot.illinois.gov/doing-business/procurements/land-acquisition-services/index>. The District will manage the contract and assign the work on a work order basis. The Vendor shall perform the services required under the Contract in accordance with the most recent edition of the Land Acquisition Policies and Procedures Manual (<http://idot.illinois.gov/Assets/uploads/files/Doing-Business/Manuals-Guides-&-Handbooks/Highways/Land-Acq/Land%20Acquisition%20Manual.pdf>), the Illinois Highway Code (605 ILCS 5/), the Illinois Eminent Domain Act (735 ILCS 30/), the Code of Federal Regulations, (Title 49 CFR Part 24) – Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Program and any other relevant State of Federal laws and regulations. In case of a conflict between the references, the Vendor shall identify them to the Department and follow the instructions furnished by the Department. All procurement publications and information, including updates, shall be found on the Illinois Transportation Procurement Bulletin: (<https://webapps.dot.illinois.gov/WCTB/ConstructionSupportProcurementRequest/BulletinItems>).

It is also the goal of this contract that the Vendor achieve a minimum percentage of the total contract of **15%** participation goal to include businesses that have been certified as **Disadvantaged Business Enterprises (DBEs)**, owned and controlled by persons who are socially and economically disadvantaged. For more information on IDOT's DBE program, contact the Office of Business & Workforce Diversity, Bureau of Small Business Enterprises at 217-782-5490.

### 1.2. SUPPLIES AND/OR SERVICES REQUIRED:

Vendor shall provide the following services:

- 1.2.1. PROJECT MANAGER** - The Vendor shall establish a Project Manager who will be knowledgeable and responsible for all activities on projects assigned by the Department and must consider the following:
- 1.2.1.1.** The Project Manager shall have no less than 5 years of knowledge and experience in all aspects of eminent domain land acquisition process.
  - 1.2.1.2.** The main duties of the Project Manager are, but not limited to:



- 1.2.1.2.1.** Acts as the liaison between the Department and the Vendor and coordinate all daily project activities of the Vendor including the assignment of work orders to the Vendor.
- 1.2.1.2.2.** Understands the scope of work for each work order and the associated deadlines/timeframes the Department needs to meet.
- 1.2.1.2.3.** Assigns work to appropriate staff based on Department's Work Orders.
- 1.2.1.2.4.** Coordinates all deliverables, assures compliance with project schedule and maintains the channels of communication between the Department and the Vendor.
- 1.2.1.2.5.** Designates appropriate staff and Subcontractors to each work order and assures staff has necessary knowledge to follow the Department's LAPPM.
- 1.2.1.2.6.** May be required to perform work utilizing the State's Land Acquisition System (LAS) which will require input into the system, such as retrieving parcel information such as title work, plat and appraisal, as well as uploading of documents and utilizing the system to produce work documents such as, but not limited to, work orders, project/parcel assignment to staff, invoices, conveyance documents, and State letters/correspondence required for project management.
- 1.2.1.2.7.** Submits accurate invoices that have documentation and justification to support the invoiced amount for each work order.
- 1.2.1.2.8.** Ensures Vendor's and Subcontractor's prompt and efficient performance.
- 1.2.1.2.9.** Provides Quality Assurance/Quality Control (QA/QC) oversight.
- 1.2.1.2.10.** Develops proposed project timeline with milestones on delivery, as requested.
- 1.2.1.2.11.** Attends project kick-off meeting(s) and project status meeting(s) with District Staff, as requested.

- 1.2.1.2.12.** Provides construction plan review and comments as needed.
- 1.2.1.2.13.** Provides status reports for all assigned projects, as requested.
- 1.2.1.2.14.** Participates in audits and process inspections and provide reports, data and documents as required by auditors and inspectors. Offers support to Department's District Land Acquisition Management staff.
- 1.2.1.2.15.** Recommends administrative settlements as outlined in the LAPPM, when requested by the District.

**1.2.2. APPRAISAL MANAGER** – The Vendor shall provide an Appraisal Manager, who shall be responsible for various appraisal activities for the State and must consider the following:

- 1.2.2.1.** The Appraisal Manager shall be an Illinois Certified General Real Estate Appraiser.
- 1.2.2.2.** The Appraisal Manager shall be on the State's "Fee/Specialty Agent" Review Appraiser list.
- 1.2.2.3.** The Appraisal Manager shall have no less than 5 years of knowledge and experience in all aspects of eminent domain appraising and review appraising for highway purposes. The number of years' experience working on State projects, listed on a resume, may be considered as part of the evaluation criteria.
- 1.2.2.4.** The Appraisal Manager may be required to work at the District Office upon request of the District.
- 1.2.2.5.** The main duties of the Appraisal Manager include, but are not limited to:
  - 1.2.2.5.1.** Determine the scope of work required for each assigned appraisal report in coordination with the District; and shall assign the appraisal reports needed to qualified Appraisers and Review Appraisers, in accordance with the LAPPM.
  - 1.2.2.5.2.** Ensure the appraisal report assignments are completed on time as to not affect State project schedule and deadlines.

- 1.2.2.5.3.** May be required to perform work utilizing the State's Land Acquisition System (LAS) which will require input into the system, such as retrieving parcel information such as title work, plat and appraisal, negotiation, property management and relocation documents, as well as uploading of documents and utilizing the system to produce work documents such as, but not limited to, appraisal reports, project cost estimates, other valuation related functions, and State letters/correspondence required.
- 1.2.2.5.4.** Provide QA/QC oversight of the appraisal reports.
- 1.2.2.5.5.** Attend public hearings/meetings on an as needed basis.
- 1.2.2.5.6.** Recommend the work order assignment of the appraisal reports and review appraisal certification reports.
- 1.2.2.5.7.** May be the liaison between the State and the Vendor and may coordinate all appraisal activities of the Vendor.
- 1.2.2.5.8.** Maintain channels of communication between key Vendor personnel and appropriate State personnel.
- 1.2.2.5.9.** Provide proposed project timeline.
- 1.2.2.5.10.** Attend project kick-off meeting.
- 1.2.2.5.11.** Provide construction plan review.
- 1.2.2.5.12.** Attend District project status meeting(s).
- 1.2.2.5.13.** The Appraisal Manager shall estimate the right of way acquisition cost for each parcel on a specific highway improvement project as shown on preliminary drawings provided by the State, when requested by the State. The estimate shall be prepared in a format provided or approved by the State or by utilizing the Department's LAS system. The Appraisal Manager shall field review, when requested, and take at least one photograph of each parcel, if requested.

- 1.2.2.5.14.** The Appraisal Manager shall also prepare and submit a booklet of the comparable sales that may be used for a project, if requested, to be approved by the State and/or by utilizing the Department's LAS system.
- 1.2.2.5.15.** Provide appraisal knowledge and expertise and support for complex acquisitions and condemnation cases.
- 1.2.2.5.16.** Provide administrative/cursory review of Appraisal Reports and Review Appraisal Certification Reports, when requested by the State.

**1.2.3. APPRAISAL TRAINER** - The Vendor shall provide an Appraisal Trainer who shall train and assist a State employee in obtaining appraisal licensing and must consider the following:

- 1.2.3.1.** The Appraisal Trainer shall be an Illinois Certified General Real Estate Appraiser.
- 1.2.3.2.** The Appraisal Manager shall be on the State's "Fee/Specialty Agent" Review Appraiser list.
- 1.2.3.3.** The Appraisal Trainer shall have no less than 5 years of knowledge and experience in all aspects of eminent domain appraising and review appraising for highway purposes. The number of years' experience working on State projects, listed on a resume, may be considered as part of the evaluation criteria.
- 1.2.3.4.** The Appraisal Trainer may be required to work at the District Office upon request of the District.
- 1.2.3.5.** The main duties of the Appraisal Trainer, are, but not limited to:
  - 1.2.3.5.1.** Accompany/assist State employee during field inspections and property owner meetings/interviews.
  - 1.2.3.5.2.** Accompany/assist State employee to search for comparable sales information and other information needed to finalize appraisal report.
  - 1.2.3.5.3.** Assist with reviewing and agreeing on appraisal scope of work.
  - 1.2.3.5.4.** May be required to perform work utilizing the State's Land Acquisition System (LAS) which will

require input into the system, such as uploading and/or retrieving parcel information such as title work, plat and appraisal, negotiation, property management and relocation documents; as well as the uploading of documents and utilizing the system to produce work documents such as, but not limited to, appraisal reports, project cost estimates, other valuation related functions, and State letters/correspondence required.

**1.2.3.5.5.** Provide QA/QC oversight of the appraisal work, including final reports, performed by the employee.

**1.2.3.5.6.** Co-sign appraisal report, along with State employee.

**1.2.3.5.7.** Required supervisory class(es) for Appraisal Trainer may be paid for by the State.

**1.2.4. APPRAISAL REPORT** - The Vendor shall provide Appraisal reports to be prepared in the formats outlined and in accordance with the LAPPM and must consider the following:

**1.2.4.1.** The Vendor shall provide an “Appraiser Team” consisting of no less than 2 Appraisers to perform the Appraisal Reports required per this contract.

**1.2.4.2.** The Appraisal Report shall be performed by an Appraiser on the State’s Fee/Specialty Agent Appraiser list in accordance with the LAPPM. The appraisal report format to be used shall be based on the Appraiser and State concurrence. Determinations of fair market value performed by the Appraiser shall be in accordance with the LAPPM.

**1.2.4.3.** The Appraiser shall be an Illinois Certified General Real Estate Appraiser or an Illinois Certified Residential Real Estate Appraiser.

**1.2.4.4.** The property to be appraised is to be acquired by fee simple, dedication, permanent easement, or temporary easement as determined and shown on the right of way plan and plat furnished by the State.

**1.2.4.5.** The Appraisal Report may require the Appraiser to perform work utilizing the State’s Land Acquisition System (LAS) and will require

input into the system, such as retrieving parcel information such as title work, plat and appraisal, as well as uploading of documents and utilizing the system to produce work documents such as, but not limited to, Appraisal Reports, comparable sales brochures, and other valuation documents/letters/correspondence required.

- 1.2.4.6.** The Appraisal Report will require the Appraiser to make a detailed inspection of the properties and complete any investigations and studies necessary to derive sound conclusions for the preparation of appraisal reports.
- 1.2.4.7.** The Appraisal Report will require the Appraiser to prepare a comparable sales brochure in accordance with the LAPPM for each project, as requested by the State.
- 1.2.4.8.** The Appraisal Report will require the Appraiser to provide a detailed narrative analysis, a land only and/or improved sales comparison grid is not required but is an option for the Appraiser to use.
- 1.2.4.9.** The Appraisal Report will require the Appraiser to include land and improvement allocations in the comparable sales data section of all appraisals, as requested by the State.
- 1.2.4.10.** On parcels that require the acquisition of a residence, the Appraisal Report may require the Appraiser to perform additional analysis to determine an allocated value for the residence and home site (carve out) as separate from the whole parcel to be acquired. This would be needed for relocation purposes and is not to be included in the appraisal report. The cost for the additional appraisal analysis will be included in the price established in the work order for that Appraisal Report.
- 1.2.4.11.** It may be necessary for a completed appraisal report to be updated for condemnation purposes or revised due to a change in the Right of Way (ROW) plat or due to new information provided by the State. These updates or revisions will be assigned to the Appraiser in a separate work order as the need arises. An Appraiser's revision of the appraisal due to the Review Appraiser's comments or corrections does not constitute an update or revision that would necessitate a separate work order.
- 1.2.4.12.** See Section 2 Table B for additional information on the pay items proposed to do the work.

**1.2.5. APPRAISER** - The Vendor shall establish an Appraiser position whereby this individual shall be responsible for the Appraisal Report related activities assigned by the Department and must consider the following:

**1.2.5.1.** The Vendor shall provide at least 2 individuals to perform the Appraisal Reports required per this contract with at least 5 years of knowledge and experience in negotiating parcels of land needed for a highway project under threat of eminent domain on State projects and Local Public Agency projects, utilizing federal funding.

**1.2.5.2.** The Appraiser shall be on the State's Fee/Specialty Agent Appraiser list in accordance with the LAPPM. The main duties/responsibilities of the Appraiser are listed but not limited to those stated in Section 1.2.4.

**1.2.5.3.** The Appraiser must produce a quality product.

**1.2.5.4.** The Appraiser is responsible for all Appraisal Reports assigned to him/her and needed for State projects.

**1.2.5.5.** The Appraiser must establish schedules for completion of each Appraisal Report assigned, with an anticipated tentative parcel acquired date in mind, to be provided to the Project Manager and/or State.

**1.2.5.6.** The Appraiser may request or be asked by the State to attend project meetings when needed to discuss the overall project scope and/or specific parcel issues with necessary department staff, of which work shall be considered part of an Appraisal Report.

**1.2.5.7.** Appraiser duties that are not included in the work required to complete an Appraisal Report as defined in Section 1.2.4., shall be paid at an hourly rate. Some of these duties are listed below:

**1.2.5.7.1** If requested, attendance at a State public project meeting/hearing to assist district land acquisition staff.

**1.2.5.7.2.** If parcel goes to condemnation, eminent domain court testimony/deposition is required as well as reasonable time needed to prepare for testimony such as phone calls/meetings with the Special Assistant Attorney General, attorney

representing the Department in condemnation proceedings.

**1.2.6. REVIEW APPRAISAL CERTIFICATION REPORT** - The Vendor shall provide Review Appraisal Certification Reports to be prepared in the format outlined below and in accordance with the LAPPM and must consider the following:

**1.2.6.1.** The Vendor shall provide a “Review Appraiser Team” consisting of no less than 2 Review Appraisers to perform the Review Appraisal Certification Reports required per this contract.

**1.2.6.2.** The Review Appraisal Certification Report shall be performed by an Appraiser, a “Review Appraiser” on the State’s Fee/Specialty Agent Review Appraiser list in accordance with the LAPPM.

**1.2.6.3.** The Review Appraiser shall have no less than 5 years of knowledge and experience in all aspects of eminent domain appraising. Number of years’ experience working on State projects, listed on resume, may be considered as part of the evaluation criteria.

**1.2.6.4.** The Review Appraiser shall be an Illinois Certified General Real Estate Appraiser or an Illinois Certified Residential Real Estate Appraiser.

**1.2.6.5.** The Review Appraisal Certification Report may require the Review Appraiser to perform work utilizing the State’s Land Acquisition System (LAS) and will require input into the system, such as retrieving parcel information such as title work, plat and appraisal, as well as uploading of documents and utilizing the system to produce work documents such as, but not limited to, Review Appraisal Certification Reports, and other valuation documents/letters/correspondence required for the Review Appraisal Certification Report.

**1.2.6.6.** It may be necessary for a completed Review Appraisal Certification Report to be updated due to a change in the right of way plat or due to new information provided by the State. These updates or revisions will be assigned to the Vendor in a separate work order as the need arises. A Review Appraiser’s second or other subsequent review of an Appraisal Report, rewritten by the Appraiser due to the Review Appraiser’s comments or corrections, does not constitute an update or revision to the Appraisal Review Certification Report nor would necessitate a separate work order.



**1.2.6.7.** See Section 2 Table B for additional information on the pay items proposed to do the work.

**1.2.7. REVIEW APPRAISER** - The Vendor shall establish a Review Appraiser position whereby this individual shall be responsible for the Review Appraisal Certification Report related activities assigned by the Department and must consider the following:

**1.2.7.1.** The Vendor shall provide at least 2 individuals to perform the Review Appraisal Certification Reports required per this contract with at least 5 years of knowledge and experience in completing Review Appraisal Certification Reports on parcels of land needed for a highway project under threat of eminent domain on State projects and Local Public Agency projects, utilizing federal funding.

**1.2.7.2.** The Review Appraiser shall be on the State's Fee/Specialty Agent Review Appraiser list in accordance with the LAPPM.

**1.2.7.3.** The main duties/responsibilities of the Review Appraiser are listed but not limited to those stated in Section 1.2.4.

**1.2.7.3.1.** The Review Appraiser must produce a quality product.

**1.2.7.3.2.** The Review Appraiser is responsible for all Review Appraisal Certification Reports assigned to him/her and needed for State projects.

**1.2.7.3.3.** The Review Appraiser must establish schedules for completion of each Review Appraisal Certification Report assigned, with an anticipated tentative parcel acquired date in mind, to be provided to the Project Manager and/or State.

**1.2.7.4.** The Review Appraiser may request or be asked by the State to attend project meetings when needed to discuss the overall project scope and/or specific parcel issues with necessary department staff, of which work shall be considered part of a Review Appraisal Certification Report.

**1.2.7.5.** Review Appraiser duties that are not included in the work required to complete a Review Appraisal Certification Report as defined in Section 1.2.6., shall be paid at an hourly rate. Some of these duties are listed below:

**1.2.7.5.1.** If requested, attendance at a State public project meeting/hearing to assist district land acquisition staff.

**1.2.7.5.2.** If parcel goes to condemnation, and eminent domain court testimony/deposition is required as well as reasonable time needed to prepare for testimony such as phone calls/meetings with the Special Assistant Attorney General, attorney representing the Department in condemnation proceedings.

**1.2.8. NEGOTIATION** - The Vendor shall conduct the Negotiation of a right of way parcel needed for a State project. This work is to be performed by a Negotiator, and all Negotiations must be completed in accordance with the current LAPPM and will consider the following:

**1.2.8.1.** The Vendor shall provide a "Negotiation Team" consisting of no less than 2 Negotiators to conduct the Negotiation of right of way parcels needed for State highway projects. The Negotiation shall be performed by a Negotiator on the State's Fee/Specialty Agent Negotiator list in accordance with the LAPPM.

**1.2.8.2.** The Negotiator shall work with the Project Manager and/or State to receive and understand the scope of work for each work order and the associated deadlines/time frames involved.

**1.2.8.3.** The Negotiator must maintain effective communication with all parties involved regarding issues that arise on parcels.

**1.2.8.4.** The Negotiation shall begin at the direction of the State, with the Negotiator acknowledging the start date provided by the State to commence the Negotiation process, the State approval of the Appraisal report, and the State Phase 1 Approval for the project.

**1.2.8.5.** The Negotiation may require the Negotiator to perform work utilizing the State's Land Acquisition System (LAS) and will require input into the system, such as retrieving parcel information such as title work, plat and appraisal, as well as uploading of documents and utilizing the system to produce work documents such as, but not limited to, conveyance documents, Negotiator reports, and State letters/correspondence required for the Negotiation.

- 1.2.8.6.** The Negotiation will require the Negotiator to adequately present an offer to the property owner. Personal face to face contact should take place if feasible. The property owner should be properly informed of the details of the acquisition and the effect of the acquisition on the property as outlined in the LAPP. The Negotiation will require the Negotiator to document fully all efforts made to acquire the parcel in the Negotiator's Report in the format accepted by the State.
- 1.2.8.7.** The Negotiation may require the Negotiator to recommend an Administrative Settlement, as outlined in the LAPP. Administrative Settlements will be determined by the State on an individual parcel basis; the State may direct the Vendor's Project Manager to draft the Administrative Settlement for a parcel.
- 1.2.8.8.** After having made every reasonable effort to negotiate with the owner of a parcel, if the Negotiator is still unable to obtain all the required documents, at the direction of the State, the Negotiation requires the Negotiator to prepare and submit a copy of the latest Negotiator's Report completed to date with the names and addresses of all interested parties. In addition, if necessary and requested, the Negotiator's Report shall include a recommendation from the Negotiator for further action as well as the documents required for the request for eminent domain action. Even though eminent domain action has been requested, the Negotiation requires the Negotiator to make continued efforts to settle until the actual filing date of the petition to condemn the parcel.
- 1.2.8.9.** The State may provide new information to the Vendor after the Negotiator has made their first contact with the property owner. In this instance, the Vendor will be required to revise negotiation documents, which would require a new offer or an updated Negotiation of the parcel. These updates will be assigned to the Negotiator in a separate work order as the need arises. Any additional work for the Negotiation of the parcel, required to obtain title approval for the Vendor, does not constitute an update or revision that would necessitate a separate work order.
- 1.2.8.10.** See Section 2 Table B for additional information on the pay item unit cost required to do the work.

**1.2.9. NEGOTIATOR** - The Vendor shall establish a Negotiator position whereby this individual shall be responsible for all negotiation related activities assigned by the Department and must consider the following:

**1.2.9.1.** The Vendor shall provide at least 2 individuals to perform the Negotiations required per this contract with at least 5 years of knowledge and experience in negotiating parcels of land needed for a highway project under threat of eminent domain on State projects and Local Public Agency projects, utilizing federal funding.

**1.2.9.2.** The Negotiator shall be on the State's Fee/Specialty Agent Negotiator list in accordance with the LAPPM.

**1.2.9.3.** The Negotiator shall act as the State's representative to the property owner(s).

**1.2.9.4.** The main duties/responsibilities of the Negotiator are listed but not limited to those stated in Section 1.2.9.

**1.2.9.5.** The Negotiator must produce a quality product and perform QA/QC on parcel file documents required for submittal to the State.

**1.2.9.6.** The Negotiator is responsible for the acquisition/negotiation process required for all Negotiations assigned to him/her and needed for State projects.

**1.2.9.7.** The Negotiator must establish schedules for each activity/milestone needed for the parcel's acquisition, with an anticipated tentative parcel acquired date in mind, to be provided to the Project Manager and/or State to acknowledge the State's Letting date for the construction project scheduled.

**1.2.9.8.** The Negotiator may request or be asked by the State to attend project meetings when needed to discuss the overall project scope and/or specific parcel issues with necessary department staff, of which work shall be considered part of a Negotiation.

**1.2.9.9.** The Negotiator duties that are not included in the work required to conduct a Negotiation as defined in Section 1.2.9. shall be paid at an hourly rate. These duties are listed below:

**1.2.9.9.1.** If requested, attendance at a State public project meeting/hearing to assist district land acquisition staff.

**1.2.9.9.2.** If parcel goes to condemnation, and eminent domain court testimony/deposition is required as well as reasonable time needed to prepare for testimony such as phone calls/meetings with the Special Assistant Attorney General, attorney representing the Department in condemnation proceedings.

**1.2.10. RELOCATION** - The Vendor shall conduct the Relocation of a right of way parcel needed for a highway project. This work will be performed by a Relocation Agent, and all Relocations must be completed in accordance with the LAPPM and must consider the following:

**1.2.10.1.** The Relocation will be completed by a Relocation Agent, who must be on the State's "Approved Fee/Specialty Agent List" for Relocation Agents in accordance with the LAPPM.

**1.2.10.2.** The Relocation Agent shall have no less than 5 years of knowledge and experience in all aspects of the relocation of property needed for a highway purpose including the State's relocation assistance and payments program. Number of years' experience working on State projects, listed on resume, may be considered as part of the evaluation criteria.

**1.2.10.3.** The Relocation requires the Relocation Agent to be the State's representative to the property owner.

**1.2.10.4.** The Relocation will require the Relocation Agent to work with the Project Manager and/or State to receive and understand the scope of work for each work order and the associated deadlines/time frames involved.

**1.2.10.5.** The Relocation shall require the Vendor to establish schedules for each activity/milestone needed for a Relocation of a parcel for a Department project. Progress shall be reported to the Project Manager and/or State to assure a quality product.

**1.2.10.6.** The Relocation requires communication, including but not limited to relocation interviews, by the Relocation Agent with all parties involved regarding issues that arise on the parcel(s).

**1.2.10.7.** The Relocation may require the Relocation Agent to perform work utilizing the State's Land Acquisition System (LAS) and will require input into the system, such as retrieving parcel information such as title work, plat and appraisal, as well as

uploading of documents and utilizing the system to produce work documents required to complete the Relocation.

- 1.2.10.8.** The Relocation requires the Relocation Agent to produce a quality product.
- 1.2.10.9.** For each Relocation of a parcel, the Relocation Agent shall be required to provide relocation assistance, advisory services, and determine the amount of payments to be provided to every displaced person(s).
- 1.2.10.10.** For each Relocation, the Relocation Agent shall be required to personally contact the property owner and/or occupant(s) at the onset of the relocation process, present the appropriate informational letter, and provide information about the relocation advisory assistance and payments that will be made available to them. The Relocation Agent is required to remain in continual personal contact with the displaced person(s) throughout the relocation process to assist in their relocation. A log of each contact will be maintained on an ongoing basis as part of the Relocation Assistance Unit Record.
- 1.2.10.11.** For each Relocation, the Relocation Agent shall submit all computations for replacement housing payments and requests for housing of last resort payment to the State for review and approval prior to initiation of negotiations.
- 1.2.10.12.** For each Relocation, the Relocation Agent shall maintain an accurate and up-to-date file for each relocation unit, including moving expense records, replacement housing payment records, all relevant correspondence and the Relocation Assistance Unit Record. This file will be provided to the State upon completion of the relocation for that unit.
- 1.2.10.13.** All relocation claims, along with their necessary supporting documentation, shall be submitted to the State by the Relocation Agency for review and final approval.
- 1.2.10.14.** If the Relocation has any disputed claims, the Relocation Agent shall forward all written requests for review of disputed relocation claim(s) to the State.
- 1.2.10.15.** It may be necessary for a Relocation of a parcel to be revised, due to a change in the ROW plat or due to new information provided by the State, which would require a Relocation Addendum. The

Relocation Addendum will be assigned to the Vendor in a separate work order as the need arises.

**1.2.10.16.** See Section 2.1 for additional information on the unit cost pay item. Unit cost for the Relocation and if required Relocation Addendum(s) for a parcel is to be negotiated and agreed upon by the State and Vendor based on complexity of the parcel assignment and shall be approved by the Central Bureau of Land Acquisition prior to the Vendor commencing work.

**1.2.11. RELOCATION AGENT** - The Vendor shall establish a Relocation Agent position whereby this individual shall be responsible for all Relocation related activities assigned by the State and must consider the following:

**1.2.11.1.** The Vendor shall provide at least 2 individuals to perform the Relocations required per this contract with at least 3 years of knowledge and experience in relocating parcels of land needed for a highway project under threat of eminent domain on State projects and Local Public Agency projects, utilizing federal funding.

**1.2.11.2.** The Relocation Agent shall be on the State's Fee/Specialty Agent Relocation Agent list in accordance with the LAPPM.

**1.2.11.3.** The Relocation Agent shall act as the State's representative to the property owner(s).

**1.2.11.4.** The main duties/responsibilities of the Relocation Agent are listed but not limited to those stated in Section 1.2.11.

**1.2.11.5.** The Relocation Agent must produce a quality product.

**1.2.11.6.** The Relocation Agent is responsible for the relocation process required for all Relocations assigned to him/her and needed for State projects.

**1.2.11.7.** The Relocation Agent must establish schedules for each activity/milestone needed for the parcel's relocation, with an anticipated tentative parcel acquired date and vacation date in mind, to be provided to the Project Manager and/or State.

**1.2.11.8.** The Relocation Agent may request or be asked by the State to attend project meetings when needed to discuss the overall project scope and/or specific parcel issues with necessary department staff, of which work shall be considered part of a Relocation.

**1.2.11.9.** Relocation Agent duties that are not included in the work required to conduct a Relocation as defined in Section 1.2.11, shall be paid at an hourly rate. These duties are listed below:

**1.2.11.9.1.** If requested, attendance at a State public project meeting/hearing to assist district land acquisition staff.

**1.2.11.9.2.** If parcel goes to condemnation, eminent domain court testimony/deposition is required as well as reasonable time needed to prepare for testimony such as phone calls/meetings with the Special Assistant Attorney General, attorney representing the Department in condemnation proceedings.

**1.3. MILESTONES AND DELIVERABLES:**

**1.3.1.** The Vendor shall be prepared to begin services immediately upon execution of the Contract.

**1.3.2.** The Vendor shall meet with the District for an Introduction/Kickoff meeting as requested by the State.

**1.3.3.** The State will identify the scope of services required, schedule (target dates), and milestones and deliverables at the time of the issuance of each Work Order. The District will provide the Work Order format that will be utilized, which may require use of the State's LAS system, in accordance with the current LAPPM.

**1.3.4.** The Vendor will be expected to deliver all, or parts of the services outlined in this Section 1 as needed and as directed by the State on a Work Order basis.

**1.3.5.** Completion Requirements for Work completed by Unit Prices

**1.3.5.1** The Appraisal Report, Review Appraisal Certification Report, Specialty Report, and any updated report of the same, shall be deemed complete when an acceptable report is submitted by the Vendor and approved by the State.

**1.3.5.2** The Negotiation, and an updated Negotiation, for a parcel will be deemed complete when the signed deed and all other documents, including subordinations, required to obtain title approval for the parcels are submitted by the Vendor and approved by the State's District Land Acquisition Engineer/Manager.

If a parcel cannot reach a negotiated settlement, the Vendor upon the State's request shall submit the completed documentation required to request eminent domain action. The Negotiation is deemed



complete when the Complaint for Condemnation for the parcel is filed with the court.

Should additional information be required from the State or Office of the Attorney General for title approval, documentation or eminent domain action, the Vendor shall supply the requested information, which shall be deemed part of the original work order.

**1.3.5.3.** A Relocation, and a Relocation addendum, of a parcel shall be deemed complete when the parcel is vacated and able to be utilized for construction of the project, and the affected property owner(s) and/or displaced person(s) have received all payments for approved claims.

**1.4. VENDOR / STAFF SPECIFICATIONS:**

**MANDATORY REQUIREMENTS:** Vendors shall respond to these requirements as part of their bid and must check either “Yes” or “No” to the statements listed below. **Vendors must meet each of the mandatory requirements listed in order to be responsive. Failure to meet and respond affirmatively to these requirements shall disqualify the Vendor.**

<b>MANDATORY REQUIREMENTS</b>	
<b>MANDATORIES</b>	<b>Does Vendor Comply with these requirements</b>
Vendor must provide an organizational chart and resumes for all key personnel to be used to accomplish the work, including anticipated percentage of work to be performed by the Vendor’s staff, the sub-contractor(s) and the DBE personnel proposed.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The resumés for each individual should include their full name, education background, years of experience, include if they are on the State’s Approved Realty Specialist list, and include number of years of experience working on State projects or Local Public Agency projects.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Include evidence of each individual team member’s technical expertise and experience that would be utilized to assist his/her to complete any proposed work that may be assigned to him/her.	<input type="checkbox"/> Yes <input type="checkbox"/> No
List any required years of work experience.	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>Vendor must provide Quality Assurance/Quality Control plan to be approved by the State upon award of Contract.</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p>
<p><b>Comments:</b></p>	
<p>The Vendor shall provide a Project Manager who will be responsible for all activities, including ensuring quality assurance and control, on projects assigned by the State as outlined in section 1.2.1. and in accordance with the LAPPM effective when the work is assigned.</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p>
<p>The Project Manager shall have no less than 5 years of knowledge and experience working on state highway projects and/or local public agency projects, that utilized federal funds, where he/she performed engineering and/or land surveying and/or acquisition related duties.</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p>
<p><b>Comments:</b></p>	
<p>The Vendor shall provide an Appraisal Manager who will be responsible for all activities on projects assigned by the State as outlined in section 1.2.2. and in accordance with the LAPPM effective when the work is assigned.</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p>
<p>The Appraisal Manager shall have no less than 5 years of knowledge and experience working on state highway projects and/or local public agency projects, that utilized federal funds, where he/she performed appraisal and review appraisal certification reports and/or valuation related duties. The <b>Appraisal Manager must be an individual listed on the State’s approved “Fee/Specialty Agent” list</b>, in accordance with the LAPPM.</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p>
<p><b>Comments:</b></p>	

<p>The Vendor shall provide an Appraisal Trainer who will be responsible for all activities on parcels and/or projects assigned by the State as outlined in section 1.2.3. and in accordance with the LAPPM effective when the work is assigned.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>The Appraisal Trainer shall have no less than 5 years of knowledge and experience working on state highway projects and/or local public agency projects, that utilized federal funds, where he/she performed appraisal and review appraisal certification reports and/or other valuation related duties. <b>The Appraisal Trainer must be an individual listed on the State’s approved “Fee/Specialty Agent” list</b>, in accordance with the LAPPM.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>Comments:</b></p>	
<p>The Vendor shall provide an “Appraisal Team” consisting of no less than 2 Appraisers to conduct the Appraisal Reports needed for State highway projects as outlined in section 1.2.4. and in accordance with the LAPPM effective when the work is assigned. <b>All Appraisers must be an individual listed on the State’s approved “Fee/Specialty Agent” list</b>, in accordance with the LAPPM.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>The Vendor shall provide at least 2 individuals to perform the Appraisal Reports required per this contract <b>with at least 5 years of knowledge and experience in appraising parcels of land needed for a highway project under threat of eminent domain on State projects and Local Public Agency projects, utilizing federal funding.</b> The Vendor may also provide other individuals to perform the Appraisal Reports required per this contract with less than 5 years of knowledge and experience in appraising parcels of land needed for a highway project under threat of eminent domain. However, depending on parcel complexity and other considerations, the State reserves the right to require an assignment for an Appraisal Report to be based on years of knowledge and experience.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>Comments:</b></p>	

<p>The Vendor shall provide an “Review Appraisal Team” consisting of no less than 2 Review Appraisers to conduct the Review Appraisal Certification Reports needed for State highway projects as outlined in section 1.2.7. and in accordance with the LAPPM effective when the work is assigned. <b>All Review Appraisers must be an individual listed on the State’s approved “Fee/Specialty Agent” list</b>, in accordance with the LAPPM.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>The Vendor shall provide at least 2 individuals to perform the Review Appraisal Certification Reports required per this contract <b>with at least 5 years of knowledge and experience in negotiating parcels of land needed for a highway project under threat of eminent domain on State projects and Local Public Agency projects, utilizing federal funding</b>. The Vendor may also provide other individuals to perform the Review Appraisal Certification Reports required per this contract with less than 5 years of knowledge and experience in appraising parcels of land needed for a highway project under threat of eminent domain. However, depending on parcel complexity and other considerations, the State reserves the right to require an assignment for a Review Appraisal Certification Report to be based on years of knowledge and experience.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>Comments:</b></p>	
<p>The Vendor shall provide a “Negotiation Team” consisting of no less than 2 Negotiators to conduct the Negotiation of right of way parcels needed for State highway projects as outlined in section 1.2.9. and in accordance with the LAPPM effective when the work is assigned. <b>All Negotiators must be an individual listed on the State’s approved “Fee/Specialty Agent” list</b>, in accordance with the LAPPM.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>The Vendor shall provide at least 2 individuals to perform the Negotiations required per this contract <b>with at least 5 years of knowledge and experience in negotiating parcels of land needed for a highway project under threat of eminent domain on State projects and Local Public Agency projects, utilizing federal funding</b>. The Vendor may also provide other individuals to perform the Negotiations required per this contract with less than 5 years of knowledge and experience in negotiating parcels of land needed for a highway project under threat of eminent domain. However, depending on parcel complexity and other considerations, the State reserves the right to require an assignment for a Negotiation to be based on years of knowledge and experience.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

<b>Comments:</b>	
The Vendor shall provide a "Relocation Team" consisting of no less than 2 Relocation Agents to conduct the Relocation of right of way parcels needed for State highway projects as outlined in section 1.2.11. and in accordance with the LAPPM effective when the work is assigned. <b>All Relocation Agents must be an individual listed on the State's approved "Fee/Specialty Agent" list</b> , in accordance with the LAPPM.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The Vendor shall provide at least 2 individuals to perform the Relocations required per this contract <b>with at least 5 years of knowledge and experience in relocating parcels of land needed for a highway project under threat of eminent domain on State projects and Local Public Agency projects, utilizing federal funding.</b> The Vendor may also provide other individuals to perform the Negotiations required per this contract with less than 3 years of knowledge and experience in relocating parcels of land needed for a highway project under threat of eminent domain. However, depending on parcel complexity and other considerations, the State reserves the right to require an assignment for a Relocation to be based on years of knowledge and experience.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Comments:</b>	

**1.5. TRANSPORTATION AND DELIVERY: N/A**

**1.6. SUBCONTRACTING**

Subcontractors are allowed.

1.6.1. Will subcontractors be utilized?  Yes  No

A subcontractor is a person or entity that is hired to perform part of the work covered by this contract. Offeror must identify any subcontractor who is a person or entity that enters into a contractual agreement with a total value of \$50,000 or more with a person or entity who has a contract subject to the Illinois Procurement Code pursuant to which the person or entity provides some or all of the goods, services, real

property, remuneration, or other monetary forms of consideration that are the subject of the primary State contract, including subleases from a lessee of a State contract.

All contracts with subcontractors must include Standard Certifications completed and signed by the subcontractor.

1.6.2. Please identify below subcontracts with an annual value of \$50,000 or more that will be utilized in the performance of the contract, the names and addresses of the subcontractors, and a description of the work to be performed by each.

- Subcontractor Name: [Click here to enter text](#)

Amount to Be Paid: [Click here to enter text](#)

Address: [Click here to enter text](#)

Description of Work: [Click here to enter text](#)

- Subcontractor Name: [Click here to enter text](#)

Amount to Be Paid: [Click here to enter text](#)

Address: [Click here to enter text](#)

Description of Work: [Click here to enter text](#)

**If additional space is necessary to provide subcontractor information, please attach an additional page.**

1.6.3. For the subcontractors identified above, the Vendor must provide each subcontractor's Financial Disclosures and Conflicts of Interest to the State.

1.6.4. If at any time during the term of the Contract, Vendor adds or changes any subcontractors, Vendor is required to promptly notify, in writing, the State Purchasing Officer or the Chief Procurement Officer of the names and addresses and the expected amount of money that each new or replaced subcontractor will receive pursuant to this Contract. Any subcontracts entered into prior to award of this Contract are done at the sole risk of the Vendor and subcontractor(s).

1.6.5. Within fifteen (15) calendar days of when Vendor receives any payment from the State for performance that include services performed or materials supplied by a subcontractor, Vendor shall pay the subcontractor for the services or materials it supplied as part of the payment for performance from the State to Vendor. If Vendor, without reasonable cause, fails to make full payment of amounts due to subcontractor within fifteen (15) days after receipt of a payment under this Contract, Vendor shall pay to the subcontractor, in addition

to the payment due, interest in the amount of 2% per month, calculated from the expiration of the 15-day period until fully paid. In the event that a dispute between Vendor and Subcontractor arises regarding payment for services performed or materials supplied under the Contract, the dispute resolution procedure outlined in Section 7(b) of the Illinois Prompt Payment Act, 30 ILCS 540/7(b) may be utilized by any aggrieved Subcontractor. Any payment or portion of a payment subject to this paragraph may only be withheld from a Subcontractor to which it is due for reasonable cause. Vendor shall not withhold retainage from a subcontractor. The State will not approve any delay or postponement of the 15 day payment requirement, above, except for reasonable cause shown after notice and hearing pursuant to Section 7(b) of the Illinois State Prompt Payment Act.

- 1.7. WHERE SERVICES ARE TO BE PERFORMED:** Unless otherwise disclosed in this section all services shall be performed in the United States. If the Vendor performs the services purchased hereunder in another country in violation of this provision, such action may be deemed by the State as a breach of the contract by Vendor.

Vendor shall disclose the locations where the services required shall be performed and the known or anticipated value of the services to be performed at each location. If the Vendor received additional consideration in the evaluation based on work being performed in the United States, it shall be a breach of contract if the Vendor shifts any such work outside the United States.

- Location where services will be performed: [Click here to enter text](#)  
Value of services performed at this location: [Click here to enter text](#)
- Location where services will be performed: [Click here to enter text](#)  
Value of services performed at this location: [Click here to enter text](#)

## 2. PRICING

### 2.1 FORMAT OF PRICING:

2.1.1 Vendor shall submit pricing in the format shown below, based on the terms and conditions set forth in Section 1 of this Contract. Award will be made based on the complete low total, to the responsible bidder(s) offering the lowest responsive bid. The quoted prices shall be F.O.B. destination, freight prepaid to delivery location as specified.

2.1.2 The estimated hours and number of units listed below are for evaluation purposes only **and not a guarantee or requirement of hours for any labor category.**

2.1.3 Method and Rate of Compensation: Offeror must complete the hourly rates and unit prices below in Tables A and B.

2.1.3.1. **FULLY LOADED HOURLY RATE (TABLE A):** Payment for actual hours worked at the rates for each item (henceforth known as HR). Fully Loaded Hourly Rates are submitted by the Vendor in the bid in Table A (Blue Columns) below and listed in the contract. Hourly rates are further defined in Section 1.2. for each category.

2.1.3.2. **UNIT PRICE:** Payment (rate) per unit **including profit.** Partial payments may be based on a completed amount subject to the total contract amount for the Offeror.

2.1.3.2.1. **TABLE B UNIT PRICES:** For items listed in Table B, the State has listed the amount that the Offeror's unit price is not to exceed. The Offeror shall fill in a unit price (Blue Columns) that shall not be exceeded (must be equal to or less than the State's amount) and will be assigned on a parcel basis for work required in each land acquisition service listed in Table B.

The unit prices for the land acquisition services listed in Table B shall only be exceeded on a parcel basis under **extraordinary circumstances** and where the work to be performed is justified and approved by Engineer of Land Acquisition prior to use by the Vendor.

2.1.3.2.2. **TABLE C UNIT PRICES:** For items listed in Table C, when work is assigned for land acquisition services listed in Table C, the Pay Items to be used to pay for the work will be negotiated per parcel. The Unit Costs in Table C will be negotiated and agreed to by the Vendor and the State and will depend on the complexity and issues affecting the proposed acquisition and/or relocation. After the Vendor and State have reached a negotiated unit cost for a parcel, the Engineer of Land Acquisition shall approve prior to the Vendor proceeding with work. Since pricing for Items listed in Table D will



be determined upon request by the State, Table C will not be considered for Evaluation Pricing purposes.

2.1.4. All labor for this contract will be billed on a Work Order basis using Vendor’s provided fully-loaded hourly rates and unit prices. The fully-loaded hourly rate for each labor category and the unit prices listed will be applicable for the duration of the contract.

2.1.5. All rates include Direct Salary Costs, Indirect Salary Costs, Indirect Non-Salary Costs, Direct Non-Salary Costs, Related Travel, Subsistence, benefits, administrative cost and other costs.

2.1.6. Pricing shall be submitted in the following format below for the **INITIAL TERM: THREE (3) YEARS**

**TABLE A – HOURLY RATES**

LABOR CATEGORY	ESTIMATED HOURS	FULLY-LOADED HOURLY RATE (HR)	TOTAL COST
Project Manager	50	\$	\$
Appraisal Manager	25	\$	\$
Appraisal Trainer	100	\$	\$
Appraiser	10	\$	\$
Review Appraiser	10	\$	\$
Negotiator	5	\$	\$
Relocation Agent	5	\$	\$
<b>TABLE A TOTAL PRICE:</b>			\$

**TABLE B – UNIT PRICES**

Service	Description (in regards to Appraisal Report and Review Certification Report pay items, assignment/scope of work may include, but is not limited to the description for each pay item listed below)	Pay Item	Estimated Number of Parcels	Unit Cost “Not to Exceed ” (Per Parcel)	Offeror Fully-loaded Unit Cost (Per Parcel)	Total Cost
<b>Property to be appraised is “Land only, no buildings” or buildings not affected and/or minimal improvements (i.e., trees, landscaping, driveway/parking pavement) – apply this condition to all NON-COMPLEX A pay items.</b>						
APPRAISAL REPORT – NON-COMPLEX	NON-COMPLEX A - AGRICULTURE	Temporary easement, no damages	NC-A-A1	5	\$2200	\$
		Simple small corner with access, Simple strip, no severance, land improvements affected, may or may not include temporary and/or permanent easement(s)	NC-A-A2	10	\$2600	\$

	NON-COMPLEX A-RESIDENTIAL	Temporary easement, no damages	NC-A-R1	5	\$2200	\$	\$
		Strip, no proximity damage, land improvements affected, may or may not include temporary and/or permanent easement(s)	NC-A-R2	10	\$2600	\$	\$
	NON-COMPLEX A-COMMERCIAL /INDUSTRIAL	Temporary easement, no damages	NC-A-C1	5	\$2200	\$	\$
		Simple strip, or corner, unimproved or building not affected, land improvements affected, may or may not include temporary and/or permanent easement(s)	NC-A-C2	10	\$2900	\$	\$
<b>Property to be appraised is "Improved Property" (i.e., with buildings) – apply this condition to all NON-COMPLEX B and COMPLEX pay items.</b>							
APPRAISAL REPORT – NON-COMPLEX	NON-COMPLEX B-AGRICULTURE	Strip, minor to major damages, including moderate severance damages, may or may not include temporary and/or permanent easement(s)	NC-B-A1	20	\$3600	\$	\$
		Acquisition of the whole property	NC-B-A2	5	\$3900	\$	\$
	NON-COMPLEX B-RESIDENTIAL	Strip, minor to moderate damages (i.e., proximity, setback, etc.), may or may not include temporary and/or permanent easement(s)	NC-B-R1	20	\$3300	\$	\$
		Strip, major damages (i.e., proximity, setback, and severe improvement loss such as removal of trees screening house, removal of berm that protects property from heavily traveled road, removal of large landscaped area (fountains, statues, etc. that cannot be replaced), may or may not include temporary and/or permanent easement(s)	NC-B-R2	10	\$3900	\$	\$
		Acquisition of whole property	NC-B-R3	10	\$4000	\$	\$

	NON-COMPLEX B-COMMERCIAL /INDUSTRIAL	Simple strip or corner, minor to moderate damage to building(s)/ improvement(s), minor loss to parking, may or may not include temporary and/or permanent easement(s).	NC-B-C1	10	\$4600	\$	\$
		Acquisition of whole property	NC-B-C2	5	\$4800	\$	\$
APPRAISAL REPORT - COMPLEX	COMPLEX - AGRICULTURE	Heavy severance damages, may or may not include temporary and/or permanent easement(s)	C-A1	10	\$5500	\$	\$
		Strip, and/or severance with residence, with outbuilding(s) taking and damages, may or may not include temporary and/or permanent easement(s)	C-A2	5	\$5900	\$	\$
	COMPLEX - RESIDENTIAL	Acquire residence, damages to the remainder, may require separate carve out analysis required for relocation purposes, may or may not include temporary and/or permanent easement(s)	C-R1	1	\$5200	\$	\$
	COMPLEX – COMMERCIAL	Strip, major loss to parking, may or may not include temporary and/or permanent easement(s)	C-C1	5	\$5800	\$	\$
		Severance damages, change of use, may or may not include temporary and/or permanent easement(s)	C-C2	1	\$6500	\$	\$
		Acquire commercial building(s), damages to remainder, may require separate carve out analysis required for relocation purposes, may or may not include temporary and/or permanent easement(s)	C-C3	1	\$6700	\$	\$
	NEGOTIATION	Negotiation of parcel to be acquired in the name of the state	N	30	\$3600	\$	\$
<b>TABLE B TOTAL PRICE</b>							\$
<b>GRAND TOTAL (TABLE A TOTAL PRICE + TABLE B TOTAL PRICE)</b>							\$

**TABLE C – UNIT PRICES TO BE NEGOTIATED UPON WORK ORDER REQUEST**

Service	Description		Pay Item	Estimated number of parcels	Unit Price * (Per Parcel)
RELOCATION	RESIDENTIAL	Residential relocation required per parcel	R-R	TBD	TBD
	NON-RESIDENTIAL	Non-residential relocation required per parcel	R-NR	TBD	TBD
	PERSONAL PROPERTY	Personal property relocation required per parcel	R-PP	TBD	TBD

**\*TABLE C - NEGOTIATED UNIT PRICES -** When work is assigned for land acquisition services of “Specialty Report” and “Relocation” the Pay Items to be used to pay for the work will be negotiated per parcel upon request by Work Order. The Unit Cost will be negotiated and agreed to by the Vendor and the State on an as needed/requested basis and will depend on the complexity and issues affecting the proposed acquisition and/or relocation. After the Vendor and State have reached a negotiated unit cost for a parcel, the Engineer of Land Acquisition shall approve prior to the Vendor proceeding with work. Since pricing for Items listed in Table C will be determined upon request by the State, Table C will not be considered for Evaluation Pricing purposes.

**TABLE D – UNIT PRICES – AUTOMATICALLY CALCULATED AND NOT TO EXCEED PRICE CALCULATED**

Service	Description	Pay Item	Estimated number of parcels	Unit Price ** (per parcel)
REVIEW APPRAISAL CERTIFICATION REPORT	<p><u>THE REVIEW APPRAISAL CERTIFICATION REPORT UNIT PRICE WILL BE AUTOMATICALLY CALCULATED AND EQUAL TO 50% OF THE APPRAISAL REPORT UNIT PRICE</u></p> <p><u>FOR EXAMPLE:</u>                      APPRAISAL REPORT                      PAY ITEM: C-A1 = \$4300</p> <p>REVIEW APPRAISAL CERTIFICATION REPORT                      PAY ITEM: R-C-A1 = \$2150</p>	R-NCA-A1 R-NCA-A2 R-NCA-R1 R-NCA-R2 R-NCA-C1 R-NCA-C2 R-NCB-A1 R-NCB-A2 R-NCB-R1 R-NCB-R2 R-NCB-R3 R-NCB-C1 R-NCB-C2 R-C-A1 R-C-A2 R-C-R1 R-C-C1 R-C-C2 R-C-C3	TBD	50% of the Appraisal Report Unit Price for each listed in Table B

<p><b>UPDATE TO APPRAISAL REPORT</b></p>	<p><u>THE UPDATE TO THE APPRAISAL REPORT UNIT PRICE WILL BE NEGOTIATED ON A PARCEL BASIS AND BASED ON THE UPDATE REQUIREMENTS AND WILL BE EQUAL TO OR LESS THAN 50% OF THE APPRAISAL REPORT UNIT PRICE.</u></p> <p>FOR EXAMPLE:  APPRAISAL REPORT  PAY ITEM: R-C-A1 = \$4300</p> <p>AN UPDATE TO THE APPRAISAL REPORT IS NEEDED FOR TIME, IN A SLOW AND UNCHANGING MARKET.</p> <p>UPDATE TO APPRAISAL REPORT PAY ITEM:  UR-C-A1 (MUST BE LESS THAN 50% OF \$4300 OR \$2150)  NEGOTIATED UNIT PRICE:  UR-C-A1 = \$1500</p>	<p>UNC-A-A1  UNC-A-A2  UNC-A-R1  UNC-A-R2  UNC-A-C1  UNC-A-C2  UNC-B-A1  UNC-B-A2  UNC-B-R1  UNC-B-R2  UNC-B-R3  UNC-B-C1  UNC-B-C2  UC-A1  UC-A2  UC-R1  UC-C1  UC-C2  UC-C3</p>	<p>TBD</p>	<p>TBD</p>
<p><b>UPDATE TO REVIEW APPRAISAL CERTIFICATION REPORT</b></p>	<p><u>THE UPDATE TO THE REVIEW APPRAISAL CERTIFICATION REPORT UNIT PRICE WILL BE NEGOTIATED ON A PARCEL BASIS AND BASED ON THE UPDATE REQUIREMENTS AND WILL BE EQUAL TO OR LESS THAN 50% OF THE REVIEW APPRAISAL CERTIFICATION REPORT UNIT PRICE.</u></p>	<p>UR-NCA-A1  UR-NCA-A2  UR-NCA-R1  UR-NCA-R2  UR-NCA-C1  UR-NCA-C2  UR-NCB-A1  UR-NCB-A2  UR-NCB-R1  UR-NCB-R2  UR-NCB-R3  UR-NCB-C1  UR-NCB-C2  UR-C-1  UR-C-A2  UR-C-R1  UR-C-C1  UR-C-C2  UR-C-C3</p>	<p>TBD</p>	<p>TBD</p>
<p><b>UPDATE TO NEGOTIATION</b></p>	<p><u>THE UPDATE TO THE NEGOTIATION UNIT PRICE WILL BE NEGOTIATED ON A PARCEL BASIS AND BASED ON THE UPDATE REQUIREMENTS AND WILL BE EQUAL TO OR LESS THAN 50% OF THE NEGOTIATION UNIT PRICE.</u></p>	<p>UN</p>	<p>TBD</p>	<p>TBD</p>

RELOCATION ADDENDUM	<u>THE RELOCATION UNIT PRICE PREVIOUSLY NEGOTIATED MAY REQUIRE AN ADDENDUM AND WILL BE NEGOTIATED ON A PARCEL BASIS AND BASED ON THE ADDENDUM REQUIREMENTS AND WILL BE EQUAL TO OR LESS THAN 50% OF THE RELOCATION UNIT PRICE.</u>	AR-R AR-NR AR-PP	TBD	TBD
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**\*\*TABLE D - NEGOTIATED UNIT PRICES -** When work is assigned for land acquisition services listed in Table D, the Pay Items to be used to pay for the work will be negotiated per parcel (except Review Appraisal Certification Report Unit Prices which will be automatically calculated based on the Offeror’s Appraisal Report Unit Price listed in Table B), with the unit prices equal to or less than 50% of the previously negotiated price for the work performed for unit prices listed in Table C. The Unit Costs in Table D will be negotiated and agreed to by the Vendor and the State and will depend on the complexity and issues affecting the proposed acquisition and/or relocation. After the Vendor and STATE have reached a negotiated unit cost for a parcel, the Engineer of Land Acquisition shall approve prior to the Vendor proceeding with work. Since pricing for Items listed in Table D will be determined upon request by the State, Table D will not be considered for Evaluation Pricing purposes.

- 2.2. **TYPE OF PRICING:** The Illinois Office of the Comptroller requires the State to indicate whether the contract value is firm or estimated at the time it is submitted for obligation. The total value of this contract is **estimated**.
- 2.3. **EXPENSES ALLOWED:** Expenses are not allowed.
- 2.4. **DISCOUNT:** N/A
- 2.5. **VENDOR’S PRICING:** Attach additional pages if necessary or if the format of pricing specified above in Section 2.1 requires additional pages.
  - 2.5.1. Vendor’s Price for the Initial Term: [Click here to enter text](#)
  - 2.5.2. Renewal Compensation: If the contract is renewed, the price shall be at the same rate as for the initial term unless a different compensation or formula for determining the renewal compensation is stated in this section.
    - 2.5.2.1. Agency Formula for Determining Renewal Compensation: **Same Rates as initial term based on 12 months.**
    - 2.5.2.2. Vendor’s Price for Renewal(s): See Section 2.5.2.1.

### 3. TERM AND TERMINATION

**3.1 TERM OF THIS CONTRACT:** This contract has an **initial term of three (3) years**. If a start date is not identified, the term shall commence upon the last dated signature of the Parties.

3.1.1 In no event will the total term of the contract, including the initial term, any renewal terms and any extensions, exceed ten (10) years. 30 ILCS 500/20-60

3.1.2 Vendor shall not commence billable work in furtherance of the contract prior to final execution of the contract except when permitted pursuant to 30 ILCS 500/20-80.

### 3.2 RENEWAL:

3.2.1. Any renewal is subject to the same terms and conditions as the original contract unless otherwise provided in the pricing section. The State may renew this contract for any or all of the option periods specified, may exercise any of the renewal options early, and may exercise more than one option at a time based on continuing need and favorable market conditions, when in the best interest of the State. The contract may neither renew automatically nor renew solely at the Vendor's option.

3.2.2. Pricing for the renewal term(s), or the formula for determining price, is shown in the pricing section of this contract.

3.2.3. The State reserves the right to renew for a total of **12 months** in any one of the following manners:

3.2.3.1 One renewal covering the entire renewal allowance;

3.2.3.2 Individual one-year renewals up to and including the entire renewal allowance; or

3.2.3.3 Any combination of full or partial year renewals up to and including the entire renewal allowance.

**3.3 TERMINATION FOR CAUSE:** The State may terminate this contract, in whole or in part, immediately upon notice to the Vendor if: (a) the State determines that the actions or inactions of the Vendor, its agents, employees or subcontractors have caused, or reasonably could cause, jeopardy to health, safety, or property, or (b) the Vendor has notified the State that it is unable or unwilling to perform the contract.

If Vendor fails to perform to the State's satisfaction any material requirement of this contract, is in violation of a material provision of this contract, or the State determines that the Vendor lacks the financial resources to perform the contract, the State shall provide written notice to the Vendor to cure the problem identified within the period of time specified in the State's written notice. If not cured by that date the State may either: (a) immediately terminate the contract without additional written notice or (b) enforce the terms and conditions of the contract.

For termination due to any of the causes contained in this Section, the State retains its rights to seek any available legal or equitable remedies and damages.

- 3.4 TERMINATION FOR CONVENIENCE:** The State may, for its convenience and with thirty (30) days prior written notice to Vendor, terminate this contract in whole or in part and without payment of any penalty or incurring any further obligation to the Vendor.

Upon submission of invoices and proof of claim, the Vendor shall be entitled to compensation for supplies and services provided in compliance with this contract up to and including the date of termination.

- 3.5 AVAILABILITY OF APPROPRIATION:** This contract is contingent upon and subject to the availability of funds. The State, at its sole option, may terminate or suspend this contract, in whole or in part, without penalty or further payment being required, if (1) the Illinois General Assembly or the federal funding source fails to make an appropriation sufficient to pay such obligation, or if funds needed are insufficient for any reason (30 ILCS 500/20-60), (2) the Governor decreases the Agency's funding by reserving some or all of the Agency's appropriation(s) pursuant to power delegated to the Governor by the Illinois General Assembly, or (3) the Agency determines, in its sole discretion or as directed by the Office of the Governor, that a reduction is necessary or advisable based upon actual or projected budgetary considerations. Contractor will be notified in writing of the failure of appropriation or of a reduction or decrease.



## 4. STANDARD BUSINESS TERMS AND CONDITIONS

### 4.1 PAYMENT TERMS AND CONDITIONS:

- 4.1.1 **Late Payment:** Payments, including late payment charges, will be paid in accordance with the State Prompt Payment Act and rules when applicable. 30 ILCS 540; 74 Ill. Adm. Code 900. This shall be Vendor's sole remedy for late payments by the State. Payment terms contained in Vendor's invoices shall have no force or effect.
- 4.1.2 **Minority Contractor Initiative:** Any Vendor awarded a contract of \$1,000 or more under Section 20-10, 20-15, 20-25 or 20-30 of the Illinois Procurement Code (30 ILCS 500) is required to pay a fee of \$15. The Comptroller shall deduct the fee from the first check issued to the Vendor under the contract and deposit the fee in the Comptroller's Administrative Fund. 15 ILCS 405/23.9.
- 4.1.3 **Vendor Assurance:** The Vendor makes the following assurance and this assurance must be included in each subcontract that the Vendor signs with a subcontractor or supplier. The Vendor, sub-recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in performance of this contract. The Vendor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of contracts funded in whole or in part with federal or state funds. Failure by the Vendor to carry out these requirements is a material breach of this contract, which may result in termination of this contract or such other remedy, as the Department deems appropriate, which may include, but not limited to:
- 4.1.3.1 Withholding payments;
  - 4.1.3.2 Assessing Sanctions;
  - 4.1.3.3 Liquidated Damages; and/or
  - 4.1.3.4 Disqualifying the Vendor from future contracting as non-responsible.
- 4.1.4 **Expenses:** The State will not pay for supplies provided or services rendered, including related expenses, incurred prior to the execution of this contract by the Parties even if the effective date of the contract is prior to execution.
- 4.1.5 **Prevailing Wage:** As a condition of receiving payment Vendor must (i) be in compliance with the contract, (ii) pay its employees prevailing wages when required by law, (iii) pay its suppliers and subcontractors according to the terms of their respective contracts, and (iv) provide lien waivers to the State upon request. Examples of prevailing wage categories include public works, printing, janitorial, window washing, building and grounds services, site technician services, natural resource services, security guard and food services. The prevailing wages are revised by the Illinois Department of Labor (DOL) and are available on DOL's official website, which shall be deemed proper notification of

any rate changes under this subsection. Vendor is responsible for contacting DOL at 217-782-6206 or (<https://www2.illinois.gov/idol/Pages/default.aspx>) to ensure understanding of prevailing wage requirements.

4.1.6 **Federal Funding:** This contract may be partially or totally funded with Federal funds. If Federal funds are expected to be used, then the percentage of the good/service paid using Federal funds and the total Federal funds expected to be used will be provided to the awarded Vendor in the notice of intent to award.

4.1.7 **Invoicing:** By submitting an invoice, Vendor certifies that the supplies or services provided meet all requirements of this contract, and the amount billed and expenses incurred are as allowed in this contract. Invoices for supplies purchased, services performed, and expenses incurred through June 30 of any year must be submitted to the State no later than July 31 of that year; otherwise Vendor may have to seek payment through the Illinois Court of Claims. 30 ILCS 105/25. All invoices are subject to statutory offset. 30 ILCS 210.

4.1.7.1 Vendor shall not bill for any taxes unless accompanied by proof that the State is subject to the tax. If necessary, Vendor may request the applicable Agency’s Illinois tax exemption number and Federal tax exemption information.

4.1.7.2 Vendor shall invoice at this completion of the contract unless invoicing is tied in this contract to milestones, deliverables, or other invoicing requirements agreed to in the contract.

**Send invoices to:**

Agency:	<b>Illinois Department of Transportation</b>
Office/District:	District 4
Attn:	<b>Jennifer Earleywine</b>
Address:	<b>401 Main Street</b>
City, State Zip	<b>Peoria, IL 61602</b>
Email:	<a href="mailto:jennifer.earleywine@illinois.gov">jennifer.earleywine@illinois.gov</a>

#### **4.2 SETTLEMENT OF CONSULTANT CLAIMS:**

4.2.1 In any case where the Vendor deems that additional compensation will be due to them for services or materials not covered in the Contract nor ordered in writing by the Department, the Vendor shall notify the Department in writing before they begin the additional services for which they propose to base the claim. If such notification is not previously given or claimed costs are not clearly identified and separated in their accounting records, the Vendor agrees to waive the claim for such additional compensation. However, such notice or accounting by the Vendor shall not in any way be construed as proving the validity of their claim.

4.2.2 Any dispute in the interpretation of the provisions of the Contract shall be settled through negotiation between the liaison managers of the signatory parties. If they cannot agree, the dispute will be referred through proper administrative channels to the Department. The Department shall decide all claims, questions and disputes and the decision shall be final. This shall not be construed to abrogate the Vendor's rights under the law.

4.2.3 The titles and captions to all sections of these Standard Terms and Conditions are intended for convenience of reference only and shall not be construed as having any pertinence to the interpretation of the content of the sections which they introduce.

**4.3 ASSIGNMENT:** This contract may not be assigned or transferred in whole or in part by Vendor without the prior written consent of the State.

**4.4 SUBCONTRACTING:** For purposes of this section, subcontractors are those specifically hired to perform all or part of the work covered by this contract. Vendor must receive prior written approval before use of any subcontractors in the performance of this contract. Vendor shall describe, in an attachment if not already provided, the names and addresses of all authorized subcontractors to be utilized by Vendor in the performance of this contract, together with a description of the work to be performed by the subcontractor and the anticipated amount of money that each subcontractor is expected to receive pursuant to this contract. If required, Vendor shall provide a copy of any subcontracts within fifteen (15) days after execution of this contract. All subcontracts must include the same certifications that Vendor must make as a condition of this contract. Vendor shall include in each subcontract the subcontractor certifications as shown on the Standard Certification form available from the State. If at any time during the term of the Contract, Vendor adds or changes any subcontractors, then Vendor must promptly notify, by written amendment to the Contract, the State Purchasing Officer or the Chief Procurement Officer of the names and addresses and the expected amount of money that each new or replaced subcontractor will receive pursuant to the Contract. 30 ILCS 500/20-120.

**4.5 AUDIT/RETENTION OF RECORDS:** Vendor and its subcontractors shall maintain books and records relating to the performance of this contract and any subcontract necessary to support amounts charged to the State pursuant to this contract or subcontract. Books and records, including information stored in databases or other computer systems, shall be maintained by the Vendor for a period of three (3) years from the later of the date of final payment under the contract or completion of the contract, and by the subcontractor

for a period of three (3) years from the later of final payment under the term or completion of the subcontract. If Federal funds are used to pay contract costs, the Vendor and its subcontractors must retain their respective records for five (5) years. Books and records required to be maintained under this section shall be available for review or audit by representatives of: the procuring Agency, the Auditor General, the Executive Inspector General, the Chief Procurement Officer, State of Illinois internal auditors or other governmental entities with monitoring authority, upon reasonable notice and during normal business hours. Vendor and its subcontractors shall cooperate fully with any such audit and with any investigation conducted by any of these entities. Failure to maintain books and records required by this section shall establish a presumption in favor of the State for the recovery of any funds paid by the State under this contract or any subcontract for which adequate books and records are not available to support the purported disbursement. The Vendor or subcontractors shall not impose a charge for audit or examination of the Vendor's or subcontractor's books and records. 30 ILCS 500/20-65.

- 4.6 TIME IS OF THE ESSENCE:** Time is of the essence with respect to Vendor's performance of this contract. Vendor shall continue to perform its obligations while any dispute concerning this contract is being resolved unless otherwise directed by the State.
- 4.7 NO WAIVER OF RIGHTS:** Except as specifically waived in writing, failure by a Party to exercise or enforce a right does not waive that Party's right to exercise or enforce that or other rights in the future.
- 4.8 FORCE MAJEURE:** Failure by either Party to perform its duties and obligations will be excused by unforeseeable circumstances beyond its reasonable control and not due to its negligence, including acts of nature, acts of terrorism, riots, labor disputes, fire, flood, explosion, and governmental prohibition. The non-declaring Party may cancel this contract without penalty if performance does not resume within thirty (30) days of the declaration.
- 4.9 CONFIDENTIAL INFORMATION:** Each Party to this contract, including its agents and subcontractors, may have or gain access to confidential data or information owned or maintained by the other Party in the course of carrying out its responsibilities under this contract. Vendor shall presume all information received from the State or to which it gains access pursuant to this contract is confidential. Vendor information, unless clearly marked as confidential and exempt from disclosure under the Illinois Freedom of Information Act, shall be considered public. No confidential data collected, maintained, or used in the course of performance of this contract shall be disseminated except as authorized by law and with the written consent of the disclosing Party, either during the period of this contract or thereafter. The receiving Party must return any and all data collected, maintained, created or used in the course of the performance of this contract, in whatever form it is maintained, promptly at the end of this contract, or earlier at the request of the disclosing Party, or notify the disclosing Party in writing of its destruction. The foregoing obligations shall not apply to confidential data or information lawfully in

the receiving Party's possession prior to its acquisition from the disclosing Party; received in good faith from a third Party not subject to any confidentiality obligation to the disclosing Party; now is or later becomes publicly known through no breach of confidentiality obligation by the receiving Party; or that is independently developed by the receiving Party without the use or benefit of the disclosing Party's confidential information.

**4.10 USE AND OWNERSHIP:** All work performed or supplies created by Vendor under this contract, whether written documents or data, goods or deliverables of any kind, shall be deemed work for hire under copyright law and all intellectual property and other laws, and the State of Illinois is granted sole and exclusive ownership to all such work, unless otherwise agreed in writing. Vendor hereby assigns to the State all right, title, and interest in and to such work including any related intellectual property rights, and/or waives any and all claims that Vendor may have to such work including any so-called "moral rights" in connection with the work. Vendor acknowledges the State may use the work product for any purpose. Confidential data or information contained in such work shall be subject to the confidentiality provisions of this contract.

**4.11 INDEMNIFICATION AND LIABILITY:** The Vendor shall indemnify and hold harmless the State of Illinois, its agencies, officers, employees, agents and volunteers from any and all costs, demands, expenses, losses, claims, damages, liabilities, settlements and judgments, including in-house and contracted attorneys' fees and expenses, arising out of: (a) any breach or violation by Vendor of any of its certifications, representations, warranties, covenants or agreements; (b) any actual or alleged death or injury to any person, damage to any real or personal property, or any other damage or loss claimed to result in whole or in part from Vendor's negligent performance; (c) any act, activity or omission of Vendor or any of its employees, representatives, subcontractors or agents; or (d) any actual or alleged claim that the services or goods provided under this contract infringe, misappropriate, or otherwise violate any intellectual property (patent, copyright, trade secret, or trademark) rights of a third party. In accordance with Article VIII, Section 1(a), (b) of the Constitution of the State of Illinois and 1973 Illinois Attorney General Opinion 78, the State may not indemnify private parties absent express statutory authority permitting the indemnification. Neither Party shall be liable for incidental, special, consequential, or punitive damages.

**4.12 INSURANCE:** Vendor shall, at all times during the term of this contract and any renewals or extensions, maintain and provide a Certificate of Insurance naming the State as an additionally insured for all required bonds and insurance. Certificates may not be modified or canceled until at least thirty (30) days' notice has been provided to the State. Vendor shall provide: (a) General Commercial Liability insurance in the amount of \$1,000,000 per occurrence (Combined Single Limit Bodily Injury and Property Damage) and \$2,000,000 Annual Aggregate; (b) Auto Liability, including Hired Auto and Non-owned Auto (Combined Single Limit Bodily Injury and Property Damage), in amount of

\$1,000,000 per occurrence; and (c) Worker's Compensation Insurance in the amount required by law. Insurance shall not limit Vendor's obligation to indemnify, defend, or settle any claims.

**4.13 INDEPENDENT CONTRACTOR:** Vendor shall act as an independent contractor and not an agent or employee of, or joint venture with the State. All payments by the State shall be made on that basis.

**4.14 SOLICITATION AND EMPLOYMENT:** Vendor shall not employ any person employed by the State during the term of this contract to perform any work under this contract. Vendor shall give notice immediately to the Agency's director if Vendor solicits or intends to solicit State employees to perform any work under this contract.

**4.15 COMPLIANCE WITH THE LAW:** The Vendor, its employees, agents, and subcontractors shall comply with all applicable Federal, State, and local laws, rules, ordinances, regulations, orders, Federal circulars and all license and permit requirements in the performance of this contract. Vendor shall be in compliance with applicable tax requirements and shall be current in payment of such taxes. Vendor shall obtain at its own expense, all licenses and permissions necessary for the performance of this contract.

**4.16 BACKGROUND CHECK:** Whenever the State deems it reasonably necessary for security reasons, the State may conduct, at its expense, criminal and driver history background checks of Vendor's and subcontractor's officers, employees or agents. Vendor or subcontractor shall immediately reassign any individual who, in the opinion of the State, does not pass the background check.

**4.17 APPLICABLE LAW:**

4.17.1 **PREVAILING LAW:** This contract shall be construed in accordance with and is subject to the laws and rules of the State of Illinois.

4.17.2 **EQUAL OPPORTUNITY:** The Department of Human Rights' Equal Opportunity requirements are incorporated by reference. 44 ILL. ADM. CODE 750.

4.17.3 **COURT OF CLAIMS; ARBITRATION; SOVEREIGN IMMUNITY:** Any claim against the State arising out of this contract must be filed exclusively with the Illinois Court of Claims. 705 ILCS 505/1. The State shall not enter into binding arbitration to resolve any dispute arising out of this contract. The State of Illinois does not waive sovereign immunity by entering into this contract.

4.17.4 **OFFICIAL TEXT:** The official text of the statutes cited herein is incorporated by reference. An unofficial version can be viewed at ([www.ilga.gov/legislation/ilcs/ilcs.asp](http://www.ilga.gov/legislation/ilcs/ilcs.asp)).

**4.18 ANTI-TRUST ASSIGNMENT:** If Vendor does not pursue any claim or cause of action it has arising under Federal or State antitrust laws relating to the subject matter of this contract,

then upon request of the Illinois Attorney General, Vendor shall assign to the State all of Vendor's rights, title and interest to the claim or cause of action.

- 4.19 CONTRACTUAL AUTHORITY:** The Agency that signs this contract on behalf of the State of Illinois shall be the only State entity responsible for performance and payment under this contract. When the Chief Procurement Officer or authorized designee or State Purchasing Officer signs in addition to an Agency, he/she does so as approving officer and shall have no liability to Vendor.
- 4.20 NOTICES:** Notices and other communications provided for herein shall be given in writing via electronic mail whenever possible. If transmission via electronic mail is not possible, then notices and other communications shall be given in writing via registered or certified mail with return receipt requested, via receipted hand delivery, via courier (UPS, Federal Express or other similar and reliable carrier), or via facsimile showing the date and time of successful receipt. Notices shall be sent to the individuals who signed this contract using the contact information following the signatures. Each such notice shall be deemed to have been provided at the time it is actually received. By giving notice, either Party may change its contact information.
- 4.21 MODIFICATIONS AND SURVIVAL:** Amendments, modifications and waivers must be in writing and signed by authorized representatives of the Parties. Any provision of this contract officially declared void, unenforceable, or against public policy, shall be ignored and the remaining provisions shall be interpreted, as far as possible, to give effect to the Parties' intent. All provisions that by their nature would be expected to survive, shall survive termination. In the event of a conflict between the State's and the Vendor's terms, conditions and attachments, the State's terms, conditions and attachments shall prevail.
- 4.22 PERFORMANCE RECORD / SUSPENSION:** Upon request of the State, Vendor shall meet to discuss performance or provide contract performance updates to help ensure proper performance of this contract. The State may consider Vendor's performance under this contract and compliance with law and rule to determine whether to continue this contract, suspend Vendor from doing future business with the State for a specified period of time, or whether Vendor can be considered responsible on specific future contract opportunities.
- 4.23 FREEDOM OF INFORMATION ACT:** This contract and all related public records maintained by, provided to, or required to be provided to the State are subject to the Illinois Freedom of Information Act (FOIA) notwithstanding any provision to the contrary that may be found in this contract. 5 ILCS 140.
- 4.24 SCHEDULE OF WORK:** Any work performed on State premises shall be performed during the hours designated by the State and performed in a manner that does not interfere with the State and its personnel.

#### **4.25 WARRANTIES FOR SUPPLIES AND SERVICES:**

4.25.1. Vendor warrants that the supplies furnished under this contract will: (a) conform to the standards, specifications, drawing, samples or descriptions furnished by the State or furnished by the Vendor and agreed to by the State, including but not limited to all specifications attached as exhibits hereto; (b) be merchantable, of good quality and workmanship, and free from defects for a period of twelve months or longer if so specified in writing, and fit and sufficient for the intended use; (c) comply with all federal and state laws, regulations and ordinances pertaining to the manufacturing, packing, labeling, sale and delivery of the supplies; (d) be of good title and be free and clear of all liens and encumbrances and; (e) not infringe any patent, copyright or other intellectual property rights of any third party. Vendor agrees to reimburse the State for any losses, costs, damages or expenses, including without limitations, reasonable attorney's fees and expenses, arising from failure of the supplies to meet such warranties.

4.25.2. Vendor shall ensure that all manufacturers' warranties are transferred to the State and shall provide to the State copies of such warranties. These warranties shall be in addition to all other warranties, express, implied or statutory, and shall survive the State's payment, acceptance, inspection or failure to inspect the supplies.

4.25.3. Vendor warrants that all services will be performed to meet the requirements of this contract in an efficient and effective manner by trained and competent personnel. Vendor shall monitor performances of each individual and shall immediately reassign any individual who does not perform in accordance with this contract, who is disruptive or not respectful of others in the workplace, or who in any way violates the contract or State policies.

Acceptance of the services will not relieve the Vendor of the responsibility for subsequent correction or of his/her liability for loss or damage resulting therefrom. In the event any dispute should arise between any of the parties to this Contract, each party agrees to exercise good faith efforts to resolve the matter fairly, amicably and in a timely manner.

#### **4.26 REPORTING, STATUS AND MONITORING SPECIFICATIONS:**

4.26.1 Vendor shall immediately notify the State of any event that may have a material impact on Vendor's ability to perform this contract.

4.26.2 If applicable, by August 31 of each year, Vendor shall report to the Agency the number of qualified veterans and certain ex-offenders hired during Vendor's last completed fiscal year. For the purposes of this section, qualified veteran is defined in 30 ILCS 500/45-67 and ex-offender is defined in 30 ILCS 500/45-70.



- 4.27 EMPLOYMENT TAX CREDIT:** Vendors who hire qualified veterans and certain offenders may be eligible for tax credits. 35 ILCS 5/216, 5/217. Please contact the Illinois Department of Revenue (telephone #: 217-524-4772) for information about tax credits.
- 4.28 ASSURANCE OF EXAMINATION AND INSPECTION/WAIVER:** The Bidder further declares that he/she has carefully examined and acknowledges the proposal, plans, specifications, addenda, form of contract and contract bond, and special provisions, as applicable.

## 5. SUPPLEMENTAL PROVISIONS

### 5.1. STATE SUPPLEMENTAL PROVISIONS

Department Definitions:

- 5.1.1. **APPROVING PARTY** - Parties other than contracting parties upon whose approval or acceptance the State and Vendor must depend in the advancement of the services.
- 5.1.2. **AUTHORITY TO PROCEED** - The initial written authorization from the State to the Vendor to proceed with the services.
- 5.1.3. **BID** – The Vendors written communication expressing their desire to be considered for selection of services advertised in this Invitation for Bid.
- 5.1.4. **BUREAU CHIEF** - The State’s officer named in the contract who must approve any change or additional services Authorization.
- 5.1.5. **CHANGE** - An addition to, reduction of, or revision in the scope, complexity, character or duration of the services identified in either the contract or any addendum.
- 5.1.6. **COMPENSATION** - The monetary amount to be paid by the State to the Vendor for services set forth in the contract.
- 5.1.7. **CONSTRUCTION PLAN REVIEW** - Review of construction plans provided to the Vendor by the state to identify possible problems or conflicts between the plans and the right of way plats and/or plans. The project manager will provide written notice of any problems or conflicts to the District land acquisition engineer/manager.
- 5.1.8. **VENDOR** - The individual or Vendor providing land acquisition services as a party to the contract.
- 5.1.9. **CONTRACT** - The written contract between the State and the Vendor setting forth the obligations of the parties, including, but not limited to, the performance of the services, the furnishing of labor and materials, and the basis of payment. Includes all Addendums.
- 5.1.10. **CRITICAL MILESTONE** - Target dates set up in the work orders for the completion of major work items such as appraisals, appraisal reviews, wavier valuations, offer letters, relocation or addendums, replacement housing computations, 60-day letters, condemnation referral packages, parcels signed, parcels cleared, parcels completed, title work and warrants requested.
- 5.1.11. **DATES OF SUBMISSION, ACCEPTANCE AND REVIEW TIME** - The date of a submission by the Vendor is the date on which it reaches the State. A review by the State and approving party, if any, determines whether a submission is acceptable. The date of written notice of acceptance from the State to the Vendor is the date of acceptance.
- 5.1.12. **STATE** - The Illinois Department of Transportation.
- 5.1.13. **DEPARTMENT**- The Illinois Department of Transportation.
- 5.1.14. **DIRECTOR** - The director of the Office of the State who is in charge of the services under the contract.

- 5.1.15. **ERROR** - A failure to provide professional services in accordance with that degree of care and skill ordinarily exercised under similar conditions excluding, however, omissions.
- 5.1.16. **FHWA** - The Federal Highway Administration of the United States State of Transportation (DOT).
- 5.1.17. **IFB – INVITATION FOR BID** – the process by which a purchasing agency requests information from bidders, including all documents, whether attached or incorporated by reference, used for soliciting bids
- 5.1.18. **KEY PERSONNEL** - The Vendor’s personnel specified in the bid and in the contract, who are considered essential to the services being performed.
- 5.1.19. **LAND ACQUISITION SYSTEM (LAS)** – The State’s system used to track parcel information and request payment for the acquisition of property needed for a highway project.
- 5.1.20. **NEGLIGENCE** - The omission or neglect of reasonable precaution, care or action in accordance with that degree of care and skill ordinarily exercised under similar conditions.
- 5.1.21. **OMISSION** - A failure to provide professional services in accordance with that degree of care and skill ordinarily exercised under similar conditions whereby there is a failure to indicate on reports or other products of professional services the requirement for a feature, system or equipment, which is necessary to the complete function of a project.
- 5.1.22. **PROGRESS REPORT** - A written report to the District land acquisition engineer/manager indicating the status of the critical milestones set up in the work orders. The schedule for submittal of the report will be determined in the work orders.
- 5.1.23. **PROJECT** - The proposed highway improvement within the District that is the subject of the services stipulated in the contract.
- 5.1.24. **PROJECT KICKOFF MEETING** - Meeting to be held at the District office for the purposes of introductions of the State and Vendor staff and Subcontractors to discuss the scope and schedule of the project, and to answer questions of any of the parties.
- 5.1.25. **PROJECT MANAGER** - The duly authorized representatives of the Vendor charged with the day-to-day administration of the terms of the contract
- 5.1.26. **PROJECT SCHEDULE** - A comprehensive description of all significant services required of the Vendor and of all actions required of the State and Approving Parties by the obligations of the contract, together with the durations and/or dates for performing these services and actions.
- 5.1.27. **PROJECT STATUS MEETING** - Meeting between the Vendor’s project manager, possibly other Vendor staff and District land acquisition personnel to discuss status of project in general and including any specific issues affecting the Vendor’s ability to meet the milestones.

- 5.1.28. **PROJECT TIMELINE** - A timeline provided by the project manager of all acquisition activities required to meet the project's given deadline including the critical milestones dates and the names of the staff and subcontractors that will be used.
- 5.1.29. **QUALITY ASSURANCE** - All those planned and systematic actions to provide adequate confidence that a structure, system, or component will perform satisfactorily in service.
- 5.1.30. **QUALITY CONTROL** - A system for maintaining desired standards in a product or process, especially by inspecting samples of the product.
- 5.1.31. **RECORD DOCUMENTS** - The documents, signed and/or sealed by a person, duly licensed or registered in the appropriate category by the State of Professional Regulation of the State of Illinois, will be the Documents of Record for the project. Documents reproduced by any method shall not supersede the Document of Record.
- 5.1.32. **REGIONAL ENGINEER** - The Individual of the State who has jurisdiction over the services within a District.
- 5.1.33. **SCOPE OF SERVICES** - All services and actions required of the Vendor by the obligations of the contract.
- 5.1.34. **SERVICES** - Services provided by a Vendor or on their behalf in the performance of reports, assessments, cost estimates, evaluations, consultations, inspections, scheduling, sequencing, training, appraisals, review appraisals, negotiation documents, relocation documents.
- 5.1.35. **SUBCONTRACTOR** - Any independent professional Vendor, person or organization who, with the approval of the State, performs a part of the services for the Vendor.
- 5.1.36. **WORK ORDER** - Authorization by the State to the Vendor to proceed with the services for each separate job issued under the contract.

Required Federal Clauses, Certifications and Assurances

[Click here to enter text.](#)

Public Works Requirements (construction and maintenance of a public work) 820 ILCS 130/4.

[Click here to enter text.](#)

Prevailing Wage (janitorial cleaning, window cleaning, building and grounds, site technician, natural resources, food services, security services, and printing, if valued at more than \$200 per month or \$2,000 per year) 30 ILCS 500/25-60.

[Click here to enter text.](#)

Department Specific Terms and Conditions

## 5.2. STATE OR FEDERAL AID SUPPLEMENTAL PROVISION

- 5.2.1. AGENTS AND EMPLOYEES:** Vendor shall be responsible for the negligent acts and omissions of its agents, employees and subcontractors in their performance of Vendor's duties under this Contract. Vendor represents that it shall utilize the services of individuals skilled in the profession for which they will be used in performing services hereunder. In the event that the Agency/Buyer determines that any individual performing services for Vendor hereunder is not providing such skilled services, it shall promptly so notify Vendor and Vendor shall replace that individual.
- 5.2.2. PUBLICITY:** Vendor shall not, in any advertisement or any other type of solicitation for business, state, indicate or otherwise imply that it is under contract to the Agency/Buyer nor shall the Agency/Buyer's name be used in any such advertisement or solicitation without prior written approval except as required by law.
- 5.2.3. CONSULTATION:** Vendor shall keep the Agency/Buyer fully informed as to the progress of matters covered by this Contract. Where time permits and Vendor is not otherwise prohibited from so doing, Vendor shall offer the Agency/Buyer the opportunity to review relevant documents prior to filing with any public body or adversarial party.
- 5.2.4. ACCOUNTING:** The Vendor shall be responsible for utilizing the appropriate provisions contained in Title 48, Code of Federal Regulations, subpart 31, as amended (Contract Cost Principles and Procedures) with respect to all costs associated with supplies and/or services the Vendor provides to the Agency/Buyer pursuant to the terms of this contract. The Vendor shall also maintain a proper accounting system in accordance with generally accepted accounting standards or Agency/Buyer directives. Information regarding the cost principles in Title 48, Code of Federal Regulations, subpart 31 (Contract Cost Principles and Procedures) may be viewed at the following website: <http://www.ecfr.gov/cgi-bin/text-idx?SID=cbb7305b43e022815d30aeaf7b642744&node=pt48.1.31&rgn=div5>
- 5.2.5. THIRD PARTY BENEFICIARIES:** There are no third-party beneficiaries to this Contract. This Contract is intended only to benefit the State, the Agency/Buyer and the Vendor.
- 5.2.6. SUCCESSORS IN INTEREST:** All the terms, provisions, and conditions of the Contract shall be binding upon and inure to the benefit of the parties hereto and their respective successors, assigns and legal representatives.
- 5.2.7. VENDOR'S TERMINATION DUTIES:** The Vendor, upon receipt of notice of termination or upon request of the Agency/Buyer, shall:
- 5.2.7.1.** Cease work under this Contract and take all necessary or appropriate steps to limit disbursements and minimize costs, and furnish a report within thirty (30) days of the date of notice of termination, describing the

status of all work under the Contract, including, without limitation, results accomplished, conclusions resulting therefrom, any other matters the Agency/Buyer may require;

**5.2.7.2.** Immediately cease using and return to the Agency/Buyer any personal property or materials, whether tangible or intangible, provided by the Agency/Buyer to the Vendor;

**5.2.7.3.** Comply with the Agency/Buyer's instructions for the timely transfer of any active files and work product produced by the Vendor under this Contract;

**5.2.7.4.** Cooperate in good faith with the Agency/Buyer, its employees, agents and contractors during the transition period between the notification of termination and the substitution of any replacement contractor; and

**5.2.7.5.** Immediately return to the Agency/Buyer any payments made by the Agency/Buyer for services that were not rendered by the Vendor.

**5.2.8. OVERTIME:** Any overtime costs shall be incurred by the vendor.

**5.2.9. USE OF WORK PRODUCT:** Unless otherwise agreed in writing, the following applies regarding work product created or produced under this Contract:

**5.2.9.1.** Work product produced under this Contract, including, but not limited to, documents, reports, information, documentation of any sort and ideas, whether preliminary or final, shall become and remain the property of the State and/or Agency/Buyer, including any patent, copyright or other intellectual property rights;

**5.2.9.2.** With the exception of ideas, all such work products shall be considered works made for hire within the meaning of 17 U.S.C. § 101;

**5.2.9.3.** To the extent that any portion of such work product is not a work made for hire, Vendor completely and without reservation assigns to the Agency/Buyer all right, title and interest in and to such portion of the work product, as well as all related intellectual property rights, including patent and copyright;

**5.2.9.4.** Agency/Buyer shall exercise all rights of ownership in all such work product without restriction or limitation, without further compensation to Vendor.

**5.2.9.5.** Vendor shall not acquire or have any right to use, disclose or reproduce the work product or any equipment, documents, information, media, software, or know-how obtained from the State except to perform this Contract. Nothing herein shall be construed as precluding the use of any information independently acquired by Vendor without such limitation;

**5.2.9.6.** The ideas, methodologies, processes, inventions and tools (including computer hardware and software where applicable) that Vendor previously developed and brings to the Agency/Buyer in furtherance of performance of the Contract shall remain the property of the Vendor; and;

**5.2.9.7.** Vendor grants to the Agency/Buyer a nonexclusive license to use and employ such software, ideas, concepts, methodologies, processes, inventions and tools solely within its enterprise.

**5.2.10** **EXPATRIATED ENTITIES:** Except in limited circumstances, no business or member of a unitary business group, as defined in the Illinois Income Tax Act, shall submit a bid for or enter into a contract with a State agency if that business or any member of the unitary business group is an expatriated entity.

**5.2.11.** **EMPLOYMENT SECURITY:** Section 20 ILCS 1005/1005-47 of the Civil Administrative Code of Illinois states that the Department of Employment Security maintains the Illinois Job Link web site <https://illinoisjoblink.illinois.gov/ada/r/> which allows job seekers to search online for employment opportunities that match the skills of the person seeking employment. Any entity that is a party to a contract with an executive branch State agency is required to post employment vacancies on the web site or provide an online link to its employment vacancies so that it is accessible through the web site. Bidders that are a party to a contract with a bona fide labor organization are exempt from this requirement.

The bidder assures that, for the duration of this contract it will post its employment vacancies in Illinois and border states on the Department of Employment Security's IllinoisJobLink.com website; or will provide an online link to these employment vacancies so that this link is accessible through the website; or is exempt from 20 ILCS 1005/1005-47 because bidder is a party to a contract with a bona fide labor organization.

**5.2.12.** **AMENDMENTS:** This Contract may be amended in writing from time to time by mutual consent of the parties. All amendments to this Contract shall be in writing and fully executed by the parties.

**5.2.13.** **PURCHASE OF EQUIPMENT AND MAINTENANCE ASSURANCE:** Vendor shall not purchase equipment with funds received under this Contract without having obtained the Agency/Buyer's prior approval. For purposes of this Article, "equipment" shall include any product, tangible and non-tangible, used solely in Vendor's performance under this Contract and having a useful life of two years or more and an acquisition cost of at least \$100. Vendor acknowledges that the Agency/Buyer is under no obligation to give consent and that the Agency/Buyer may, if it gives consent, subject that consent to such additional terms and conditions as the Agency/Buyer may require. Vendor acknowledges that any equipment purchased under this provision is and shall remain the property of the Agency/Buyer.

The Agency/Buyer reserves the right to maintain any equipment purchased under this Contract using Agency/Buyer personnel or third-party maintainers. In such case, Vendor shall provide the Agency/Buyer or its maintenance provider with such services, documentation, materials and parts under reasonable terms and conditions and at reasonable costs. The Agency/Buyer reserves the right to return to Vendor's maintenance following written certification by Vendor that the equipment is eligible for Vendor's maintenance. Vendor's standard charges for the certification inspection, plus any applicable charges required to bring the

equipment into eligibility for Vendor's maintenance shall apply. Exercise of these rights by the Agency/Buyer shall be without penalty or sanction by Vendor.

If Vendor discontinues service or maintenance of equipment or software provided under this Contract, Vendor shall provide to the Agency/Buyer at no cost adequate documentation and access to specialized or proprietary tools to allow the Agency/Buyer or a subcontractor to maintain the equipment or software. This provision shall not apply if Vendor arranges for continued service and maintenance through another Vendor and at a price acceptable to the Agency/Buyer.

**5.2.14 USE OF THIRD PARTIES:** The Agency/Buyer acknowledges that the Vendor may contract with third parties for the performance of any of the Vendor's obligations under this Contract. However, all subcontracts shall be subject to prior approval by the Agency/Buyer, so the Vendor shall obtain the Agency/Buyer's prior written consent before allowing any Third Party to perform any of the Vendor's obligations under this Contract.

A Vendor who obtains the Agency/Buyer's prior written consent and subsequently enters into a contract with a Third Party for performance of any of the Vendor's obligations under this Contract remains responsible for all services performed under this Contract. All restrictions, obligations and responsibilities of the Vendor under this Contract shall also apply fully and completely to subcontractors. This includes requiring all subcontractors to submit certifications and disclosures to Agency/Buyer for review and approval upon request. The Agency/Buyer shall have the right to request the removal of a subcontractor from the Contract for good cause.

### **5.3. ADDITIONAL AGENCY SPECIFIC TERMS**

#### **5.3.1. SAFETY GEAR (Headgear, Vest, and footwear Policy)**

**When applicable pursuant to IDOT Employee Safety Code:**

- 5.3.1.1. All employees of a Vendor engaged in ground level field activities on or within 8 meters (25 feet) of a pavement open to traffic, shall wear high visibility vests or approved high visibility outer garments. Flaggers shall wear high visibility vests at all times.
- 5.3.1.2. All employees of a Vendor are required to wear either hardhats or caps of high visibility color when engaged in field activities within 8 meters (25 feet) of a pavement open to traffic or under construction, when not in vehicles or self-propelled mobile equipment.
- 5.3.1.3. All employees of a Vendor are required to wear protective hardhats/caps when they are in an area where there is a potential for injury from falling, moving, swinging or flying objects.
- 5.3.1.4. Safety-toe footwear shall be worn by employees of a Vendor engaged in operations where the danger of injury to the foot may occur. All employees of a Vendor should also wear appropriate



clothing for the work task involved. This includes shirts when in the vicinity of the public.

**5.3.2. RIGHT TO ENTER** - In accordance with Department practices, the Vendor will notify all property owners of intent to enter for land acquisition services and will furnish a detailed record of all such contacts to the Department on a monthly basis. If owners cannot be found, the occupant will be notified. The State will supply requested documents identifying the Vendor as the Department's agent. If the property owner or occupant denies the Vendor permission to enter or if neither can be found, such incident will be reported to the Department. The Department will initiate necessary procedures after receipt of such report.

Other (describe)

**6. Offeror Supplemental Provisions:**

[Click here to enter text.](#)

## **ATTACHMENTS**

**ATTACHMENT BB  
STATE OF ILLINOIS  
AUTHORIZED TO TRANSACT BUSINESS OR CONDUCT AFFAIRS IN ILLINOIS**


A person, other than an individual acting as a sole proprietor, must be a duly constituted legal entity prior to submitting an offer and authorized to transact business or conduct affairs in Illinois prior to execution of the contract. 30 ILCS 500/20-43. Offerors must review and complete certification #31 in the Standard Certifications found in Attachment DD.

Certification #31 requires Vendor to check one of three boxes representing its status. The State may request evidence from a vendor that certifies it is authorized to do business in Illinois proving such authorization. Failure to produce evidence in a timely manner may be considered grounds for determining Vendor non-responsive or not responsible.

For information on registering to transact business or conduct affairs in Illinois, please visit the Illinois Secretary of State's Department of Business Services at their website at ([http://cyberdriveillinois.com/departments/business\\_services/home.html](http://cyberdriveillinois.com/departments/business_services/home.html)) or your home county clerk.

**EVIDENCE OF BEING AUTHORIZED TO TRANSACT BUSINESS OR CONDUCT AFFAIRS IS THE  
SECRETARY OF STATE'S CERTIFICATE OF GOOD STANDING**

File Number 776-383-1

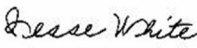



*To all to whom these Presents Shall Come, Greeting:*

*I, Jesse White, Secretary of State of the State of Illinois, do hereby certify that*

XYZ CONSULTING, INC. INCORPORATED IN GEORGIA AND LICENSED TO TRANSACT BUSINESS IN THIS STATE ON JANUARY 29, 2011, APPEARS TO HAVE COMPLIED WITH ALL THE PROVISIONS OF THE BUSINESS CORPORATION ACT OF THIS STATE RELATING TO THE PAYMENT OF FRANCHISE TAXES AND AS OF THIS DATE IS A FOREIGN CORPORATION IN GOOD STANDING AND AUTHORIZED TO TRANSACT BUSINESS IN THE STATE OF ILLINOIS.

*In Testimony Whereof, I hereto set my hand and cause to be affixed the Great Seal of the State of Illinois, this 7TH day of JUNE A.D. 2011*



  
Official Website: 1-800-244-8889  
All Other Offices: 1-800-244-8889

**ATTACHMENT CC  
STATE OF ILLINOIS  
ILLINOIS DEPARTMENT OF HUMAN RIGHTS CONTRACT NUMBER**

- 1.1 If Offeror employed fifteen or more full-time employees at the time of submission of their response to this solicitation or any time during the previous 365-day period leading up to submission, it must have a current IDHR Public Contract Number or have proof of having submitted a completed application for one **prior** to the contract award. 775 ILCS 5/2-101. If the Agency cannot confirm compliance, it will not be able to consider a Vendor's bid or offer. Please complete the appropriate sections below:

Name of Company (and DBA): [Click here to enter text.](#)

(check if applicable) The number is not required as the company has not met or exceeded the number of employees that makes registration necessary under the requirements of the Human Rights Act described above.

IDHR Public Contracts Number: [Click here to enter text.](#) Expiration Date: [Click here to enter text..](#)

- 1.2 If number has not yet been issued, provide the date a completed application for the number was submitted to IDHR: [Click here to enter text..](#)
- 1.3 Upon expiration and until their Contractor Identification Number is renewed, companies will not be eligible to be awarded contracts by the State of Illinois or other jurisdictions that require a current IDHR number as a condition of contract eligibility. 44 ILL. ADM. CODE 750.210(a).
- 1.4 Numbers issued by the Department of Human Rights (or its predecessor agency, the Illinois Fair Employment Practices Commission) prior to July 1, 1998 are no longer valid. This affects numbers below 89999-00-0. Valid numbers begin with 900000-00-0.
- 1.5 If Offeror's organization holds an expired number, it must re-register with the Department of Human Rights.
- 1.6 Offeror may obtain an application form by:
- 1.6.1 Telephone: Call the IDHR Public Contracts Unit at (312) 814-2431 between Monday and Friday, 8:30 AM - 5:00 PM, CST. (TDD (312) 263-1579).
- 1.6.2 Internet: You may download the form from the Department of Human Rights' website at [http://www.illinois.gov/dhr/PublicContracts/Pages/IDHR\\_Number.aspx](http://www.illinois.gov/dhr/PublicContracts/Pages/IDHR_Number.aspx).
- 1.6.3 Mail: Write to the Department of Human Rights, Public Contracts Unit, 100 West Randolph Street, Suite 10-100, Chicago, IL 60601.

# STATE OF ILLINOIS

## STANDARD CERTIFICATIONS

### ATTACHMENT DD

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Vendor acknowledges and agrees that compliance with this subsection in its entirety for the term of the contract and any renewals is a material requirement and condition of this contract. By executing this contract Vendor certifies compliance with this subsection in its entirety and is under a continuing obligation to remain in compliance and report any non-compliance.

This subsection, in its entirety, applies to subcontractors used on this contract. Vendor shall include these Standard Certifications in any subcontract used in the performance of the contract using the Standard Subcontractor Certification form provided by the State.

If this contract extends over multiple fiscal years, including the initial term and all renewals, Vendor and its subcontractors shall confirm Vendor compliance with this section in the manner and format determined by the State by the date specified by the State and in no event later than January 1 of each year that this contract remains in effect.

If the Parties determine that any certification in this section is not applicable to this contract it may be stricken without affecting the remaining subsections.

1. As part of each certification, Vendor acknowledges and agrees that should Vendor or its subcontractors provide false information, or fail to be or remain in compliance with the Standard Certification requirements, one or more of the following sanctions will apply:
  - the contract may be void by operation of law,
  - the State may void the contract, and
  - the Vendor and its subcontractors may be subject to one or more of the following: suspension, debarment, denial of payment, civil fine, or criminal penalty.

Identifying a sanction or failing to identify a sanction in relation to any of the specific certifications does not waive imposition of other sanctions or preclude application of sanctions not specifically identified.

2. Vendor certifies it and its employees will comply with applicable provisions of the United States Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act, and applicable rules in performance of this contract.
3. Vendor, if an individual, sole proprietor, partner or an individual as member of an LLC, certifies he/she is not in default on an educational loan. 5 ILCS 385/3.
4. Vendor, if an individual, sole proprietor, partner or an individual as member of a LLC, certifies it he/she has not received (i) an early retirement incentive prior to 1993 under Section 14-108.3 or 16-133.3 of the Illinois Pension Code or (ii) an early retirement incentive on or after 2002 under Section 14-108.3 or 16-133.3 of the Illinois Pension Code. 30 ILCS 105/15a; 40 ILCS 5/14-108.3; 40 ILCS 5/16-133.
5. Vendor certifies that it is a legal entity authorized to do business in Illinois prior to submission of a bid, offer, or proposal. 30 ILCS 500/20-43.

6. To the extent there was a current Vendor providing the services covered by this contract and the employees of that Vendor who provided those services are covered by a collective bargaining agreement, Vendor certifies (i) that it will offer to assume the collective bargaining obligations of the prior employer, including any existing collective bargaining agreement with the bargaining representative of any existing collective bargaining unit or units performing substantially similar work to the services covered by the contract subject to its bid or offer; and (ii) that it shall offer employment to all employees currently employed in any existing bargaining unit who perform substantially similar work to the work that will be performed pursuant to this contract. This does not apply to heating, air conditioning, plumbing and electrical service contracts. 30 ILCS 500/25-80.
7. Vendor certifies it has neither been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois or any other State, nor made an admission of guilt of such conduct that is a matter of record. 30 ILCS 500/50-5.
8. If Vendor has been convicted of a felony, Vendor certifies at least five years have passed after the date of completion of the sentence for such felony, unless no person held responsible by a prosecutor's office for the facts upon which the conviction was based continues to have any involvement with the business. 30 ILCS 500/50-10.
9. If Vendor or any officer, director, partner, or other managerial agent of Vendor has been convicted of a felony under the Sarbanes-Oxley Act of 2002, or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953, Vendor certifies at least five years have passed since the date of the conviction. Vendor further certifies that it is not barred from being awarded a contract and acknowledges that the State shall declare the contract void if this certification is false. 30 ILCS 500/50-10.5.
10. Vendor certifies it is not barred from having a contract with the State based upon violating the prohibitions related to either submitting/writing specifications or providing assistance to an employee of the State of Illinois by reviewing, drafting, directing, or preparing any invitation for bids, a request for proposal, or request of information, or similar assistance (except as part of a public request for such information). 30 ILCS 500/50-10.5(e), *amended* by Pub. Act No. 97-0895 (August 3, 2012).
11. Vendor certifies that it and its affiliates are not delinquent in the payment of any debt to the State (or if delinquent has entered into a deferred payment plan to pay the debt), and Vendor and its affiliates acknowledge the State may declare the contract void if this certification is false or if Vendor or an affiliate later becomes delinquent and has not entered into a deferred payment plan to pay off the debt. 30 ILCS 500/50-11, 50-60.
12. Vendor certifies that it and all affiliates shall collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with provisions of the Illinois Use Tax Act and acknowledges that failure to comply may result in the contract being declared void. 30 ILCS 500/50-12.
13. Vendor certifies that it has not been found by a court or the Pollution Control Board to have committed a willful or knowing violation of the Environmental Protection Act within the last five years and is therefore not barred from being awarded a contract. 30 ILCS 500/50-14.
14. Vendor certifies it has neither paid any money or valuable thing to induce any person to refrain from bidding on a State contract, nor accepted any money or other valuable thing, or acted upon the promise of same, for not bidding on a State contract. 30 ILCS 500/50-25.
15. Vendor certifies it is not in violation of the "Revolving Door" provisions of the Illinois Procurement Code. 30 ILCS 500/50-30.
16. Vendor certifies that it has not retained a person or entity to attempt to influence the outcome of a procurement decision for compensation contingent in whole or in part upon the decision or procurement. 30 ILCS 500/50-38.

- 17.** Vendor certifies that if it has hired a person required to register under the Lobbyist Registration Act to assist in obtaining any State contract, that none of the lobbyist's costs, fees, compensation, reimbursements, or other remuneration were billed to the State. 30 ILCS 500\50-38.
- 18.** Vendor certifies it will report to the Illinois Attorney General and the Chief Procurement Officer any suspected collusion or other anti-competitive practice among any bidders, offerors, contractors, proposers, or employees of the State. 30 ILCS 500/50-40, 50-45, 50-50.
- 19.** Vendor certifies steel products used or supplied in the performance of a contract for public works shall be manufactured or produced in the United States, unless the executive head of the procuring Agency grants an exception. 30 ILCS 565.
- 20.** Drug Free Workplace

  - 20.1. If Vendor employs 25 or more employees and this contract is worth more than \$5,000, Vendor certifies it will provide a drug free workplace pursuant to the Drug Free Workplace Act.
  - 20.2. If Vendor is an individual and this contract is worth more than \$5000, Vendor certifies it shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the performance of the contract. 30 ILCS 580.
- 21.** Vendor certifies that neither Vendor nor any substantially owned affiliate is participating or shall participate in an international boycott in violation of the U.S. Export Administration Act of 1979 or the applicable regulations of the United States. State of Commerce. 30 ILCS 582.
- 22.** Vendor certifies it has not been convicted of the offense of bid rigging or bid rotating or any similar offense of any state or of the United States. 720 ILCS 5/33 E-3, E-4.
- 23.** Vendor certifies it complies with the Illinois State of Human Rights Act and rules applicable to public contracts, which include providing equal employment opportunity, refraining from unlawful discrimination, and having written sexual harassment policies. 775 ILCS 5/2-105.
- 24.** Vendor certifies it does not pay dues to or reimburse or subsidize payments by its employees for any dues or fees to any "discriminatory club." 775 ILCS 25/2.
- 25.** Vendor certifies that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been or will be produced in whole or in part by forced labor or indentured labor under penal sanction. 30 ILCS 583.
- 26.** Vendor certifies that no foreign-made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by the labor of any child under the age of 12. 30 ILCS 584.
- 27.** Vendor certifies that any violation of the Lead Poisoning Prevention Act, as it applies to owners of residential buildings, has been mitigated. 410 ILCS 45.
- 28.** Vendor warrants and certifies that it and, to the best of its knowledge, its subcontractors have and will comply with Executive Order No. 1 (2007). The Order generally prohibits Vendors and subcontractors from hiring the then-serving Governor's family members to lobby procurement activities of the State, or any other unit of government in Illinois including local governments if that procurement may result in a contract valued at over \$25,000. This prohibition also applies to hiring for that same purpose any former State employee who had procurement authority at any time during the one-year period preceding the procurement lobbying activity.

- 29.** Vendor certifies that information technology, including electronic information, software, systems and equipment, developed or provided under this contract comply with the applicable requirements of the Illinois Information Technology Accessibility Act Standards as published at ([www.dhs.state.il.us/iitaa](http://www.dhs.state.il.us/iitaa)) 30 ILCS 587.
- 30.** Vendor certifies that it has read, understands, and is in compliance with the registration requirements of the Elections Code (10 ILCS 5/9-35) and the restrictions on making political contributions and related requirements of the Illinois Procurement Code. 30 ILCS 500/20-160 and 50-37. Vendor will not make a political contribution that will violate these requirements.

In accordance with section 20-160 of the Illinois Procurement Code, Vendor certifies as applicable:

Vendor is not required to register as a business entity with the State Board of Elections.

or

Vendor has registered with the State Board of Elections. As a registered business entity, Vendor acknowledges a continuing duty to update the registration as required by the Act.

- 31.** Vendor certifies that if it is awarded a contract through the use of the preference required by the Procurement of Domestic Products Act, then it shall provide products pursuant to the contract or a subcontract that are manufactured in the United States. 30 ILCS 517.
- 32.** For contracts other than construction contracts subject to the requirements of 30 ILCS 500/30-20 and 30 ILCS 500/33-10, a person (other than an individual acting as a sole proprietor) must be a duly constituted legal entity to qualify as a bidder or offeror prior to submitting a bid, offer, or proposal. 30 ILCS 500/20-43. Vendor certifies that it is a legal entity as of the date for submitting this bid, offer, or proposal.
- 33.** Vendor certifies that, for the duration of this contract it:
- will post its employment vacancies in Illinois and border states on the Department of Employment Security's Illinois Job Link website (<https://illinoisjoblink.illinois.gov/ada/r/>) or its successor system; or
  - will provide an online link to these employment vacancies so that this link is accessible through the website its successor system; or is exempt from 20 ILCS 1005/1005-47 because the contract is for construction-related services as that term is defined in section 1-15.20 of the Procurement Code; or the contract is for construction and vendor is a party to a contract with a bona fide labor organization and performs construction. (20 ILCS 1005/1005-47).



**ATTACHMENT EE  
STATE OF ILLINOIS  
FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST**

**DISCLOSURES**

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- A. The disclosures hereinafter made by the bidder are each a material representation of fact upon which reliance is placed should the Department enter into the contract with the bidder. The bidder further certifies that the Department has received the disclosure forms for each bid.

The CPO may void the bid, or contract, respectively, if it is later determined that the bidder or subcontractor rendered a false or erroneous disclosure. A contractor or subcontractor may be suspended or debarred for violations of the Code. Furthermore, the CPO may void the contract and the surety providing the performance bond shall be responsible for completion of the contract.

**B. Financial Interests and Conflicts of Interest**

1. Section 50-35 of the Illinois Procurement Code provides that all bids of more than \$50,000 and all subcontracts with an annual value of more than \$50,000 shall be accompanied by disclosure of the financial interests of the firm. This disclosed information for the successful firm will be maintained as public information, subject to release by request pursuant to the Freedom of Information Act, filed with the Procurement Policy Board, and shall be incorporated as a material term of the contract. Furthermore, pursuant to Section 5-5, the Procurement Policy Board may review a proposal, bid, or contract and issue a recommendation to void a contract or reject a proposal or bid based on any violation of the Procurement Code or the existence of a conflict of interest as provided in subsections (b) and (d) of Section 50-35.

The financial interests to be disclosed shall include any ownership or distributive income share that is in excess of 5%, or an amount greater than 60% of the annual salary of the Governor, of the offering entity or its parent entity, whichever is less, unless the firm is a publicly traded entity subject to Federal 10K reporting, in which case it may submit its 10K disclosure in place of the prescribed disclosure. If a firm is a privately held entity that is exempt from Federal 10K reporting, but has more than 200 shareholders, it may submit the information that Federal 10K companies are required to report under 17 CFR 226.401, and list the names of any person or entity holding any ownership share that is in excess of 5% in place of the prescribed disclosure. The disclosure shall include the names, addresses, and dollar or proportionate share of ownership of each person making the disclosure, their instrument of ownership or beneficial relationship, and notice of any potential conflict of interest resulting from the current ownership or beneficial interest of each person making the disclosure having any of the relationships identified in Section 50-35 and on the disclosure form. **The current annual salary of the Governor is \$177,412.00.**

In addition, all disclosures shall indicate any other current or pending contracts, bids, proposals, leases, or other ongoing procurement relationships the offering entity has with any other unit of state government and shall clearly identify the unit and the contract, bid, proposal, lease, or other relationship.

## STATE OF ILLINOIS FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST

The Financial Disclosures and Conflicts of Interest form (“form”) must be accurately completed and submitted by the vendor, parent entity(ies), and subcontractors. There are **nine** steps to this form and each must be completed as instructed in the step heading and within the step. A bid or offer that does not include this form shall be considered non-responsive. The Agency will consider this form when evaluating the bid or offer or awarding the contract.

The requirement of disclosure of financial interests and conflicts of interest is a continuing obligation. If circumstances change and the disclosure is no longer accurate, then disclosing entities must provide an updated form.

Separate forms are required for the vendor, parent entity(ies), and subcontractors.

**This disclosure is submitted for:**

- Vendor
- Vendor’s Parent Entity(ies) (100% ownership)
- Subcontractor(s) >\$50,000 (annual value)
- Subcontractor’s Parent Entity(ies) (100% ownership) > \$50,000 (annual value)

Project Name	<a href="#">Click here to enter text.</a>
Agency Reference Number	<a href="#">Click here to enter text.</a>
Contract Number	<a href="#">Click here to enter text.</a>
Vendor Name	<a href="#">Click here to enter text.</a>
Doing Business As (DBA)	<a href="#">Click here to enter text.</a>
Disclosing Entity	<a href="#">Click here to enter text.</a>
Disclosing Entity’s Parent Entity	<a href="#">Click here to enter text.</a>
Subcontractor	<a href="#">Click here to enter text.</a>
Instrument of Ownership or Beneficial Interest	Choose an item. <input type="checkbox"/> If you selected Other, please describe: <a href="#">Click here to enter text.</a>

**STATE OF ILLINOIS  
FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST**

**STEP 1**

**SUPPORTING DOCUMENTATION SUBMITTAL**

(All vendors complete regardless of annual bid, offer, or contract value)  
(Subcontractors with subcontract annual value of more than \$50,000 must complete)

You must select one of the six options below and select the documentation you are submitting. You must provide the documentation that the applicable section requires with this form.

Option 1 – Publicly Traded Entities

1.A.  Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% (\$106,447.20) of the annual salary of the Governor.

OR

1.B.  Attach a copy of the Federal 10-K or provide a web address of an electronic copy of the Federal 10-K and skip to Step 3.

Option 2 – Privately Held Entities with more than 100 Shareholders

2.A.  Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% (\$106,447.20) of the annual salary of the Governor.

OR

2.B.  Complete Step 2, Option A for each qualifying individual or entity holding any ownership share in excess of 5% and attach the information Federal 10-K reporting companies are required to report under 17 CFR 229.401.

Option 3 – All other Privately Held Entities, not including Sole Proprietorships

3.A.  Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% (\$106,447.20) of the annual salary of the Governor.

Option 4 – Foreign Entities

4.A.  Complete Step 2, Option A for each qualifying individual or entity holding any ownership or distributive income share in excess of 5% or an amount greater than 60% (\$106,447.20) of the annual salary of the Governor.

OR

4.B.  Attach a copy of the Securities Exchange Commission Form 20-F or 40-F and skip to Step 3.

Option 5 – Not-for-Profit Entities

Complete Step 2, Option B.

Option 6 – Sole Proprietorships

Skip to Step 3.

**STATE OF ILLINOIS  
FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST**

**STEP 2**

**DISCLOSURE OF FINANCIAL INTEREST OR BOARD OF DIRECTORS**

(All vendors, except sole proprietorships, must complete regardless of annual bid, offer, or contract value)  
(Subcontractors with subcontract annual value of more than \$50,000 must complete)

Complete **either** Option A (for all entities other than not-for-profits) or Option B (for not-for-profits). Additional rows may be inserted into the tables or an attachment may be provided if needed.

**OPTION A – Ownership Share and Distributive Income**

**Ownership Share** – If you selected Option 1.A., 2.A., 2.B., 3.A., or 4.A. in Step 1, provide the name and address of each individual or entity and their percentage of ownership if said percentage exceeds 5%, or the dollar value of their ownership if said dollar value exceeds \$106,447.20.

Check here if including an attachment with requested information in a format substantially similar to the format below.

<b>TABLE – X</b>			
<b>Name</b>	<b>Address</b>	<b>Percentage of Ownership</b>	<b>\$ Value of Ownership</b>
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

**Distributive Income** – If you selected Option 1.A., 2.A., 3.A., or 4.A. in Step 1, provide the name and address of each individual or entity and their percentage of the disclosing vendor’s total distributive income if said percentage exceeds 5% of the total distributive income of the disclosing entity, or the dollar value of their distributive income if said dollar value exceeds \$106,447.20.

Check here if including an attachment with requested information in a format substantially similar to the format below.

<b>TABLE – Y</b>			
<b>Name</b>	<b>Address</b>	<b>% of Distributive Income</b>	<b>\$ Value of Distributive Income</b>
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

**STATE OF ILLINOIS  
FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST**

Please certify that the following statements are true.

I have disclosed all individuals or entities that hold an ownership interest of greater than 5% or greater than \$106,447.20.

Yes  No

I have disclosed all individuals or entities that were entitled to receive distributive income in an amount greater than \$106,447.20 or greater than 5% of the total distributive income of the disclosing entity.

Yes  No

**OPTION B – Disclosure of Board of Directors (Not-for-Profits)**

If you selected Option 5 in Step 1, list members of your board of directors. Please include an attachment if necessary.

TABLE – Z	
Name	Address
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>

**STEP 3**

**DISCLOSURE OF LOBBYIST OR AGENT**

(Complete only if bid, offer, or contract has an annual value over \$50,000)  
(Subcontractors with subcontract annual value of more than \$50,000 must complete)

Yes  No. Is your company represented by or do you employ a lobbyist required to register under the Lobbyist Registration Act (lobbyist must be registered pursuant to the Act with the Secretary of State) or other agent who is not identified through Step 2, Option A above and who has communicated, is communicating, or may communicate with any State officer or employee concerning the bid or offer? If yes, please identify each lobbyist and agent, including the name and address below.

If you have a lobbyist that does not meet the criteria, then you do not have to disclose the lobbyist’s information.

Name	Address	Relationship to Disclosing Entity
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>

Describe all costs/fees/compensation/reimbursements related to the assistance provided by each representative lobbyist or other agent to obtain this Agency contract: [Click here to enter text.](#)

**STATE OF ILLINOIS  
FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST**

**STEP 4**

**PROHIBITED CONFLICTS OF INTEREST**

(All vendors must complete regardless of annual bid, offer, or contract value)  
(Subcontractors with subcontract annual value of more than \$50,000 must complete)

Step 4 must be completed for each person disclosed in Step 2, Option A and for sole proprietors identified in Step 1, Option 6 above. Please provide the name of the person for which responses are provided: [Click here to enter text.](#)

1. Do you hold or are you the spouse or minor child who holds an elective office in the State of Illinois or hold a seat in the General Assembly?  Yes  No
2. Have you, your spouse, or minor child been appointed to or employed in any offices or agencies of State government and receive compensation for such employment in excess of 60% (\$106,447.20) of the salary of the Governor?  Yes  No
3. Are you or are you the spouse or minor child of an officer or employee of the Capital Development Board or the Illinois Toll Highway Authority?  Yes  No
4. Have you, your spouse, or an immediate family member who lives in your residence currently or who lived in your residence within the last 12 months been appointed as a member of a board, commission, authority, or task force authorized or created by State law or by executive order of the Governor?  Yes  No
5. If you answered yes to any question in 1-4 above, please answer the following: Do you, your spouse, or minor child receive from the vendor more than 7.5% of the vendor's total distributable income or an amount of distributable income in excess of the salary of the Governor (\$177,412.00)?  Yes  No
6. If you answered yes to any question in 1-4 above, please answer the following: Is there a combined interest of self with spouse or minor child more than 15% in the aggregate of the vendor's distributable income or an amount of distributable income in excess of two times the salary of the Governor (\$354,824.00)?  Yes  No

**STEP 5**

**POTENTIAL CONFLICTS OF INTEREST RELATING TO PERSONAL RELATIONSHIPS**

(Complete only if bid, offer, or contract has an annual value over \$50,000)  
(Subcontractors with subcontract annual value of more than \$50,000 must complete)

Step 5 must be completed for each person disclosed in Step 2, Option A and for sole proprietors identified in Step 1, Option 6 above.

Please provide the name of the person for which responses are provided: [Click here to enter text.](#)

1. Do you currently have, or in the previous 3 years have you had State employment, including contractual employment of services?  Yes  No
2. Has your spouse, father, mother, son, or daughter, had State employment, including contractual employment for services, in the previous 2 years?  Yes  No

**STATE OF ILLINOIS**  
**FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST**

- 3. Do you hold currently or have you held in the previous 3 years elective office of the State of Illinois, the government of the United States, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois?  Yes  No
- 4. Do you have a relationship to anyone (spouse, father, mother, son, or daughter) holding elective office currently or in the previous 2 years?  Yes  No
- 5. Do you hold or have you held in the previous 3 years any appointive government office of the State of Illinois, the United States of America, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois, which office entitles the holder to compensation in excess of expenses incurred in the discharge of that office?  Yes  No
- 6. Do you have a relationship to anyone (spouse, father, mother, son, or daughter) holding appointive office currently or in the previous 2 years?  Yes  No
- 7. Do you currently have or in the previous 3 years had employment as or by any registered lobbyist of the State government?  Yes  No
- 8. Do you currently have or in the previous 2 years had a relationship to anyone (spouse, father, mother, son, or daughter) that is or was a registered lobbyist?  Yes  No
- 9. Do you currently have or in the previous 3 years had compensated employment by any registered election or re-election committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections?  Yes  No
- 10. Do you currently have or in the previous 2 years had a relationship to anyone (spouse, father, mother, son, or daughter) who is or was a compensated employee of any registered election or reelection committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections?  Yes  No

**STEP 6**

**EXPLANATION OF AFFIRMATIVE RESPONSES**

(All vendors must complete regardless of annual bid, offer, or contract value)  
(Subcontractors with subcontract annual value of more than \$50,000 must complete)

If you answered “Yes” in Step 4 or Step 5, please provide on an additional page a detailed explanation that includes, but is not limited to the name, salary, State agency and position title of each individual.

**STATE OF ILLINOIS  
FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST**

**STEP 7  
POTENTIAL CONFLICTS OF INTEREST  
RELATING TO DEBARMENT & LEGAL PROCEEDINGS**  
(Complete only if bid, offer, or contract has an annual value over \$50,000)  
(Subcontractors with subcontract annual value of more than \$50,000 must complete)

This step must be completed for each person disclosed in Step 2, Option A, Step 3, and for each entity and sole proprietor disclosed in Step 1.

Please provide the name of the person or entity for which responses are provided: [Click here to enter text.](#)

1. Within the previous ten years, have you had debarment from contracting with any governmental entity?  Yes  No
2. Within the previous ten years, have you had any professional licensure discipline?  Yes  No
3. Within the previous ten years, have you had any bankruptcies?  Yes  No
4. Within the previous ten years, have you had any adverse civil judgments and administrative findings?  Yes  No
5. Within the previous ten years, have you had any criminal felony convictions?  Yes  No

If you answered “Yes”, please provide a detailed explanation that includes, but is not limited to the name, State agency and position title of each individual. [Click here to enter text.](#)

**STEP 8  
DISCLOSURE OF CURRENT AND PENDING CONTRACTS**  
(Complete only if bid, offer, or contract has an annual value over \$50,000)  
(Subcontractors with subcontract annual value of more than \$50,000 must complete)

If you selected Option 1, 2, 3, 4, or 6 in Step 1, do you have any contracts, pending contracts, bids, proposals, subcontracts, leases or other ongoing procurement relationships with units of State of Illinois government?

Yes  No.

If “Yes”, please specify below. Additional rows may be inserted into the table or an attachment may be provided if needed.



**STATE OF ILLINOIS  
FINANCIAL DISCLOSURES AND CONFLICTS OF INTEREST**

<b>Agency</b>	<b>Project Title</b>	<b>Status</b>	<b>Value</b>	<b>Contract Reference/P.O.</b>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>

Please explain the procurement relationship: [Click here to enter text.](#)

**STEP 9**  
**SIGN THE DISCLOSURE**  
(All vendors must complete regardless of annual bid, offer, or contract value)  
(Subcontractors with subcontract annual value of more than \$50,000 must complete)

This disclosure is signed and made under penalty of perjury for all for-profit entities, by an authorized officer or employee on behalf of the bidder or offeror pursuant to Sections 50-13 and 50-35 of the Illinois Procurement Code. This disclosure information is submitted on behalf of:

Name of Disclosing Entity: [Click here to enter text.](#)

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

Date: [Click here to enter text.](#)

Printed Name: [Click here to enter text.](#)

Title: [Click here to enter text.](#)

Phone Number: [Click here to enter text.](#)

Email Address: [Click here to enter text.](#)

**ATTACHMENT FF  
STATE OF ILLINOIS  
DISCLOSURE OF BUSINESS OPERATIONS IN IRAN**

In accordance with 30 ILCS 500/50-36, each bid, offer, or proposal submitted for a State contract, other than a small purchase defined in Section 20-20 of the Illinois Procurement Code, shall include a disclosure of whether or not the bidder, offeror, or proposing entity, or any of its corporate parents or subsidiaries, within the 24 months before submission of the bid, offer, or proposal had business operations that involved contracts with or provision of supplies or services to the Government of Iran, companies in which the Government of Iran has any direct or indirect equity share, consortiums or projects commissioned by the Government of Iran and:

- more than 10% of the company’s revenues produced in or assets located in Iran involve oil-related activities or mineral-extraction activities; less than 75% of the company’s revenues produced in or assets located in Iran involve contracts with or provision of oil-related or mineral – extraction products or services to the Government of Iran or a project or consortium created exclusively by that Government; and the company has failed to take substantial action; or
- the company has, on or after August 5, 1996, made an investment of \$20 million or more, or any combination of investments of at least \$10 million each that in the aggregate equals or exceeds \$20 million in any 12- month period that directly or significantly contributes to the enhancement of Iran’s ability to develop petroleum resources of Iran.

A bid, offer, or proposal that does not include this disclosure shall not be considered responsive. We may consider this disclosure when evaluating the bid, offer, or proposal or awarding the contract.

There are no business operations that must be disclosed to comply with the above cited law.

The following business operations are disclosed to comply with the above cited law:

[Click here to enter text](#)

**ATTACHMENT GG  
STATE OF ILLINOIS  
BUSINESS AND DIRECTORY INFORMATION**

1. Name of Business (official name and DBA) [Click here to enter text](#)
  
2. Business Headquarters (address, phone and fax)  
[Click here to enter text](#)  
[Click here to enter text](#)  
[Click here to enter text](#)
  
3. If a Division or Subsidiary of another organization provide the name and address of the parent  
[Click here to enter text](#)
  
4. Billing Address  
[Click here to enter text](#)  
[Click here to enter text](#)
  
5. Name of Chief Executive Officer  
[Click here to enter text](#)
  
6. Offeror Contact (name, title, address, phone, toll-free number, fax, and e-mail)  
[Click here to enter text](#)  
[Click here to enter text](#)  
[Click here to enter text](#)  
[Click here to enter text](#)  
[Click here to enter text](#)  
[Click here to enter text](#)
  
7. Company Web Site Address  
[Click here to enter text](#)
  
8. Type of Organization (sole proprietor, corporation, etc.--should be same as on Taxpayer ID form below)  
[Click here to enter text](#)

9. Length of time in business

[Click here to enter text](#)

10. Annual Sales for Offeror's most recently completed fiscal year

[Click here to enter text](#)

11. Show number of full-time employees, on average, during the most recent fiscal year

[Click here to enter text](#)

12. Is your company at least 51% owned and controlled by individuals in one of the following categories? If "Yes," please check the category that applies:

- |             |  |                          |     |
|-------------|--|--------------------------|-----|
| <b>12.1</b> | Minority (30 ILCS 575/2(A)(1) & (3))                       | <input type="checkbox"/> | Yes |
| <b>12.2</b> | Female (30 ILCS 575/2(A)(2) & (4))                         | <input type="checkbox"/> | Yes |
| <b>12.3</b> | Person with Disability<br>(30 ILCS 575/2(A)(2.05) & (2.1)) | <input type="checkbox"/> | Yes |
| <b>12.4</b> | Disadvantaged (49 CFR 26)                                  | <input type="checkbox"/> | Yes |
| <b>12.5</b> | Veteran (30 ILCS 500/45-57)                                | <input type="checkbox"/> | Yes |
| <b>12.6</b> | Small Business (30 ILCS 500/45-45)                         | <input type="checkbox"/> | Yes |

**ATTACHMENT HH  
STATE OF ILLINOIS  
SOLICITATION AND CONTRACT TERMS AND CONDITIONS EXCEPTIONS**

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**EXCEPTIONS TO SOLICITATION AND CONTRACT TERMS AND CONDITIONS**

[Click here to enter text](#) agrees with the terms and conditions set forth in the State of Illinois Invitation for Bid, including the standard terms and conditions, the Agency supplemental provisions, certifications, and disclosures, with the following exceptions:

	Excluding certifications required by statute to be made by the Vendor, both Parties agree that all of the duties and obligations that the Vendor owes to the Agency for the work performed shall be pursuant to the solicitation and resulting contract, and Vendor’s exceptions accepted by the State thereto as set forth below.
	<b>STANDARD TERMS AND CONDITIONS</b>
<b>Section/ Subsection #</b>	State the exception such as “add,” “replace,” and/or “delete.”
	<b>ADDITIONAL VENDOR TERMS AND CONDITIONS</b>
<b>New Provision(s), # et. seq.</b>	<b>Section/Subsection New Number, Title of New Subsection:</b> State the new additional term or condition.

[Click here to enter text](#) hereby agrees to the exceptions provided by [Click here to enter text](#) and to the Additional Terms and Conditions provided by [Click here to enter text](#).

Agreed: <a href="#">Click here to enter text</a>	Agreed: <a href="#">Click here to enter text</a>
By: <a href="#">Click here to enter text</a>	By: <a href="#">Click here to enter text</a>
Signed:	Signed:
Position: <a href="#">Click here to enter text</a>	Position: <a href="#">Click here to enter text</a>
Date: <a href="#">Click here to enter a date.</a>	Date:

**ATTACHMENT II  
STATE OF ILLINOIS  
REFERENCES**

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**REFERENCES: References are NOT required for this bid.**

1. Firm/Government Agency (name): [Click here to enter text.](#)  
Contact Person (name, address, phone, and email address): [Click here to enter text.](#)  
Date of Supplies/Services Provided: [Click here to enter text.](#)  
Type of Supplies/Services Provided: [Click here to enter text.](#)
2. Firm/Government Agency (name): [Click here to enter text.](#)  
Contact Person (name, address, and phone): [Click here to enter text.](#)  
Date of Supplies/Services Provided: [Click here to enter text.](#)  
Type of Supplies/Services Provided: [Click here to enter text.](#)
3. Firm/Government Agency (name): [Click here to enter text.](#)  
Contact Person (name, address, and phone): [Click here to enter text.](#)  
Date of Supplies/Services Provided: [Click here to enter text.](#)  
Type of Supplies/Services Provided: [Click here to enter text.](#)
4. Firm/Government Agency (name): [Click here to enter text.](#)  
Contact Person (name, address, and phone): [Click here to enter text.](#)  
Date of Supplies/Services Provided: [Click here to enter text.](#)  
Type of Supplies/Services Provided: [Click here to enter text.](#)

Vendor Name: [Click here to enter text.](#)

Return Mailing Address: [Click here to enter text.](#)

**ATTACHMENT JJ  
STATE OF ILLINOIS  
TAXPAYER IDENTIFICATION NUMBER**

I certify that:

The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and

I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and

I am a U.S. person (including a U.S. resident alien).

- If you are an individual, enter your name and SSN as it appears on your Social Security Card.
- If you are a sole proprietor, enter the owner's name on the name line followed by the name of the business and the owner's SSN or EIN.
- If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's name on the name line and the D/B/A on the business name line and enter the owner's SSN or EIN.
- If the LLC is a corporation or partnership, enter the entity's business name and EIN and for corporations, attach IRS acceptance letter (CP261 or CP277).
- For all other entities, enter the name of the entity as used to apply for the entity's EIN and the EIN.

Name: [Click here to enter text.](#)

Business Name: [Click here to enter text.](#)

Taxpayer Identification Number:

Social Security Number: [Click here to enter text.](#)

or

Employer Identification Number: [Click here to enter text.](#)

Legal Status (check one):

- |  |  |
|--|--|
| <input type="checkbox"/> Individual  | <input type="checkbox"/> Governmental  |
| <input type="checkbox"/> Sole Proprietor   | <input type="checkbox"/> Nonresident alien   |
| <input type="checkbox"/> Partnership   | <input type="checkbox"/> Estate or trust   |
| <input type="checkbox"/> Legal Services Corporation  | <input type="checkbox"/> Pharmacy (Non-Corp.)  |
| <input type="checkbox"/> Tax-exempt  | <input type="checkbox"/> Pharmacy/Funeral Home/Cemetery (Corp.)                              |
| <input type="checkbox"/> Corporation providing or billing<br>medical and/or health care services     | <input type="checkbox"/> Limited Liability Company<br>(select applicable tax classification) |
| <input type="checkbox"/> Corporation NOT providing or billing<br>medical and/or health care services | <input type="checkbox"/> C = corporation   |
|  | <input type="checkbox"/> P = partnership   |

**Signature of Authorized Representative:** \_\_\_\_\_

Date: [Click here to enter a date.](#)

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For more information on IDOT's DBE program, contact: Office of Business & Workforce Diversity, Bureau of Small Business Enterprises at 217-782-5490.

**Contract Goal to be achieved by the Vendor:** This solicitation includes a specific DBE utilization goal of **15%** based on the availability of certified Vendors to perform or provide the anticipated services and/or supplies required by this solicitation. In addition to the other award criteria established for this solicitation, the Department will award this contract to a Vendor that meets the goal or makes good faith efforts to meet the goal. This goal is also applicable to change orders and allowances within the scope of work provided by the certified Vendor.

Following are guidelines for the Vendor's response to the Participation and Utilization Plan. Attached at Section 7.11 are the **BoBS Procurement DBE Utilization Plan (BoBs 2574)** and **BoBS Procurement DBE Participation Statement (BoBS 2575)** to be completed by the Vendor. Vendor should include any additional information that will add clarity to the Vendor's proposed utilization of DBEs to meet the contract goal. The Utilization Plan must demonstrate that the Vendor will either: (1) meet the entire contract goal; (2) make good faith efforts towards meeting the entire goal; or (3) make good faith efforts towards meeting a portion of the goal.

1. At the time of bid or proposal submission, the DBE must meet the eligibility requirements and be fully certified as a DBE in Illinois. Visit <http://www.idot.illinois.gov/doing-business/certifications/disadvantaged-business-enterprise-certification/il-ucp-directory/index> for the Illinois Unified Certification Program (IL-UCP) Directory and to apply for certification as a DBE from any of the participating IL-UCP certifying agencies. The Vendor shall submit a Utilization Plan on completed Department forms. **Failure to complete a Utilization Plan and/or provide Good Faith Effort Documentation may render the bid or offer non-responsive.**
2. If applicable, the Utilization Plan should include an executed Joint Venture agreement specifying the terms and conditions of the relationship between the partners and their relationship and responsibilities to the contract. The joint venture agreement must clearly evidence that the DBE will be responsible for a clearly defined portion of the work and that its responsibilities, risks, profits and contributions of capital and personnel are proportionate to its ownership percentage. It must include specific details related to the parties' contributions of capital, personnel and equipment and share of the costs of insurance and other items; the scopes to be performed by the DBE's own forces and under its supervision; and the commitment of management, supervisory personnel and operative personnel employed by the DBE to be dedicated to the performance of the contract. Each joint venture partner must execute the bid or proposal to the Department.
3. A Vendor may not require a subcontractor to sign any such agreement that prohibits the subcontractor from providing quotes to other Vendors. The Department may request additional information to demonstrate compliance. The Vendor agrees to cooperate promptly with the Department in submitting to interviews, allowing entry to places of business, providing further documentation, or soliciting the cooperation of a proposed DBE. Failure to cooperate may render the bid or proposal non-responsive. The contract will not be finally awarded until the Vendor's Utilization Plan is approved.
4. **Vendor Assurance:** The Vendor makes the following assurance and this assurance must be included



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in each subcontract that the Vendor signs with a subcontractor or supplier. The Vendor, sub-recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Vendor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of contracts funded in whole or in part with federal or state funds. Failure by the Vendor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the Department deems appropriate, which may include, but is not limited to:

- (a) Withholding payments;
- (b) Assessing sanctions;
- (c) Liquidated damages; and/or
- (d) Disqualifying the Vendor from future contracting as non-responsible.

5. **Calculating DBE Participation:** The Utilization Plan documents represent work anticipated to be performed by all DBEs and paid for upon satisfactory completion. The Department is only able to count the value of payments made for the work actually performed by DBE companies toward the achievement of the overall goal and the contract goal.

5.1. The value of the work actually performed by the DBE's forces shall be counted towards the goal. The entire amount of that portion of the contract that is performed by the DBE's forces, including supplies purchased or equipment leased by the DBE shall be counted, except supplies purchased and equipment rented from the Vendor.

5.2. Count the entire amount of fees or commissions charged by a DBE firm for providing a bona fide service, such as professional, technical, consultant, or managerial services, or for providing bonds or insurance specifically required for the performance of a DOT-assisted contract, toward DBE goals, provided IDOT determines the fee to be reasonable and not excessive as compared with fees customarily allowed for similar services.

5.3. A joint venture shall count the portion of the total dollar value of the contract equal to the distinct, clearly defined portion of the work of the contract that the DBE performs with its forces toward the goal. A joint venture shall also count the dollar value of work subcontracted to other DBEs. Work performed by the forces of a non-DBE joint venture partner shall not be counted toward the goal.

5.4. When a DBE subcontracts part of the work of its contract to another firm, the value of the subcontracted work shall be counted toward the contract goal only if the DBE's subcontractor is a DBE. Work that a DBE subcontracts to a non-DBE will not count towards the goal.

5.5. If applicable, A Vendor shall count towards the goal 60 percent of its expenditures for materials and supplies required under the contract and obtained from a DBE manufacturer, regular dealer or supplier.

5.6. A Vendor shall count towards the goal only expenditures to DBEs that perform a commercially useful function in the work of the contract as defined in 49 CFR 26.55(c).

5.6.1. A DBE performs a commercially useful function when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing,

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and supervising the work involved. To perform a commercially useful function, the DBE must also be responsible, with respect to materials or supplies used on the contract, for negotiating price, determining quality and quantity, ordering the materials or supplies, and installing the materials (where applicable) and paying for the material or supplies. To determine whether a firm is performing a commercially useful function, the Department shall evaluate the amount of work subcontracted, whether the amount the firm is to be paid under the contract is commensurate with the work it is actually performing, and the credit claimed for its performance of the work, industry practices, and other relevant factors.

5.6.2. A DBE does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed to obtain the appearance of DBE participation. In determining whether a DBE is such an extra participant, the Department shall examine similar transactions, particularly those in which DBEs do not participate.

5.7. A Vendor shall not count towards the goal expenditures that are not direct, necessary and proximately related to the work of the contract. Only the amount of services or goods that are directly attributable to the performance of the contract shall be counted. Ineligible expenditures include general office overhead or other Vendor support activities.

6. **Good Faith Effort Procedures:** If the Vendor cannot meet the goal, the Vendor must document in the Utilization Plan its good faith efforts that could reasonably have been expected to meet the goal. Vendors must submit utilization forms that meet or exceed the published goal or submit utilization forms that describe a percentage participation that is less than the goal and submit documentation regarding good faith efforts at the time of bid or proposal submission. The Department will consider the quality, quantity, and intensity of the Vendor's efforts. Mere *pro forma* efforts, in other words, efforts done as a matter of form, are not good faith efforts; rather, the Vendor is expected to have taken genuine efforts that would be reasonably expected of a Vendor actively and aggressively trying to obtain DBE participation sufficient to meet the contract goal.

6.1. The following is a list of types of action that the Department will consider as evidence of the Vendor's good faith efforts to meet the goal. These listed factors are not intended to be a mandatory checklist and are not intended to be exhaustive. Other factors or efforts brought to the attention of the Department may be relevant in appropriate cases, and will be considered by the Department

6.1.1. Soliciting through all reasonable and available means (e.g., attendance at pre-bid meetings, advertising and/or written notices) the interest of all certified Vendors that have the capability to perform the work of the contract. The Vendor must solicit this interest within sufficient time to allow the certified Vendors to respond to the solicitation. The Vendor must determine with certainty if the DBEs are interested by taking appropriate steps to follow up initial solicitations and encourage them to bid or submit offers. The Vendor must provide interested certified Vendors with adequate information about the plans, specifications, and requirements of the contract in a

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timely manner to assist them in responding promptly to the solicitation.

- 6.1.2. Selecting portions of the work to be performed by certified Vendors in order to increase the likelihood that the DBE goal will be achieved. This includes, where appropriate, breaking out contract work items into economically feasible units to facilitate certified Vendor participation, even when the Vendor might otherwise prefer to perform these work items with its own forces.
- 6.1.3. Making a portion of the work available to DBEs and selecting those portions of the work or material needs consistent with their availability, so as to facilitate DBE participation.
- 6.1.4. Negotiating in good faith with interested DBEs. It is the Vendor's responsibility to make a portion of the work available to DBE subcontractors and suppliers and to select those portions of the work or material needs consistent with the available DBE subcontractors and suppliers, so as to facilitate DBE participation. Evidence of such negotiation includes the names, addresses, and telephone numbers of DBEs that were considered; a description of the information provided regarding the plans, specifications, and requirements for the work selected for subcontracting and evidence as to why additional agreements could not be reached for DBEs to perform the work. A Vendor using good business judgment will consider a number of factors in negotiating with DBEs and will take a firm's price and capabilities as well as contract goals into consideration. The fact that there may be some additional costs involved in finding and using DBEs is not in itself sufficient reason for a Vendor's failure to meet the DBE goal, as long as such costs are reasonable. Also, the ability or desire of a Vendor to perform the work of a contract with its own organization does not relieve the Vendor of the responsibility to make good faith efforts. Vendors are not, however, required to accept higher quotes from DBEs if the price difference is excessive or unreasonable. The documentation of good faith efforts must include copies of each DBE and non-DBE subcontractor quote submitted to the bidder when a non-DBE subcontractor was elected over a DBE for work on the contract.
- 6.1.5. Not rejecting DBE companies as being unqualified without sound reasons based on a thorough investigation of their capabilities. The DBE's memberships in specific groups, organizations, or associations and political or social affiliations (for example union vs. non-union employee status) are not legitimate causes for the rejection or non-solicitation of bids in the Vendor's efforts to meet the goal.
- 6.1.6. Making efforts to assist interested DBEs in obtaining bonding, lines of credit or insurance as required by the Department, the Vendor or to perform the scope of work.
- 6.1.7. Making efforts to assist interested DBEs in obtaining necessary equipment, supplies, materials, or related assistance or services.
- 6.1.8. Effectively using the services of available minority/women community organizations; minority/women Vendors' groups; local, state, and federal minority/women business

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assistance offices; including IDOT's supportive services Vendors; and other organizations as allowed on a case-by-case basis to provide assistance in the recruitment and placement of DBEs.

- 6.2. In evaluating the Vendor's good faith efforts, the good faith efforts of other Vendors to meet the goal on this solicitation or similar contracts may be considered.
- 6.3. If the Department determines that the Vendor has made good faith efforts to meet the goal, the Department will award the contract provided that the Vendor is otherwise eligible for award.
- 6.4. If the Department determines that good faith efforts have not been made, it will notify the Vendor in writing that the proposal is not responsive. The notification shall include a statement of reasons for the determination. If the Utilization Plan is not approved because it is deficient as a technical matter, unless waived by the Department, the Vendor will be notified and will be allowed no more than a five-calendar day period in order to cure the deficiency.
  - 6.4.1. The bidder may request administrative reconsideration of a determination adverse to the bidder within the five working days after the receipt of the notification date of the determination by delivering the request to the Illinois Department of Transportation, Bureau of Small Business Enterprises, Contract Compliance Section, 2300 South Dirksen Parkway, Room 319, Springfield, Illinois 62764 (Telefax: (217) 785-1524). Deposit of the request in the United States mail on or before the fifth business day shall not be deemed delivery. The determination shall become final if a request is not made and delivered. A request may provide additional written documentation and/or argument concerning the issues raised in the determination statement of reasons, provided the documentation and arguments address efforts made prior to submitting the offer or proposal. The request will be forwarded to the Department's Reconsideration Officer. The Reconsideration Officer will extend an opportunity to the bidder to meet in person in order to consider all issues of documentation and whether the bidder made a good faith effort to meet the goal. After the review by the Reconsideration Officer, the bidder will be sent a written decision within ten working days after receipt of the request for consideration, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so. A final decision by the Reconsideration Officer that a good faith effort was made shall approve the Utilization Plan submitted by the bidder and shall clear the contract for award. A final decision that a good faith effort was not made shall render the bid not responsive. The result of the reconsideration process is not administratively appealable to the U.S. Department of Transportation.
7. **Contract Compliance**: Compliance with this section is an essential part of the contract. The following administrative procedures and remedies govern the Vendor's compliance with the contractual obligations established by the Utilization Plan. After approval of the Utilization Plan and award of the contract, the Utilization Plan and individual DBE Participation Statements becomes part of the contract. If the Vendor did not succeed in obtaining enough DBE participation to achieve the goal, and the

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Utilization Plan was approved, and contract awarded based upon a determination of good faith, the total dollar value of DBE work calculated in the approved Utilization Plan as a percentage of the awarded contract value shall become the amended contract goal. All work indicated for performance by an approved DBE shall be performed, managed, and supervised by the DBE executing the DBE Participation Commitment Statement.

7.1. No amendment to the Utilization Plan may be made without prior written approval from the Department's Bureau of Small Business Enterprises. All requests for amendment to the Utilization Plan shall be submitted to the **Department of Transportation, Bureau of Small Business Enterprises, Contract Compliance Section, 2300 South Dirksen Parkway, Room 319, Springfield, Illinois 62764. Telephone number (217) 785-4611. Telefax number (217) 785-1524.**

7.2. The Vendor may not make changes to its contractual DBE commitments or substitute DBEs without the prior written approval of the Department. Unauthorized changes or substitutions, including performing the work designated for a DBE with the Vendor's own forces, shall be a violation of the utilization plan and a breach of the contract, and shall be caused to terminate the contract, and/or seek other contract remedies or sanctions. The facts supporting the request for changes must not have been known nor reasonably should have been known by the parties prior to entering into the subcontract. The Vendor must negotiate with the DBE to resolve the problem. Where there has been a mistake or disagreement about the scope of work, the DBE can be substituted only where agreement cannot be reached for a reasonable price or schedule for the correct scope of work.

7.3. Substitutions of a DBE shall be permitted under the following circumstances:

7.3.1. Unavailability after receipt of reasonable notice to proceed;

7.3.2. Failure of performance;

7.3.3. Financial incapacity;

7.3.4. Refusal by the DBE to honor the bid or proposal price or scope;

7.3.5. Material mistake of fact or law about the elements of the scope of work of a solicitation where a reasonable price cannot be agreed;

7.3.6. Failure of the DBE to meet insurance, licensing or bonding requirements;

7.3.7. The DBE's withdrawal of its bid or proposal; or

7.3.8. Decertification of the DBE.

7.4. If it becomes necessary to substitute a DBE or otherwise change the Utilization Plan, the Vendor must first give notice in writing to the DBE subcontractor with a copy to the Department. The request must state specific reasons for the substitution or change. The Vendor must give the DBE five days to respond to the prime contractor's notice and advise the contractor of the reasons, if

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any, why it objects to the proposed termination of its subcontract and why the Department should not approve the contractor's action. The Department will approve or deny a request for substitution or other change in the Utilization Plan within 5 business days of receipt of the request.

- 7.5. Where the Vendor has established the basis for the substitution to the Department's satisfaction, it must make good faith efforts to meet the contract goal by substituting a DBE. Documentation of a replacement Vendor, or of good faith efforts to replace the DBE, must meet the requirements of the initial Utilization Plan. If the goal cannot be reached and good faith efforts have been made, the Vendor may substitute with a non-DBE.
- 7.6. If a Vendor plans to hire a subcontractor for any scope of work that was not previously disclosed in the Utilization Plan, the Vendor must obtain the approval of the Department to modify the BoBS Procurement DBE Utilization Plan and must make good faith efforts to ensure that DBEs have a fair opportunity to bid on the new scope of work.
- 7.7. A new BoBS Procurement DBE Participation Statement (BoBS 2575) must be executed and submitted to the Department within 5 business days of the Vendor's receipt of the Department's approval for the substitution or other change.
- 7.8. The Vendor shall maintain a record of all relevant data with respect to the utilization of DBEs, including but without limitation, payroll records, invoices, canceled checks and books of account for a period of at least 5 years after the completion of the contract. Full access to these records shall be granted by the Vendor upon 48 hours written demand by the Department to any duly authorized representative thereof, or to any municipal, state or federal authorities. The Department shall have the right to obtain from the Vendor any additional data reasonably related or necessary to verify any representations by the Vendor. After the performance of the final item of work or delivery of material by a DBE and final payment to the DBE by the Vendor, but not later than 30 calendar days after such payment, the Vendor shall submit a statement confirming the final payment and the total payments made to the DBE under the contract.
- 7.9. The Department will periodically review the Vendor's compliance with these provisions and the terms of its contract. Without limitation, the Vendor's failure to comply with these provisions or its contractual commitments as contained in the Utilization Plan, failure to cooperate in providing information regarding its compliance with these provisions or its Utilization Plan, or provision of false or misleading information or statements concerning compliance, certification status or eligibility of DBEs, good faith efforts or any other material fact or representation shall constitute a material breach of this contract and entitle the Department to declare a default, terminate the contract, or exercise those remedies provided for in the contract or at law or in equity.
- 7.10. The Department reserves the right to withhold payment to the Vendor to enforce these

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provisions and the Vendor's contractual commitments. Final payment shall not be made on the contract until the Vendor submits sufficient documentation demonstrating compliance with its Utilization Plan.

**7.11. BoBS PROCUREMENT DBE UTILIZATION PLAN AND PARTICIPATION STATEMENT**

**7.11.1. BoBS Procurement DBE Utilization Plan**

The Prime Vendor must complete the BoBS Procurement DBE Utilization Plan (BoBS 2574) in accordance with this section. The form can be found using the following link:

<http://www.idot.illinois.gov/Assets/uploads/files/IDOT-Forms/BoBS/BoBS%202574.pdf>

**The Completed form must be submitted with Vendor Bid.**

**7.11.2. BoBS Procurement DBE Participation Plan**

The Prime Vendor must complete a separate BoBS Procurement DBE Participation Plan (BoBS 2575) for each DBE Subcontractor in accordance with this section. The form can be found using the following link:

<http://www.idot.illinois.gov/Assets/uploads/files/IDOT-Forms/BoBS/BoBS%202575.pdf>

**The Completed form(s) must be submitted with Vendor Bid.**

