



**Request for Proposals
Specification RFP07222025
for
Engineering Services for Specification Development
for
CEDA Weatherization**

Submittals from minority, women and disadvantaged business enterprises are encouraged.

Late proposals will not be accepted.

Pre-Proposal Meeting

There will be a Virtual Pre-Proposal Meeting on Monday, July 28, 2025, from 1:00PM-2:00PM. CEDA will host the meeting via Microsoft Teams. Email procurement@cedaorg.net to obtain the link.

Questions

Questions are due by Friday, August 1, 2025 by 3:00 PM and should be sent to procurement@cedaorg.net

Submissions are due by Monday, August 22, 2025 by 3:00 PM

CEDA will only accept electronic copies of the submittals, however, if your submittal is too large to send electronically it is your responsibility to get it turned in by the submittal date. Electronic submissions should be sent to procurement_submission@cedaorg.net

SECTION 1 INTRODUCTION

The Community and Economic Development Association of Cook County, Inc. (CEDA) is a Community Action Agency serving Cook County, Illinois. It provides economic development and human service programs to address the needs of low-income County residents and the underlying conditions which cause those needs. CEDA provides a variety of services including but not limited to Women Infants Children (WIC), Emergency Furnace, Low Income Heating and Energy Assistance Program (LIHEAP), Housing and Weatherization. These services and many others are offered at CEDA.

The Illinois Home Weatherization Assistance Program (IHWAP) is designed to help low-income residents save energy and money while increasing the comfort of their homes. CEDA administers this program for low-income homeowners and qualified renters to help to make their homes more energy efficient.

The intent of this RFP is to identify and contract no more than three Engineering contractors to provide Engineering services for CEDA Weatherization's Multi-Family Department. The number of project completions each year ranges between 5 and 10 with an annual project budget of \$8M. The approximate value of engineering services needed is estimated to be up to \$200,000.

SECTION 2 SCOPE OF SERVICE

CEDA is soliciting qualified firms for engineering to furnish on an "as needed" basis energy audit reports, work order specifications, and assessments of renewable energy potential for the purposes of retrofitting multi-family buildings. Weatherization shall include all energy conservation measures as allowed by the Illinois Home Weatherization Assistance Program. Project sizes range from one or more buildings with five (5) or more units per building with an emphasis on HVAC systems, building enclosure and electric baseload improvements.

2.1 Responsibilities

Engineers must possess the skill set and qualifications to produce an energy audit (ASHRAE level I, II, III), work order specifications and assessment of renewable energy potential. The work order specifications of all energy audit reports shall be in compliance with all applicable federal, state, city and local laws, except to the extent proper variances and exceptions have been obtained from the applicable agency with jurisdiction. Engineers are required to be familiar with the TREAT (Targeted Retrofit Energy Analysis Tool) software. TREAT is the energy audit software approved by the Department of Energy and the State of Illinois for multi-family audits.

The response to this solicitation should therefore emphasize the specific type of experience, identify the composition of the engineering team, including all necessary sub-consultants, and include biographies of all key personnel who will be assigned to the project. CEDA is also interested in references for past projects in the last five (5) years.

The selected firm(s) will be required to participate in the following:

2.1.1 Site Visits

Respondents are required to do site visits on all properties. At the time of the site visit, Engineers are required to collect all the needed data to complete the energy audit report.

2.1.2 Out-of-State Consultation Opportunities

CEDA, at times, is involved in weatherization initiatives in other states to provide technical assistance. Engineering services may be needed to assist with such opportunities. This is not a mandatory requirement for participation; however, it may be made available to contracted parties at CEDA's request.

2.2 Report Submittals

Engineers will receive a completed building information packet from CEDA. Once the packet is received, CEDA expects a turnaround time of 5-7 business days to produce the energy audit report (at a minimum mechanical pre-existing site evaluation report) and fifteen (15) days to produce the work order specification report and renewable energy potential report.

2.3 Expected Goals and Outcomes

Respondents are required to furnish on an “as needed” basis energy audit reports and prepare work order specifications for the purposes of weatherizing multi-family buildings.

After the work order specification is submitted, CEDA will submit its project plan to OCA for final approval.

2.4 Respondent Qualifications

Respondents desiring to provide services must be certified or licensed as required by the City of Chicago and the State of Illinois. Respondents must be in possession of a current Professional Engineer License or be a Design Firm registered with the State of Illinois; OSHA and EPA certified are preferred.

Respondents must have knowledge of the city, state, and federal codes including but not limited to:

- City of Chicago Building Code
- Chicago Energy Code
- American National Standards Institute (ANSI)
- International Energy Conservation Code
- Uniform Mechanical Code
- ASHRAE Standard 62.1 and 62.2
- Energy Star Standards
- Illinois Home Weatherization Assistance Program (IHWAP)
- Mechanical Code for State of Illinois and the City of Chicago
- Electric Code for State of Illinois and the City of Chicago
- NFPA Codes and Standards
- Environmental Protection Agency rules and regulations
- OSHA Regulations

2.5 Contract Period

The contract period for this agreement would begin on November 1, 2025 and extend through October 31, 2026. CEDA intends to award a one (1) year contract with an option to renew for one (1) year, to be exercised at the mutual agreement of CEDA and the Respondent. All awards are contingent on the availability of funds for these programs.

This will be a multiple contract award. The Respondents whose proposals, in the sole judgment of CEDA, most thoroughly meet the specifications outlined in this document while providing the most beneficial pricing to the agency.

CEDA reserves the right to reject any and all proposals, to accept proposals as a whole or in part, and to waive any irregularities or defects in any proposal, should it deem such action to be in the best interests of CEDA.

2.6 Participation of Minority, Women-Owned, Small and Disadvantaged Business Enterprises

CEDA is a Community Action Agency in partnership with communities to bring public and private resources to end poverty. CEDA understands the impact that small and minority businesses can have on poverty. CEDA intends to employ an additional creative solution to the abatement of poverty, by leveraging its procurement dollars in such a way that minority and women business enterprises are stimulated by these funds.

CEDA aggressively seeks minority, women-owned and disadvantaged and small business enterprises to participate in its procurement activities. Vendors must complete Exhibit C of this document. Certification

will be accepted from the City of Chicago, County of Cook, State of IL., Women's Business Development Agencies and the Chicago Minority Business Development Council, Inc.

SECTION 3 EVALUATION PROCESS

Respondents must adhere to the following instructions.

3.1 Proposals Evaluation and Award

Proposals will be evaluated based on the quality of the Respondents' academic credentials and/or demonstrated proven successful prior training classes. Evaluation of proposals is the sole responsibility of CEDA staff and based totally on CEDA's assessment of responses. CEDA reserves the right to award a contract or reject any or all proposals when, in the best interest of CEDA will be served.

3.2 Selection Process

Upon review of all information provided by Respondents, the Evaluation Committee will make a recommendation for selection to the Procurement Manager for concurrence and submission to CEDA Board of Directors. CEDA reserves the right to check references on any projects performed by the Respondent whether provided by the Respondent or known by CEDA. The selected Respondent(s) will be submitted for approval to the CEDA Board of Directors. CEDA intends to select a submission(s) that best meets the needs of CEDA and provides the best overall value. Upon approval of the Respondent(s), a contract will be prepared by CEDA and presented to the Respondent(s) for signature.

3.3 Investigations Prior to Contract Award

CEDA may make such investigations as are deemed necessary to determine the ability of the vendor to perform the work, and the vendor shall furnish all such information and data for this purpose as CEDA may request. CEDA reserves the right to reject any proposal if the evidence submitted by, or investigation of such vendor, fails to satisfy it that such vendor is properly qualified to carry out the obligations of the contract.

3.4 Responsiveness Review

CEDA personnel will review all proposals to ascertain that they are responsive to all submission requirements.

3.5 Acceptance of Proposals

CEDA reserves the right to reject any or all proposals or any part thereof, to waive informalities, and to accept the Proposal deemed most favorable to CEDA.

3.6 Evaluation Process

Proposals will be scored on a one hundred (100) point scale by an evaluation committee comprised of CEDA personnel. The committee will evaluate all responsive proposals in accordance with the evaluation criteria detailed below.

This evaluation process may result in a short-list of proposals. The evaluation committee, at its option, may request that all or short-listed Respondent make a presentation, offer customer testimonials or reference, submit clarifications, schedule a site visit of their premises (as appropriate), provide a best and final offer, respond to questions, or consider alternative approaches.

3.7 Right to Inspect

CEDA reserves the right to inspect and investigate thoroughly the establishment, facilities, equipment, business reputation, and other qualifications of the Respondent and to reject any Proposal regardless of price if it shall be administratively determined that in CEDA's sole discretion the Respondent is deficient in any of the essentials necessary to assure acceptable standards of performance. CEDA reserves the right to continue this inspection procedure throughout the life of the Contract that may arise from this RFP.

3.8 Best and Final Offer

CEDA reserves the right to request a Best and Final Offer from finalists, if it deems such an approach necessary. In general, the Best and Final Offer will consist of updated costs as well as answers to specific questions that were identified during the evaluation of Proposals.

If CEDA chooses to invoke this option, Proposals will be re-evaluated by incorporating the information requested in the Best and Final Offer document, including costs, and answers to specific questions presented in the document. The specific format for the Best and Final Offer would be determined during evaluation discussions. Turnaround time for responding to a Best and Final Offers document is usually *brief (i.e., five (5) business days)*.

SECTION 4 EVALUATION CRITERIA

4.1 Responsiveness of Proposal

The respondents is compliant with all the submission requirements of the RFP.

4.2 Evaluation Criteria

Proposals will be reviewed and selected on the following criteria:

Evaluation Criteria	Weight
Technical Proposal	
Qualifications of the Firm <ul style="list-style-type: none"> Respondent responses must provide a narrative listing the qualifications and experience that allow them to provide this service. Include a description of the firm's history and experience. Firms should also include all prior City of Chicago and Cook County experience. 	0-20
Key Personnel <ul style="list-style-type: none"> Qualifications and experience of key personnel as evidenced by their credentials and relevant experience. 	0-20
Past Performance <ul style="list-style-type: none"> The Respondent demonstrated success in previous and similar work. The Respondent illustrates how previous and similar work will aid in their success with this project. Quality of references as evidenced by relevant experience in projects of similar magnitude and/or scope of CEDA. 	0-20
Demonstrated Understanding/Quality of the Proposed Plan of Action <ul style="list-style-type: none"> Quality of the proposed plan of action as evidenced by the level of understanding of the proposed RFP. 	0-15
Fees <ul style="list-style-type: none"> Reasonableness of Price Proposal are the Respondents fees for services reasonable and consistent with the Scope of Services/Statement of Work. 	0-15
Financial Capacity of the organization to undertake and successfully complete the services required.	0-10
TOTAL	0-100

SECTION 5 SUBMISSION OF PROPOSAL

CEDA plans to award a contract from this RFP to the firm that most thoroughly meets the qualifications set forth in this document.

5.1 Instructions for Submission

5.1.1 Time for Submission

Proposals shall be submitted no later than the date and time indicated for submission to this RFP. Late submittals will not be considered.

5.1.1.2 Late Proposals

The Respondent remains responsible for ensuring that its submission is received at the time and date specified. CEDA assumes no responsibility for any submission not received, regardless of the delay.

5.1.2 Complete Submission

Respondents are advised to carefully review all the requirements and submit all documents and information as indicated in this RFP. Incomplete proposals may lead to a proposal being deemed non-responsive. Non-responsive proposals will not be considered.

5.1.3 Schedule of Revisions to RFP Schedule

Should the Respondent consider that changes in CEDA's RFP schedule are required; the Respondent shall submit a revised summary schedule with an explanation for the revision for CEDA's review. CEDA will be under no obligation to accept revised schedules.

5.2 Submission Requirements

5.2.1 Cover Letter

An authorized representative of the Respondent shall sign the cover letter. The letter shall indicate the Respondents commitment to provide the services proposed at the price and schedule proposed.

5.2.2 Qualifications of the Firm

Describe the firm's previous experience with providing the services listed in this RFP for projects of similar types as described in the Scope of Services. Provide those skills that demonstrate prior experience in providing similar services. Provide at least three (3) contract examples with firms similar in size to CEDA.

Provide a list of references where relevant projects were implemented. Include the name of the contact person, name of the organization, project dollar value, address, telephone number and email address, so CEDA may verify the accuracy of all statements may be completing the reference form found in Exhibit E.

5.2.3 Key Personnel

Provide a chronological resume for each of the key personnel proposed. Identify their specialized experience and professional qualifications as it relates to this contract as describe in the Scope of Services. In addition, provide the time commitment for each key personnel. Indicate the level of their commitment to other projects if any.

5.2.4 Proposed Plan of Action

Proposals must contain a brief statement of the company's methodology and relevant philosophy for the services requested in this RFP. In addition, the Respondent must provide a detailed proposed plan of action indicating how all requirements will be met as stated in the Scope of Services and the methodology the implementation plan to

successfully meet the goals of CEDA. The proposed plan of action shall include key milestones, staff & schedule, and ability to deliver value with a solution evidenced by cost savings as well as a current budget for the project.

5.2.5 Past Performance

Provide sufficient information to allow CEDA to obtain references related to at least three (3) projects of similar scope that have been successfully completed within the past five (5) years that illustrate the Respondent's ability to perform the services required for this engagement. The projects referenced must include the names of key personnel responsible for the projects. For each referenced project, provide the following information:

1. Project name and location.
2. Name, address, and telephone number of the project owner's representative for the project.
3. Scope of services provided.
4. List of projects in the last five (5) years that you have completed that are similar in character, cost and size.

5.2.6 MBE/WBE/SBE/DBE/VBE Participation

The Respondent must complete Exhibit D of this document, which will provide a listing of the minority and women-owned, small, veterans and disadvantaged business enterprises that will be used on this project and proof of certification for each firm listed. Certification will be accepted from the City of Chicago, CEDA of Cook, State of IL., Women's Business Development Agencies and the Chicago Minority Business Development Council, Inc.

5.2.7 Legal Actions

Respondents shall include a detailed description of any disputes they currently are involved in, as well as, a complete list of any lawsuits, judgments occurring within the last five (5) years, and all current liens pending.

5.2.8 System for Award Management (SAM)

Provide a SAM number. For information on how to obtain a SAM number for your organization, please refer to the following website: <http://www.sam.gov>

5.2.9 Conflict of Interest

Provide information regarding any real or potential conflict of interest. Failure to address any potential conflict of interest may be cause for rejection of the proposal.

5.2.10 Insurance

Proof of current insurance or ability to obtain insurance coverage outlined in Exhibit A.

5.2.11 Other

Submit any information the Respondent deems pertinent to demonstrate its qualifications to perform the services being requested such as memberships in any professional associations.

5.2.12 Price Proposal (use a separate sheet)

The Respondent shall provide a cost proposal for Engineering Services requested in this RFP. The cost proposal shall include all costs and expenses necessary to provide the services outlined in this RFP including travel. Additional lines if needed.

Provide hourly fees for all personnel who may be assigned to projects for the following services:

- a. Energy audit, recommendation of ECM's and economic analysis of projected savings.

- b. Energy audit software to calculate Savings to Investment Ratio (SIR) of space and water heating equipment repair and/or replacement and architectural measures including but not limited to air-sealing, insulation installation and window replacement.
- c. Equipment and work order specifications.
- d. Additional field visits, as necessary.
- e. Respondents shall submit a price proposal in the following format, based on a cost per hour.

*Team Member	Cost of Services per hour	Not to Exceed
Project Manager		
Senior Engineer		
Project Engineer		
Mileage		\$.70 per mile

*if the titles are different, please include the correct names

5.3 Proposal Evaluations and Award

5.3.1 Interviews

CEDA reserves the right to interview any and all Respondents to discuss rates, hours, etc. and to negotiate the best and final pricing. The respondent agrees to participate in any subsequent meetings or presentations requested by CEDA in the evaluation of this proposal.

SECTION 6 GENERAL CONDITIONS

6.1 Insurance Requirements and Indemnification

Proposal must be accompanied by written evidence of the type and amount of insurance maintained by Respondent. The Respondent shall indemnify, keep and hold harmless its agents, officials, and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may in anyway accrue against CEDA in consequence of the granting of this contract, or which may in anyway result there from, whether or not it shall be alleged or determined that the act was caused through negligence or omission by the Respondent or his employees, of a sub-Respondent of his employees, if any, or of CEDA or its employees. The Respondent shall, at his own expense, appear, defend and pay all charges of attorneys and costs and other expenses arising there from or incurred in connection therewith, and if any judgment shall be rendered against CEDA in any such action, the Respondent shall, at his own expense, satisfy and discharge them. The Respondent expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise

provided by Respondent, shall in no way limit the responsibility to indemnify, keep and hold harmless and defend the CEDA as herein provided.

6.2 Investigations Prior to Proposal Award

CEDA may make such investigations as are deemed necessary to determine the ability of the Respondent to perform the work. The Respondent shall furnish all such information and data for this purpose as CEDA may request. CEDA reserves the right to reject any proposal if the evidence submitted by, or investigation of such a Respondent, fails to satisfy it that such Respondent is properly qualified to carry out the obligations of the contract.

6.3 Conflict of Interest

No member of the Board of Directors, officer, employee or agent of CEDA who exercises any functions or responsibilities in connection with the carrying out of the project will have any personal or financial interest, direct or indirect, in the AGREEMENT.

Respondent represents that they presently have no interest and will not acquire any interest, direct or indirect, in the project to which this AGREEMENT pertains which would conflict in any manner or degree with the performance of their work hereunder. Respondent covenants that in their performance of the AGREEMENT, no person having any such interest shall be employed.

[] To the best of our knowledge, the undersigned company has no potential conflict of interest due to any other clients, contracts, nepotism or property interest for this project.

OR

[] The undersigned company, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, nepotism or property interest for this project.

Failure to check the appropriate blocks above and failure to provide documentation of a possible conflict of interest may result in termination of the AGREEMENT.

6.4 Cost/Ownership of Proposals

CEDA owns all Proposals. Proposals will not be returned to select Respondents. CEDA shall not be responsible for expenses incurred in preparing and submitting the Proposal. Such costs shall not be included in the Proposal.

6.5 Confidentiality

The Respondent agrees to keep the information related to all contracts in strict confidence. Respondent agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit other to do so, taking such reasonable measures as are necessary to restrict access to the information in the Respondent possession, to those employees on the Respondent staff who must have the information on a "need-to-know" basis. The Respondent agrees to immediately notify, in writing, CEDA's authorized representative in the event the Respondent determines or has reason to suspect a breach of this requirement.

6.6 Confidentiality

The Respondent agrees to keep the information related to all contracts in strict confidence. Respondent agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit other to do so, taking such reasonable measures as are necessary to restrict access to the information in the Respondent possession, to those employees on the Respondent's staff who must have the information on a "need-to-know" basis. The Respondent agrees to immediately notify, in writing, CEDA's authorized representative in the event the Respondent determines or has reason to suspect a breach of this requirement.

6.7 Non-Discrimination

The Respondent participating on this agreement shall not (1) fail or refuse to hire or to discharge any individual or otherwise discriminate against any individual with respect to his or her compensation, or the term, conditions, or privileges of his/hers employment because of such individual race, color, religion, sex, age, handicap or nationals' origin. (2) Limit segregate or classify employees or applicants for employment in any way which deprives or tends to deprive any individual of employment opportunities or otherwise adversely affect his/hers status as an employee, because of such individuals.

6.8 Drug-Free Workplace

Every contract of over \$10,000 shall include the following provisions:

During the performance of this contract, the Respondent agrees to (i) provide a drug-free workplace for the Respondent s employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Respondent 's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or behalf of the Respondent that the Respondent maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each sub-Respondent .

For the purpose of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a Respondent in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

6.9 Appeal and Protest

Unsuccessful Respondent s shall have (5) five calendar days from the date of notification of the contract award to file a written protest with CEDA, through the Procurement Department. The written protest shall include reason(s) for the protest with supporting documentation where appropriate.

Appeal/Protest procedures that are required by federal/state program funding sources shall take precedent where applicable take precedent where applicable. The President/CEO or his designee shall conduct a review of all information/documents submitted by the Respondent and shall take other steps as deemed necessary for a fair and impartial process of review. The President/CEO will render a final decision, which shall be binding and without additional appeal rights.

SECTION 7 PROPOSAL AFFIDAVIT

On behalf of _____ I submit this proposal to the Community and
(Company Name)
Economic Development Association of Cook County, IL to provide Engineering Services as described in
this document and exhibits.

I have full authority to bind _____ to this proposal and the terms and
(Company Name)
conditions of this proposal.

Signature of President our Authorized Officer

Title of President or Authorized Officer

Date

For questions regarding this response please contact:

Name

Title

Telephone Number

Fax Number

Email Address

Mailing Address, City, State Zip

**EXHIBIT A
INSURANCE REQUIREMENTS**

Respondents must meet the following CEDA standards and maintain at a minimum the types and amounts of insurance coverage set forth below and must provide CEDA with the certificates evidencing such coverage. CEDA reserves the right to ask for higher levels of coverage.

TYPE	MINIMUM ACCEPTABLE LIMITS OF LIABILITY
Worker's Compensation	Statutory-State of Illinois
Employers	
a. Each Accident	\$500,000.00
b. Each Employee Disease	\$500,000.00
c. Policy Aggregate Disease	\$500,000.00
Commercial General Liability	
a. Per occurrence	\$1,000,000.00
b. General Aggregate	
1. General Aggregate-Per Project	\$2,000,000.00
2. General Aggregate Products	\$2,000,000.00
Completed Operations	\$1,000,000.00
Personal and Advertising Injury	\$1,000,000.00
Fire Legal Liability (any one fire)	\$100,000.00
Medical Expense (any one person)	\$5,000.00
	To the fullest extent allowable by law, the policy must include a waiver of subrogation in favor of CEDA.
Umbrella Excess Liability (Coverage must be in excess of Commercial General Liability, Automobile Liability, and Employer's Liability. It shall be no more restrictive than the primary coverage listed.)	\$2,000,000.00 over Primary Insurance \$1,000.00 retention for Self-Insured Hazards Each Occurrence
Business Auto Liability (This Policy must provide coverage for all owned, non-owned, and hired autos.)	\$1,000,000.00

CEDA must be named as an additional insured on all coverage noted above. Respondents' policies must include Primary and Noncontributory status in favor of CEDA. The respondent must name the following as additional insured on all certificates of insurance:

CEDA, its board members, officers, employees, agents, and consultants

All insurance companies must be rated A-VIII or better by the A. M. Best Company.

Respondent's assumption of liability is independent from, and not limited in any manner by, the Respondent's insurance coverage obtained pursuant to this proposal, or otherwise. All amounts owed by Respondent to CEDA as a result of the liability provisions of the Contract shall be paid on demand.

**EXHIBIT B
CONTRACTOR'S AFFIDAVIT**

Respondent

Respondent Address

Respondent Telephone Number

Instructions:

FOR USE WITH ALL CONTRACTS. Every Respondent submitting a bid/proposal to CEDA must complete this Affidavit. Please note that in the event the Respondent is a joint venture, the joint venture and each of the joint venture partners must submit a separate and completed Respondent's Affidavit. In the event the Respondent is unable to certify any of the statements contained herein, the Respondent must contact CEDA and provide a detailed factual explanation of the circumstances leading to the Respondent's inability to so certify.

I certify that I am authorized to execute this Respondent's Affidavit on behalf of the Respondent set forth above, that I have personal knowledge of all the information set forth herein and that all statements, representations, information and documents provided in or with this Affidavit and attachments hereto are true and accurate.

The Respondent may report any change in any of the facts stated in this Affidavit within fourteen (14) days of the effective date of such change by completing and submitting a new Affidavit.

Company Name

Signature of Authorized Officer

Name of Authorized Officer (Print or Type)

Title

All bidders/Respondents shall provide the following information with their bid/ proposal/ contract. Complete all blanks by entering the requested information, or, if the question is not applicable, answer with "N/A". If the answer is other, please identify.

1. Date of application: _____
2. Company: _____
3. Parent Company: _____
4. Contact Name: _____
5. Street Address: _____

6. Mailing Address [if different]: _____

7. Telephone (1): _____
8. Telephone (2): _____
9. Fax Number: _____
10. Website Address: _____
11. E-mail Address (include name): _____
12. Employer's Federal ID# / Social Security #: _____
13. SAMS Cage Code No.: _____

Respondent is a

<input type="checkbox"/>	<input type="checkbox"/>	Corporation	<input type="checkbox"/>	Sole Proprietor
<input type="checkbox"/>	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Not-For-Profit
<input type="checkbox"/>	<input type="checkbox"/>	Joint Venture	<input type="checkbox"/>	LLC

Date Business Started: _____

Based on the selection above, complete the corresponding section below:

SECTION 1. For Profit Corporations, Limited Liability Corporations, or Not-For-Profit Corporations

- a. Incorporated in _____
- b. Authorized to do business in the State of Illinois ☐ Yes ☐ No
- c. Names of all officers and directors of corporation (or attach a list)

Name & Title

SECTION 2. Partnership

If the bidder/Respondent is a partnership, indicate the name of each partner or attach a list and the percentage of interest of each therein.

<i>Name of Partners</i>	<i>Percentage of Interest</i>
_____	%
_____	%
_____	%
_____	%
_____	%

SECTION 3. Sole Proprietorships

- a. The bidder/Respondent is a sole proprietor and is not acting in any representative capacity on behalf of any beneficiary:
☐ Yes ☐ No *If "No," complete items b and c.*
- b. If the sole proprietorship is held by an agent(s) or a nominee, indicate the principle(s) for whom the agent or nominee holds such interest.

Name(s)

- c. If the interest of a spouse or any other party is constructively controlled by another person or legal entity, state the name and address of such person or entity possessing such control and the relationship under which such control is being or may be exercised:

SECTION 4 – Joint Venture

If the Respondent is a joint venture, indicate the name of each partner or attach a list and the percentage of interest of each therein.

<i>Name of Partners</i>	<i>Percentage of Interest</i>
_____	%
_____	%
_____	%
_____	%

SECTION 5. Certification Regarding Suspension and Disbarment

The Respondent certifies to the best of its knowledge and belief, that it and its principles are not presently debarred, suspended, proposed for debarment, ineligible or voluntarily excluded from transactions by any Federal, State or local government agency and have not within a (3) year period preceding this proposal been convicted of or had a civil judgment rendered against them for the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction, a violation of Federal or State antitrust statutes, or the commission of embezzlement, theft forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property. Further, Respondent certifies it is not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or Local) with commission of any of the offenses enumerated in Section 2(a) above and have not within a (3) year period preceding this agreement had one or more public transactions (Federal, State or Local) terminated for cause or default.

SECTION 6. Verification

Under penalty of perjury, I certify that I am authorized to execute this Respondent's Affidavit on behalf of the Respondent set forth on this page, that I have personal knowledge of all the certifications made herein and that the same are true.

Signature of President or Authorized Officer

Title

Date

NOTARY PUBLIC

On this day, _____ personally appeared before me to me known to be the person(s) described in and who executed the within and foregoing instrument, and acknowledged that he/she signed the same as his/her voluntary act and deed, for the uses and purposes therein mentioned.

Witness my hand and official seal hereto affixed

This _____ day of _____, _____.

Notary Public in and for the State of _____, County of _____.

My commission expires _____.

Notary Signature _____

AFFIX NOTARY SEAL:

EXHIBIT C CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Authorized Officer Signature

Title

Organization

**EXHIBIT D
DIVERSITY FORM**

GENERAL RESPONDENT INFORMATION:

1. Name of Company: _____
2. Are you or your firm certified as a small, minority, female or disadvantaged business enterprise by a municipal, State or Federal agency?
[] Yes [] No
3. If yes, answer the following:
 - a. List agency: _____
 - b. Attach a copy of your certification letter.
4. Is your firm certified as a minority business by the Chicago Minority Business Development Council?
[] Yes [] No
5. Is your firm certified as a female owned business by the Women's Business Development Agency?
[] Yes [] No
6. Attach a copy of your certification letter.

SUB-RESPONDENT INFORMATION:

1. Are you using sub-Respondent or suppliers certified as small, minority, female, or disadvantaged businesses? Yes _____ No _____
2. If yes, please answer the following:
 - a. What approximate percentage of work is performed by these sub-Respondents?
 - b. What are the names of the firms?
 - c. Please attach certification forms for all certified sub-Respondents.
 - d. What are the names of the firms used, and the approximate dollar amount of the supplies purchased from small, minority, female, or disadvantaged businesses?
 - e. What approximate percentage is that of the total dollar amount purchased?
 - f. Please attach certification forms for all certified suppliers.

When contracting for goods and services preferences will be given to Respondents who subcontract with small businesses, minority-owned firms and women owned enterprises.

EXHIBIT E
BUSINESS INFORMATION AND REFERENCES

1. How many years has this company been in business? _____

2. Do you have a current business license? Yes _____ No _____

In what City or Town is the company licensed? _____

3. Please provide the name, telephone number and address of three references for jobs whose scope of work and dollar value are similar to that which is specified in this RFP. Please specify the type of work performed for the reference.

Company/Agency Name _____

Address _____

Phone _____ Contact _____

Type of Business _____

Company/Agency Name _____

Address _____

Phone _____ Contact _____

Type of Business _____

Company/Agency Name _____

Address _____

Phone _____ Contact _____

Type of Business _____