

REQUEST FOR PROPOSALS. A formal request to prospective vendors soliciting proposals for professional services contains, or incorporates by reference, the specifications or scope of work and all contractual terms and conditions. Proposals are submitted in sealed envelope and opened privately. Vendors are selected based on a qualification based evaluation.

REQUISITION. An electronic request issued by a county department head or his or her designee against available and approved funds authorizing the Purchasing Division to issue a purchase order on the department's behalf.

RESPONSIBLE BIDDER OR OFFEROR. (1) A person (firm) who has the capability in all respects to perform fully the public works contract requirements, and the experience, personnel, integrity, reliability, facilities capacity, equipment, acceptable past performance and credit which will assure good faith performance.

(2) Responsible bidder for construction contracts means a bidder for public works construction contracts advertised, awarded, and financed, in whole or in part, with County public funds, who meets all of the job specifications, including the following applicable criteria, and submits evidence of such compliance:

- a. All applicable laws prerequisite to doing business in Illinois, and all local ordinances; and not in conflict with any federal law.
- b. Evidence of compliance with
 - (a) Federal Employer Tax Identification Number or Social Security Number (for individuals)
 - (b) Provision of Section 2000(e) of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Executive Order No. 11375 (known as the Equal Opportunity Employer provisions).
- c. Certificates of insurance indicating the following coverages: general liability, workers' compensation, completed operations, and automobile.
- d. Disclosure of the name and address of each subcontractor from whom the contractor has accepted a bid and/or intends to hire on any part of the project prior to the subcontractor commencing work on the project.
- b. Compliance with all provisions of the Illinois Prevailing Wage Act, including wages, medical and hospitalization insurance and retirement for those trades covered in the Act.
- c. The bidder and all bidder's sub-contractors must participate in active apprenticeship and training programs approved and registered with the U.S. Department of Labor's Office of Apprenticeship for each of the trades of work contemplated under the awarded contract.
- d. All contractors and sub-contractors are required to turn in certified payrolls as specified in Illinois Public Act 94-0515, and follow all provisions of the Employee Classification Act, 820 ILCS 185/1 et seq.
- e. All bidders must provide three (3) projects of a similar nature as being performed in the immediate past five (5) years with the name, address and telephone number of the contact person having knowledge of the project or three (3) references (name, address, and telephone number) with knowledge of the integrity and business practices of the contractor.

The provisions contained in this subsection 2 of the definition of “Responsible Bidder or Offeror” shall not apply to federally funded construction projects if such application would jeopardize the receipt or use of federal funds in support of such a project. Division of Transportation projects shall be exempt from provisions contained in this subsection 2 of the definition of “Responsible Bidder or Offeror” that are not in concurrence with Illinois Department of Transportation Policies and Procedures.

RESPONSIVE BIDDER. A person who has submitted a bid which conforms in all material respects to the requirements set forth in the invitation for bids.

REVERSE AUCTIONS. A real time bidding process taking place at a scheduled time and internet location, in which multiple suppliers, anonymous to each other, submit bids to provide the designated goods and services specified in the invitation to bid.

SERVICES. The furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end product other than reports which are merely incidental to the required performance.

SMALL PURCHASE. Purchase for goods, services, construction or professional services by a department less than the applicable statutory minimum for competitive sealed bids and less than the Lake County Purchasing Ordinance requirements for competitive sealed proposals.

SPECIFICATION. Any description of the physical or functional characteristics or of the nature of a good, service, construction item, or professional service. It may include a description of any requirement for inspecting, testing, or preparing a good, service, or construction item for delivery, or professional services.

STANDING COMMITTEE. Any committee established by the County Board with specific agency and/or jurisdiction and responsibilities.

SURPLUS PROPERTY. Property in excess of the needs of the county and not required for its foreseeable need or no longer having any use to the county. (1977 Code, § 1:4-1) (Ord., § 1-105, passed 12-8-2009; Ord. passed 2-12-2013)

§ 33.006 PURCHASING AGENT; AUTHORITY AND DUTIES.

(A) Principal public purchasing official. The Purchasing Agent shall serve as the principal public purchasing official for the county, and shall be responsible for the procurement of goods, supplies, equipment, services, construction, and professional services, in accordance with this subchapter, as well as the management and disposal of surplus property.

(B) Duties. In accordance with this subchapter, and subject to the supervision of the County Board, the Financial and Administrative Committee, and the County Administrator, the Purchasing Agent shall:

(1) Procure or supervise the procurement of all goods, supplies, equipment, services, construction, and professional services needed by the county, with the exception of policies as