



LakeCounty

Purchasing Division

<http://doingbusiness.lakecountyiil.gov/>

Lake County will be accepting **only** electronic submissions for Statements of Interest (SOI) #25219 Capital Project Design for the Lake County Coroner and Lake County Sheriff's Office.

Please follow the steps below to upload your electronic SOI Submission:

1. Go to www.lakecountypurchasingportal.com
2. Click on the Bid Number: 25219
3. Click on register for this bid
4. Enter your username and password
5. Under the Submittals section you will be able to upload your bid submittal
 - a. Click on the browse button
 - b. Navigate your computer and select the appropriate file
 - i. Multiple files can be uploaded, each file can be no more than 20 MB
 - ii. Files can also be uploaded as a .zip file
 - c. Click on save submittals
 - d. Close the browser

Please follow the following steps to attend the Public Bid Opening:

1. Go to www.lakecountypurchasingportal.com
2. Click on the "Under Review" tab
3. Click on the Bid Number: 25219
4. Click on the "Events" tab
5. Join the Zoom Meeting by clicking on the meeting link
 - a. Please plan on joining the meeting at least 5 minutes early and mute your microphone.

ALL SUBMITTALS SHOULD BE LABELED ACCORDINGLY. PLEASE USE BELOW LABEL FOR YOUR CONVENIENCE.

SOI Number: 25219	Vendor Name: _____
Buyer: Mike Jeschke	
SOI Description: Capital Project Design for the Lake County Coroner and Lake County Sheriff's Office.	Vendor Address: _____ _____ _____
*SOI Due Date: June 20, 2025, by 11:00am CDT	

***Please note: Responses are due at 11:00 a.m. CDT on Friday, June 20, 2025. Please allow sufficient time for any technical issues you may have and upload your SOI early. Please email Purchasing at purchasing@lakecountyiil.gov to receive confirmation that we have successfully received your submissions. The deadline for questions is Friday, June 13, 2025, by 11:00am CDT.**

STATEMENT OF INTEREST # 25219

Capital Project Design for the Lake County Coroner and Lake County Sheriff's Office in Libertyville, Illinois

Notice is hereby given that Statements of Interest (SOI) (one original and one electronic unprotected copy) will be received from qualified architectural and engineering firms interested in providing the services, as described herein. Firms are encouraged to submit as much information as necessary to demonstrate their interest, experience, and qualifications to perform the work described for any project, service, or combination thereof. **To Lake County Purchasing Portal by June 20, 2025 at 11:00 a.m.**

CONTACT / QUESTIONS: Please submit questions on our website at <http://lakecountypurchasingportal.com> by selecting the SOI number and addendum link. Questions may also be submitted via email to purchasing@lakecountyil.gov. All questions shall be submitted no less than seven (7) days prior to the SOI opening date. No interpretation of the meaning of the plans, specifications or other Contract documents will be made orally. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused a firm to improperly submit a proposal. Lake County will review submissions and conduct negotiations in accordance with the Local Government Professional Services Selection Act (50 ILCS 510/).

1. Intent & Background:

Lake County intends to enter into a contract with a qualified architectural/engineering firm to provide comprehensive design services for the proposed expansion and rework of the Multi-Department Storage Facility located at 646 W. Winchester Rd, Libertyville, IL. Rework of the existing interior spaces could be limited to Facilities and Construction Service Dept Maintenance office and Garage space. The expansion is anticipated to include 50,000 square feet for the Sheriff's Office, 15,000 square feet for the Coroner's Office, and 30,000 square feet to support the County Clerks' warehouse and election operations with other Dept needs. It is anticipated that the facility will be predominately be a single store tilt-up construction structure. Sheriff's Office program elements include the following functions; Administrative Command, Highway Patrol, Criminal Investigation, Warrants, Records, Civil Process, Community Service, Training, Communications/Dispatch, and impound lot storage. The Coroner's Office program elements include the following functions; morgue operational space, administrative offices, enclosed sallyport, and dignified spaces for meeting, viewing and support. The County Clerk's function will include warehouse program elements will include administrative office and meeting space, County Clerk election material storage, controlled environment vote-by-mail space, and warehouse storage space. Additionally, the design will include geothermal heating/cooling, solar photovoltaic panel integration on roof, force protection and security, and secure parking.

The facility will be sited in conjunction with the 2012 Lake County Campus Planned Development Master Plan and will allow the Highway Patrol Facility and Coroner's Office to remain operational until the new facility is complete. It is anticipated that the final site selection will require general site improvements including the extension of the access road, possible expansion or creation of storm water detention facilities, utility and infrastructure improvements. The proposed use is a permitted use on this site, however a review of exterior design elements through the Village of Libertyville's Appearance Review Commission will be required.

In 2017, a study included extensive interviews conducted with Sheriff Administration, review of current operations, trend analysis, program development, schematic design options, and preliminary cost estimates. Attached as **Exhibit A** are excerpts from the Lake County Sheriff's Office Administration Long-Term Master Plan for the proposed Consolidated Public Safety Facility.

In 2019, a phase 2 design was completed for the Lake County Sheriff's Office Public Safety Building, which incorporated the above study's design requirements. The design was for a stand-alone structure independent of the surrounding buildings and facilities. Attached as **Exhibit B** is the Phase 2 Design Development Report.

In 2020, a study included interviews conducted with Coroner's Office, review of current operations, trend analysis, program development, schematic design options, and preliminary cost estimates. Study indicated the current facility needed to be expanded for parking and vehicular circulation, additional space to accommodate in deaths, larger autopsy room and morgue to support death numbers, and the addition of a classroom for professional training and autopsy viewing. **Exhibit C** is the forward planning document.

In 2022 a study included interviews with the County Clerk's office, storage and operational space needs, schematic design options, and rough order of magnitude budgets. The study indicated the County Clerk's operational needs could be co-located with other agencies within a larger facility, provided adequate operational separations were included in the design. Exhibit D is an excerpt from the Lake County Facility Master Plan related to this subject.

2. Project Scope of Services:

Work to be performed under this contract will include architect/engineer-of-record services for the design and construction of the proposed Multi-Department Facility, including all associated site engineering, landscaping and parking. The selected firm will provide complete A/E services for program verification, design development, preparation of contract documents, bidding and construction administration phases of the project.

In accomplishing of the responsibilities outlined above the Architect/Engineer shall specifically do the following;

DESIGN:

- A. The Architect/Engineer shall be responsible to interview appropriate staff and perform an analysis of space utilization; determine projected requirements for space needs, and; estimate the impact of trends related to their requirements. It is the responsibility of the Architect/Engineer to design specifications to accomplish this project within the project budget, in accordance with local, state and federal regulations; FEMA P-320, FEMA P-361, ICC-500, NFPA-1221 standards must be considered. The Architect/Engineer shall identify alternates individually, in the event that the County needs to reduce the project scope to fall within the construction budget.
- B. The Architect/Engineer shall be responsible for field verification of existing building conditions including all utilities to be impacted during the course of this project.
- C. The Architect/Engineer shall thoroughly analyze and verify all soil conditions in proposed construction site location. Architect/Engineer will be responsible for geotechnical services, to include recommendations on locations, quantities and depths of borings, type and depth of foundation, and structural engineering of foundation elements to adequately support all structures. Program verification with the County staff as required.
- D. Develop comprehensive design drawings, specifications, and supplemental guidance to allow integration of direct digital controls to an existing County wide enterprise building automation system. (BACNET)
- E. Provide comprehensive building automation design services including verification of owner's enterprise naming, network configurations, and control sequence strategies.
- F. Provide comprehensive commissioning services via a 3rd party consultant.
- G. Preparation of design documents to adequately define the scope and cost of the project. Attend meetings with County representatives and others as required to properly communicate the design intent and illustrate sufficient adherence to program requirements, project schedule and budget.
- H. Design all project elements in BIM/REVIT 2024 and up to or exceeding BIM level of design (LOD) 350 ISO Standard 7817-1:2024 as part of the design review and owner authorization/deliverable process.
- I. Provide clash coordination during design and Model Reviews using BIM Collaborate.
- J. Provide deliverables for BIM/REVIT model flythroughs for Architectural 40%, 60%, and 90% during Construction Documents Design.
- K. Provide deliverables for BIM/Revit 2024 model flythroughs for Mechanical/Electrical/Plumbing at 50%, 70%, and 90% during Construction Document Design
- L. Provide comprehensive record documents (drawings and specifications) in PDF format at the completion of the project, in hard copy, and as a BIM/REVIT 2024 format drawn to ISO Standard 7817-1:2024 LOD 350.
- M. All work products corresponding with the scope of work shall be turned over to the County in both hard copy and

a digital format acceptable to the County. Work product includes, but is not limited to, architectural and engineering plans, elevations, perspectives, sections; spread sheets relating to analysis and development of schedules, costs, budgets, implementation, operations, and other reports and recommendations; all presentation material; and all source file information used in completing the scope of work.

- N. Design facility specific wayfinding, branding, and imaging design within their scope of services.
- O. Coordinate with third party County consultants including, but not limited to, office furnishings and certain aspects of technology implementation.
- P. Design specialty furniture (i.e. Sheriff's Office 911/Dispatch operator consoles) in coordination with user specific technology.
- Q. Provide structured cabling and network design services.
- R. Provide comprehensive radio and network design services including: tower design, network design, provide RF analysis, produce interference studies, distinct data and radio centers. This will include necessary interconnections to existing 75' towers and 150' tower.
- S. Conduct a wetland inventory report, including mitigation strategies, for all areas impacted by this projects development.
- T. Provide a comprehensive stormwater analysis report for all areas impacted by this project's development.
- U. Design detention pond to support expansion of 100,000 square foot facility with adjacent impermeable areas. Update campus wide utility and stormwater master plan. Identify current and forecast utility and infrastructure needs. Provide project specific design to ensure adequate capacity and growth potential of these systems.
- V. Conduct property ownership and title search services, plat of survey designations, and tree survey inventories of the first 30' of all private properties bordering the west, north, and east portions of Lake County's campus.
- W. Provide a perimeter berm plan, and restorative landscape plan in alignment with Lake County's PUD with the Village of Libertyville, for development of land north of 656 W. Winchester Road.
- X. Design a comprehensive project security plan including physical and technological safeguards.
- Y. Design to include native plantings/drought tolerant plantings.

ANALYSIS

- Z. Perform life cycle analysis for design elements deemed appropriate by the County. At a minimum, this shall include major mechanical, electrical, plumbing and building envelope systems.
- AA. Provide a deliverable Energy Model file handover in any of these software platforms Autodesk Insight, EnergyPlus, eQuest, and/or OpenStudio.
- BB. Perform energy efficiency and sustainability analysis. Provide the County a written report with recommendations on certified construction options (LEED, Net-Zero, Etc.). This will include a building wide energy model with operational cost estimates.
- CC. Provide a bird safety analysis, including options for risk mitigation.
- DD. Develop Lake County specific phasing and logistics planning for the relocation of Sheriff's Office Dispatching from their existing to this new construct.
- EE. Assist the Owner in reviewing available grant options and applicability
- FF. Assist the owner in determining construction procurement options and making a recommendation for the most appropriate project delivery method for completion of the work.

PROJECT MANAGEMENT

- GG. Assist the Owner in soliciting construction testing and geotechnical services proposals with recommendations to Owner for award of contract. Architect/Engineer shall provide recommendations for items to be tested, and quantities of material testing required.
- HH. Coordinate with utility providers to ensure facility functional requirements are met.
- II. Assist owner in modification of radio licensures from existing to new facilities (FCC and FAA).
- JJ. Conduct and attend project meetings during the design phase and construction document phases as required. Provide documentation of the proceedings of the meetings no later than five working days after each meeting.
- KK. Upon request, attend County Board, Consortium, and Public Hearing meetings. It shall be assumed that

attendance will be required at a minimum of two County Board meetings, two Consortium Partner Meetings, and two public hearing meetings associated with the Village of Libertyville review process.

- LL. Include all consultants necessary to complete the scope of work, provide minutes of coordination meetings held between the A/E and various consultant teams in the execution of the design for review by the Owner.
- MM. Preparation of bid documents consisting of drawings and full project specifications for all site and building improvements required for project completion. Bids and Bid Packages to be opened in accordance with the project schedule and Lake County regulations.

BIDDING

- NN. Attend and participate in all pre-bid meetings, respond to all questions and prepare addenda as required. Assist the County in developing and reviewing bidder qualifications.
- OO. Participate in Bid and scope evaluation and due diligence investigation of references of the lowest qualified bidders and provide a written recommendation to the Owner.

CONSTRUCTION ADMINISTRATION

- PP. Coordinate with third party County consultants including, but not limited to, building automation, commissioning, office furnishings and certain aspects of technology implementation.
- QQ. Coordinate and manage permit process with all agencies having jurisdiction over the project. Begin permitting dialogue process with local authorities no later than the design development phase.
- RR. Provide assistance to contractors in securing any permits to be obtained for the construction of the project not previously obtained by the A/E.
- SS. Respond to all requests for information (RFI) in a timely fashion.
- TT. Participate in pre-construction and pre-installation meetings as required.
- UU. Provide Construction Administration services through construction completion and Owner occupancy, including weekly construction meetings with associated construction observation. Prepare and distribute reports of site observations.
- VV. Review shop drawings and submittals, product data and samples, etc. and coordinate with Owner for timely reviews.
- WW. Provide assistance to the contractor during initial start-up, testing, adjustment, balancing and commissioning of the building systems.
- XX. Provide comprehensive record documents (drawings and specifications) at the completion of the project in PDF format.
- YY. Provide updated architectural model in BIM/REVIT 2024 format as need for final Digital Twin handover.
- ZZ. All work product corresponding with the scope of work shall be turned over to the county in both hard copy and a digital format acceptable to the County. Work product includes, but is not limited to, architectural and engineering plans, elevations, perspectives, sections; spread sheets relating to analysis and development of schedules, costs, budgets, implementation, operations, and other reports and recommendations; all presentation material; and all source file information used in completing the scope of work.
- AAA. The Architect/Engineer shall work closely with the Contractor(s) and the County during the full course of the work. All work shall be done in accordance with local, state and federal regulations.
- BBB. Include all consultants necessary to complete the scope of work, provide minutes of coordination meetings held between the A/E and various consultant teams in the execution of the design for review by the Owner.

BUDGETING

- CCC. Develop an initial order of magnitude (OM) Budget articulating a turnkey migration of existing operations into the new Multi-Departmental building. This shall be broken out in alignment with Unifomat Level 2 Group Elements (i.e. foundations, superstructure, exterior enclosure, etc.). This shall also include budgets for non-construction related relocation expenses. The Design Team shall provide this at the onset of the project.
- DDD. Provide three independent cost estimates in a format requested by the County: one during Design Development, one at 50% and one at 100% completion of Construction Documents (pre-bid) for review by the Owner.

- EEE. Develop a comprehensive Project Budget and Design Element Authorization Plan. A protocol will need to be developed to tie key design decisions to budget commitments by the County and impact to the OM Budget. These decisions will be authorized internal to the SD, DD, and CD deliverable milestones and may require an internal stakeholder review and approval period prior to providing the designer authorization to continue. This will require refinement by the design team and estimator throughout the design process. Design decisions and their relative financial impact must be planned in advance. Please note this requirement is in addition to the independent (3rd party) cost estimates identified above.
- FFF. In coordination with Lake County Project Management, develop a project business plan that includes initial cost offsets based on future Consortium lease agreements.
- GGG. Provide a constructability analysis including: design attributes a-typical for projects of similar type, value engineering concepts and associated budgets, means and methods plan review and commentary, cost forecast by CSI division and major design attribute. Constructability analysis shall be provided alongside each of the three primary cost estimates identified in “RR”.

Scope Clarifications:

- A. Electronic media for Existing Site Conditions will be made available by the County for use by the A/E. Confirmation of existing site conditions shall be the responsibility of the A/E.
- B. The County will use a contract furniture vendor for general office furniture procurement. The A/E will be responsible for space planning general office furniture locations and coordinating utilities, but shall not be responsible for specifying, bidding or installation of general office furniture.
- C. The County will bid low voltage wiring (voice/data/cable TV/door control/security camera) and equipment under a separate contract. The A/E shall be responsible for including general layout coordination and rough-in for these systems under their scope of work.

3. Preliminary Project Schedule

To ensure that that Lake County is able to proceed with the identified projects, the proposers should indicate their ability to meet the targeted deadlines indicated below:

Action Item	Proposed Schedule*
Issue SOI	May 23, 2025
Deadline for submission of questions	June 13, 2025
Submittal of SOI	June 20, 2025
Shortlist Presentations & A/E Selection	June 27, 2025
Submittal of A/E Proposal	July 17, 2025
Contract Negotiation Complete	July, 2025
County Board Approval & Contract Execution	September 09, 2025
Kick off meeting	September 16, 2025
Complete Schematic Design Phase	January 02, 2026
Complete Design Development Phase	April 03, 2026
DD Budgets and Capital Reconciliation	June 12, 2026
Complete Construction Drawing Phase	November 25, 2026

****This timeline may be subject to change.***

Each timeframe listed above will include time required for Lake County staff review of and presentation of each deliverable.

4. Submission Requirements

Section 1.0 – Executive Summary

Provide a brief summary, which describes and highlights your firm's interest, experience and qualifications for this project.

Section 2.0 – Relevant Experience

- Describe your firm's experience in designing Public Safety Facilities, Coroner's Facilities, tilt-up construction, and warehousing including those that incorporate geothermal heating/cooling and solar photovoltaic power.
- Describe your firm's experience and familiarity with CALEA, NENA and FEMA standards. All proposers should expect this criterion to be explored in depth.
- Provide a detailed description and project profile sheets for up to five completed projects of similar type and scope containing services previously described. Emphasis should be placed on work completed within the last three to five years. Summary should describe the following for each of the projects:
 - Brief description of project, including location, total sf, and project delivery method
 - Project references including contact person and phone number
 - Services rendered
 - Date project was started and completed
 - Actual total project cost including breakdown of hard/soft costs
 - Key personnel and consultants assigned to project team

Respondents are advised that "recent experience" refers specifically to Public Safety Facility projects. Related experience may be helpful, but current experience with Public Safety design is expected.

All experience submitted for a team member while in the employment of a different firm shall include their title and role on the project as well as the firm name that held the contract for all work submitted for Relevant Experience.

Section 3.0 – Project Design and Management Team

- List specific personnel (including sub consultants) proposed for the project team, including the project assignment and role or area of responsibility of each individual. State the current assignments for personnel proposed for the project, and their percentage of involvement at various stages of design and construction. Provide a resume for each proposed team member, specifically stating tenure or experience with your firm, experience and qualifications of each individual. The following list represents a minimum submittal for key personnel from the architect/engineer team:
 - Principal in charge – Architect
 - Project Architect – Architect
 - Principals in charge – Civil, Structural, Mechanical, and Electrical engineer
 - Project Engineers – Civil, Structural, Mechanical, Geotechnical, and Electrical engineer
- Who on your team will provide consistent day-to-day leadership and management for the project?
- How much time will they spend on the project during the design phase and during the construction phase?
- What meetings are they expected to attend during each phase?
- What are your expectations for performance of this individual with regard to management of your design team?
- In the event that the owner contact / liaison leaves the employment of this firm, who will replace this position (provide full background for this individual for consideration)?
- List and rank 10 key attributes or abilities that this individual possesses and the benefits that this brings to the Owner.

Section 4.0 –Schedule

- What commitments and manpower are available from the firm to meet the project schedule?
- What steps would the firm take in order to make up schedule time if that were required?
- Demonstrate that your firm consistently meets project deadlines with respect to design and bid packages and provide examples of success in meeting critical timeframes including project scope and contact information for each example.

- Provide a detailed schedule for the completion of this scope of work including major milestones, presentation, owner review periods and other owner responsibilities. This schedule shall be provided as a submittal requirement.

Section 5.0 – Budget

- How does your firm maximize and maintain quality design and high-quality project image while maintaining tight budget constraints? Cite examples of specific things that you have done on other projects to meet this objective.
- Describe your firm's approach to value engineering and what contribution does the firm typically provides during each phase of design and construction. Value engineering should include the ability of the proposer to evaluate cost saving opportunities in the construction project and add value to the project by applying a creative approach to optimize lifecycle, energy consumption and operational costs resulting from the building design.
- Provide examples of documents/processes used by the firm for project budgeting, estimating, value engineering and cost control.

Section 6.0 - Quality

- List the steps and describe the quality control processes we can expect from the firm during each phase of the design process to assure careful coordination of all disciplines and a high quality of design and contract documents.
- Why is careful coordination and quality of documentation important to the firm? Does the firm take a leadership role in the review, approval and coordination of consultants' work?
- Provide a brief description of the firm's experience utilizing 3D modeling or BIM and the approach to implementing BIM during design and construction. This includes your firm's use of BIM to communicate design concepts, solve specific logistical and constructability issues, for cost validation purposes, schedule simulation, reconciliation of design and construction models, and any requirements for subcontractors to use BIM for virtual coordination and shop drawing production.
- Provide errors & omissions experience for the past five (5) years and/or any reductions in insurability.

Section 7.0 - Firm Differentiation

This section represents one of the most important sections for the selection of the short-listed firms. Please respond to the individual questions carefully and succinctly.

- Provide a detailed description of your design approach to this project, which demonstrates your understanding of specific, critical issues and challenges pertaining to the design and construction of a project of this nature.
- Provide a description of the attributes, processes and/or experiences that differentiates your firm from other firms.
- Describe the most innovative relevant project undertaken by your firm in the last five years and how it impacted the building users/owner.
- Describe your firm's familiarity with applicable codes and regulations including, Village of Libertyville Codes, regulations and the public hearing process, and the requirements of other state and local authorities having jurisdiction.

5. Evaluation Process

A. Evaluation Criteria Overview

The County will conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this procurement effort. Lake County will review submissions and conduct negotiations in accordance with the Local Government Professional Services Selection Act (50 ILCS 510/).

B. Evaluation Organization

An Evaluation Committee will be established to score and evaluate the submitted proposals. The Evaluation Committee may include members from Lake County's departments who have experience with public safety. The

Committee will be responsible for the proposal evaluation (including corporate reference checks).

C. Evaluation of the Proposals

Lake County will evaluate the Proposers response and the extent to which it meets the requirements delineated in this SOI. All proposals submitted in response to this SOI will be scored based on the evaluation factors identified:

- A. **Relevant Experience:** Proven experience in the planning and design of similar facilities;
- B. **Project Team:** Qualifications of proposed project team members, including depth of talent and staffing experienced in the execution of similar projects;
- C. **Schedule:** Willingness to meet time requirements and workload of the firm;
- D. **Budget:** The ability of the proposer to maintain budgetary control;
- E. **Quality:** Past performance on previous contracts or services provided;
- F. **Firm Differentiation:** Distinct attributes that make the firm uniquely capable to provide the services required.

D. Short List

The evaluation factors will be used to assist the evaluation committee in determining a short list. Proposer's will be notified by the County if they have been selected for the short list. Please note, Lake County reserves the right to not short list any and all Proposers if it is not in the best interest of the County.

E. Interview

Lake County reserves the right, as part of the evaluation process, to ask for additional materials, interview, or schedule site visits to any or all Proposers. Site visits may be scheduled or unscheduled as determined by the County. If applicable, the County shall contact Proposers to arrange an interview.

F. Additional Investigations

The County reserves the right to make such additional investigations as it deems necessary to establish the competence and financial stability of any firm submitting a proposal.

The County of Lake has a responsibility to balance fiscal, environmental, and social considerations into its operational decision-making process. The County's commitment to green and sustainable practices and good environmental stewardship was memorialized by the Lake County Board in the County's 2013 Strategic Plan where sustainability is listed as a value and a goal. This was further strengthened in September 2020 by adopting a Net Zero Emissions goal through Joint Resolution. Therefore, we shall promote environmentally preferable purchasing, whenever practical, by procuring goods or services that lessen the destructive effects on the environment and the health and well-being of all citizens.

Consideration of the practices adopted by our contracted firms is key to magnifying the impact of the County's sustainability measures. Proposers are requested to provide a Statement of Sustainability demonstrating the methods they have incorporated into their firms. Sustainability may be one of the scoring criteria included the evaluation rubric for the award of this contract.

INSTRUCTIONS

Please provide a narrative outlining any policies or practices implemented by your firm to reduce your carbon footprint. Your response should include, but need not be limited to:

- A copy of your firm's sustainability policy, awards, and accolades.
- Practices such as waste minimization, energy/water efficiency, methods instituted to reduce pollution, green products utilized, staff education, community involvement and volunteerism.
 - Specifically include the percentage of your firm's energy that comes from renewable sources and percentage of your fleet that is non-emitting.
- Sustainable approaches your firm may have for this specific project.
- Cost variances to incorporate a more sustainable approach to this project and any calculated life cycle costs.



Addendum Acknowledgement

The undersigned acknowledges receipt of the following addendum(s):

ADDENDUM #

I have examined and carefully prepared the submittal documentation in detail before submitting my response to Lake County.

Submittal Number: _____

Company Name: _____

Authorized Signature: _____

Printed Name/Title: _____

Date: _____

It is the vendor's responsibility to check for addendums, posted on the website at <http://lakecountypurchasingportal.com> prior to the submittal due date. No notification will be sent when addendums are posted unless there is an addendum posted within three business days of the submittal due date.

If the submittal has already been received by Lake County, vendors are required to acknowledge receipt of addendum via email to purchasing@lakecountyil.gov prior to the due date.

Submittals that do not acknowledge addendums may be rejected.

GENERAL INFORMATION SHEET

AUTHORIZED NEGOTIATORS:

Name:	Title:
Phone:	Email:
Name:	Title:
Phone:	Email:

BUSINESS ORGANIZATION: (check one only)

- ☐ Sole Proprietor: An individual whose signature is affixed to this proposal.
- ☐ Partnership: State full names, titles, and addresses of all responsible principals and/or partners on attached sheet.
- ☐ Corporation: State of incorporation: [Click or tap here to enter text.](#)
- ☐ Non-profit Corporation
- ☐ 501c3-- U.S. Internal Revenue Code

By signing this proposal document, the proposer hereby certifies that it is not barred from responding on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended.

Full Legal Business Name:	
Authorized Signature:	Date:
Printed Name/Title:	

REFERENCES

List below other similar size clients for whom you have provided similar services. Please include the email address for each reference.

Agency Name:
Mailing Address:
Contact Person/Title:
Phone Number:
Email:
Dates of Service:
Project/Service Provided:
Number of Employees:

Agency Name:
Mailing Address:
Contact Person/Title:
Phone Number:
Email:
Dates of Service:
Project/Service Provided:
Number of Employees:

Agency Name:
Mailing Address:
Contact Person/Title:
Phone Number:
Email:
Dates of Service:
Project/Service Provided:
Number of Employees:

Agency Name:
Mailing Address:
Contact Person/Title:
Phone Number:
Email:
Dates of Service:
Project/Service Provided:
Number of Employees:

VENDOR DISCLOSURE STATEMENT

Vendor Name:			
Address:			
Contact Person:		Phone #:	
Bid/RFP/SOI/Contract/Renewal:			

Vendors wishing to contract with Lake County for goods and services in an amount greater than \$30,000 shall submit this form in advance of award. This disclosure statement is not required for utility companies regulated by the Illinois Commerce Commission or local units of government. Vendors shall disclose:

- A familial relationship between a Lake County elected official, department director, deputy director and manager and owners, principals, executives, officers, account managers or other similar managerial positions of the vendor's company. Familial relationship is defined as a spouse (including civil partner), child, stepchild, parent, stepparent, grandparent, in-laws (including parent, grandparent, sibling, or child), relatives and non-relatives living in the same residence, and offspring born to any aforementioned person.
- All political campaign contributions made by the vendor or an owner, principal, executive, officer, account manager, or other similar managerial position of the vendor to any county board member, county board chair, or countywide elected official within the last five years.

If there is nothing to report in a section, please state NONE in the appropriate space.

FAMILIAL RELATIONSHIPS

List names and departments/agencies of Lake County employees or public officials with whom owners, principals, or officers of the vendor's company have a familial relationship and the nature of the relationship. Attach additional pages, as necessary. (Provide all names or state NONE in the space below. Do not leave blank.)

Name and Department/Agency of Lake County Employee/Public Official	Familial Relationship

CAMPAIGN CONTRIBUTIONS

List campaign contributions that have been made within the last five years that exceed \$150 annually. Attach additional pages, as necessary. (Provide all names or state NONE in the space below. Do not leave blank.)

Recipient	Donor	Description (e.g., cash, type of item, in-kind service, etc.)	Amount/Value	Date Made

Continuing disclosure is required if information changes. This Vendor Disclosure Statement form is available at www.lakecountyil.gov. The full text of the County's Ethics and Procurement policies and ordinances are available at www.lakecountyil.gov.

I hereby acknowledge that the information above is accurate and complete, that I am an authorized signer on behalf of the vendor, that I have read and understand these disclosure requirements, and that I agree to update this information if there are any related changes by submitting a new Vendor Disclosure Statement.

Authorized Signature:		Title:	
Printed Name:		Date:	

☐ **Vendors: Check this box when indicating exception. Then provide a brief narrative for exception below.**



VENDOR CERTIFICATION FORM

Bid/RFP/SOI Number:			
Vendor Name:			
Address:			
Primary Contact Name:			
Primary Contact Email Address:			
Primary Contact Phone Number:			
Project Manager Name:			
Project Manager Email Address:			
Project Manager Phone Number:			
# Years in Business:		Number of Employees:	
Annual Sales:	\$	Dunn & Bradstreet #:	
Vendor Certification Statement: Please identify all the following that apply to the ownership of this firm. This information is collected for reporting purposes only and not vendor selection. Please include a copy of the certification. (Definitions are included on the second page of Vendor Certification Form).			
<input type="checkbox"/>	Contractor certifies as a Minority – Business Enterprise (MBE)		
<input type="checkbox"/>	Contractor certifies as a Women Business Enterprise (WBE)		
<input type="checkbox"/>	Contractor certifies as a Veteran-Owned (VBE) Business Enterprise		
<input type="checkbox"/>	Contractor certifies as a Persons with Disabilities Owned Business Enterprise (PDBE)		
<input type="checkbox"/>	Contractor certifies as a Service-Disabled Veteran-Owned (SDVBE) Business Enterprise		
<input type="checkbox"/>	Contractor certifies as a Business Enterprise Program (BEP)		
<input type="checkbox"/>	Contractor certifies as a Small Disadvantaged Businesses (SDB)		
<input type="checkbox"/>	Contractor certifies as a Veteran-Owned Small Business (VOSB)		
<input type="checkbox"/>	Local Business		
<input type="checkbox"/>	None		
Other (Specify)			
Certification Number:			
Certified by (Agency):			

I certify that this information is accurate to the best of my knowledge and that I am authorized to provide this information on behalf of my company.

Signature:	Date:
Printed Name:	Title:

Vendor Certification Definitions

- **Minority-owned business (MBE)**
A business concern which is at least 51% owned by one or more minority persons, or in the case of a corporation, at least 51% of the stock in which is owned by one or more minority persons; and the management and daily business operations of which are controlled by one or more of the minority individuals who own it.
- **Woman-owned business (WBE)**
A business which is at least 51% owned by one or more women, or, in the case of a corporation, at least 51% of the stock in which is owned by one or more women; and the management and daily business operations of which are controlled by one or more of the women who own it.
- **Veteran-owned Business Enterprise (VBE)**
A small business (i) that is at least 51 percent owned, controlled and managed by one or more Eligible Veterans or in the case of a corporation, at least 51 percent or more of the stock of which is owned, controlled and managed by one or more Eligible Veterans.
 - **Eligible Veteran** means a person who (i) has been either a member of the armed forces of the United States or, while a citizen of the United States, was a member of the armed forces of allies of the United States in time of hostilities with a foreign country and (ii) has served under one or more of the following conditions: (a) the veteran served a total of at least 6 months; (b) the veteran served for the duration of hostilities regardless of the length of the engagement; (c) the veteran was discharged on the basis of hardship; or (d) the veteran was released from active duty because of a service connected disability and was discharged under honorable conditions.
 - **Armed Forces of the United States** means the United States Army, Navy, Air Force, Marine Corps, Coast Guard, or service in active duty as defined under 38 U.S.C. Section 101. Service in the Merchant Marine that constitutes active duty under Section 401 of federal Public Act 95-202 shall also be considered service in the armed forces for purposes of this Division.
- **Persons with Disabilities Owned Business Enterprise (PDBE)**
A small business (i) that is at least 51 percent owned, controlled and managed by one or more Persons with a Disability; or in the case of a corporation, at least 51 percent or more of the stock of which is owned, controlled, and managed by one or more Persons with a Disability.
 - **Disability or Disabled** means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual.
- **Service-Disabled Veteran-owned Business Enterprise (SDVBE)**
A small business (i) that is at least 51 percent owned, controlled, and managed by one or more qualified service-disabled veterans or in the case of a corporation, at least 51 percent or more of the stock of which is owned, controlled and managed by one or more Service Disabled Veterans.
 - **Service-Disabled Veteran** means an Eligible Veteran who has been found to have 10 percent or more service-connected disability by the United States Department of Veterans Affairs or the United States Department of Defense.
 - **Service-connected disability** means a disability incurred in the line of duty in the active military, naval or air service as described in 38 U.S.C. 101(16).
- **BEP – Business Enterprise Program**
Business Enterprise Program (BEP) BEP assists businesses owned by minorities, women, and people with disabilities gain access to the State of Illinois procurement process. BEP certification with the State of Illinois can also open the door to opportunities with other public and private entities which are looking for diverse suppliers.
- **Small Disadvantaged Businesses (SDB)**
A Small Disadvantaged Business (SDB) is a small business owned and controlled by socially and economically disadvantaged individuals as defined by Federal Acquisition Regulation (FAR) 19.001
- **Veteran-Owned Small Business (VOSB)**
A Veteran-Owned Small Business (VOSB) is a small business that is at least 51 percent owned by one or more veterans; or, if a publicly owned business, at least 51 percent of the stock is owned by one or more veterans. Also, one or more veterans control management and daily business operations of the firm.
- **Local business**
Lake County launched a Buy Local. Build Local. Work Local initiative in 2013 to increase the outreach and procurement opportunities for businesses located within Lake County, including women-owned businesses and minority-owned business enterprises (L/W/MBE). The overarching objective is to maximize participation from these businesses in the County's procurement process, in accordance with applicable law.