

# Lake County

## Purchasing Division

Please note the submission location is:

**Lake County**

**Attn: Purchasing Division**

18 N. County Street – 9<sup>th</sup> Floor

Waukegan, IL 60085-4350

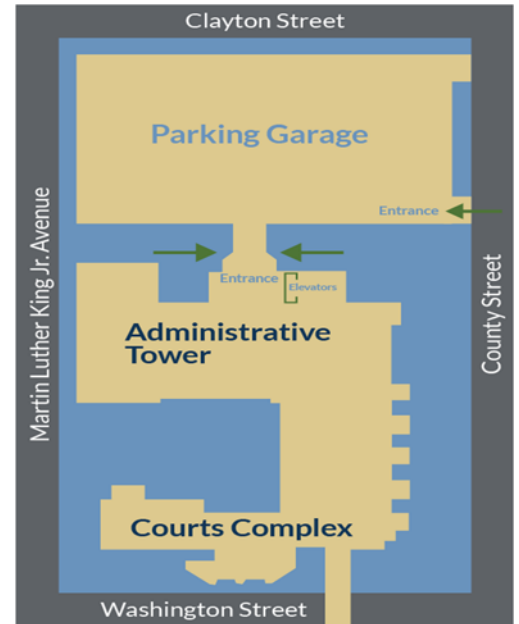
Contact information for Lake County Purchasing is:

**Purchasing Division**

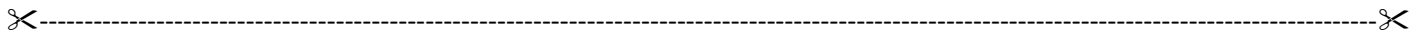
**Phone 847-377-2992**

**Fax 847-984-5889**

Email: [purchasing@lakecountyil.gov](mailto:purchasing@lakecountyil.gov)



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



<u>BID/RFP No.</u> RFP #20006	Vendor Name: _____
<u>Buyer:</u> Yvette Albarran	Vendor Address: _____
<u>Bid/RFP Description:</u> Complete Furniture Design, Installation, and Value-Added Services for Lake County, IL	Lake County <b>ATTN: PURCHASING DIVISION</b> 18 N. County Street – 9 <sup>th</sup> Floor
<u>BID/RFP Due Date*:</u> <b>February 11, 2020, 11:00 a.m. CST</b>	Waukegan, IL 60085-4350

**\*Please note: Responses are due at the 9<sup>th</sup> floor reception desk and shall be time stamped by 11:00 a.m. local time on the required due date. Please allow sufficient time for parking, passing through security and arriving at the 9<sup>th</sup> floor.**

**Lake County, Illinois**  
**Request for Proposals #20006**  
**Complete Furniture Design, Installation, and Value-Added Services for Lake County, IL**

The purpose of this Request for Proposal (RFP) is to establish a contract with a vendor to Complete Furniture Design, Installation, and Value-Added Services for Lake County, IL.

**GENERAL REQUIREMENTS:** Proposers are to submit sealed proposals, to be opened and evaluated in private. Submit one (1) marked Original, one (1) complete electronic unprotected copy on a USB flash drive, and one (1) redacted copy that can be used to comply with the Illinois Freedom of Information Act (FOIA). Please refer to the FOIA statute, 5 ILCS 140/1 *et seq.*, and specifically Section 7 therein, for an explanation of the information that may be redacted.

**SUBMISSION LOCATION:** Lake County Purchasing Division  
18 N. County Street, 9th Floor  
Waukegan, IL 60085-4350

**SUBMISSION DATE & TIME:** **February 11, 2020 by no later than 11:00 a.m. local time**  
Proposals received after the time specified will not be opened.

**CONTACT / QUESTIONS:** **All contact and questions regarding the Request for Proposal shall be with the Purchasing Division.** Should the proposer require additional information about this RFP, please submit questions on our website at <http://lakecountypurchasingportal.com> by selecting the RFP number and addendum link. Questions may also be submitted via email to [purchasing@lakecountyil.gov](mailto:purchasing@lakecountyil.gov). All questions shall be submitted no less than seven (7) days prior to the RFP opening date.

**CONTENTS:** The following sections, including this cover sheet, shall be considered integral of this solicitation.

- \*Cover Sheet
- \*General Terms and Conditions
- \*General Information
- \*Submittal Requirements
- \*Evaluation Criteria
- \*Price Proposal Sheet
- \*Addendum Acknowledgement
- \*Value Added Services
- \*General Information Sheet
- \*References
- \*Sustainability Statement
- \*Vendor Disclosure Statement
- \*Qualitative Analysis
- \*Pricing Exercise
- \*Quantitative Analysis
- \*Responsible Bidder Affidavit

If your RFP includes any exceptions, proposers must insert an "X" in the following box indicating a submission with exceptions and provide separately a submission with noted exceptions.

**NOTE TO PROPOSERS:** Any and all exceptions to these specifications MUST be clearly and completely indicated in the Proposer's response to the RFP. Failure to do so may lead the County to declare any such term non-negotiable. Proposer's desire to take exception to a non-negotiable term will not disqualify it from consideration for award

1. NEGOTIATIONS

Lake County reserves the right to negotiate specifications, terms and conditions, which may be appropriate to the accomplishment of the purpose of this Request for Proposal (RFP).

2. CONFIDENTIALITY

Proposals are subject to the Illinois Freedom of Information Act (FOIA) once an award or final selection is made. As such all Proposers responding are asked to submit one redacted copy of their proposal that can be used by the County to respond to any future FOIA requests for the proposal.

Please refer to the FOIA statute, 5 ILCS 140/1 *et seq.*, and specifically Section 7 therein, for explanation of information that may be redacted. For example, information exempt from disclosure in response to a FOIA request includes but is not limited to: highly personal or objectionable information; trade secrets and commercial or financial information claimed as proprietary, privileged or confidential, the disclosure of which would cause your business competitive harm; valuable formulae, computer geographic systems, designs, drawings and research data when disclosure of the same would produce private gain or public loss; certain construction related technical documents; and information associated with automated data processing operations that, if disclosed, would jeopardize system or data security.

If no redacted copy is provided, the Lake County Purchasing Division reserves the right to determine what information should be redacted as proprietary, privileged or confidential in response to a FOIA request. A Proposer who fails to provide a redacted copy of its proposal waives its right to maintain any claims against Lake County, its agents or employees for disclosure of this information.

3. RESERVED RIGHTS

Lake County reserves the right, at any time and for any reason, to cancel this RFP or any portion thereof, to reject any or all proposals, or to accept an alternate proposal. The County reserves the right to waive any immaterial defect in any proposal. Unless otherwise specified by the Proposer, the County has ninety (90) days to accept. The County may seek clarification from a Proposer at any time. Proposer's failure to respond promptly is cause for rejection. The County may require submission of best and final offers.

4. INCURRED COSTS

Lake County will not be liable for any costs incurred by respondents in replying to this RFP.

5. AWARD

Lake County reserves the right to award this contract based on the evaluation criteria set forth herein. Award shall be made by the Lake County Board to the responsible Proposer determined to be the most qualified and advantageous to the County. Lake County reserves the right to award this Contract in whole or in part if determined to be in the best interests of the County.

6. ADDITIONAL INFORMATION

Should the Proposer require additional information about RFP, please submit questions on our website at <http://lakecountypurchasingportal.com> by selecting RFP number and addendum link. Questions may also be submitted via email to [purchasing@lakecountyil.gov](mailto:purchasing@lakecountyil.gov). All questions shall be submitted no less than seven (7) days prior to RFP opening date. ANY and ALL changes to these specifications are valid only if they are included by written Addendum to all Proposers. No interpretation of the meaning of the plans, specifications or other contract documents will be made orally. Failure of any Proposer to receive any such addendum or interpretation shall not relieve the Proposer from obligation under this RFP as submitted. All addenda so issued shall become part of the RFP documents. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused a Proposer to improperly submit a proposal.

7. ADDENDUM ACKNOWLEDGEMENT

Any and all changes to the specifications and terms and conditions of this RFP are valid only if they are included by addendum issued by Lake County Purchasing. Proposers shall acknowledge addenda by signing the enclosed Addendum Acknowledgement form. It is the Proposers 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 within three business days of the submittal due date.

8. DISCUSSION OF PROPOSALS AND NEGOTIATION

Lake County may conduct discussions with any Proposer who submits a proposal. During the course of such discussions, the County shall not disclose any information derived from one proposal to any other Proposer. Lake County anticipates conducting negotiations with the successful Proposer. Your proposal should indicate any exceptions taken to this.

9. EXCEPTIONS

Any and all exceptions taken by Proposer to the terms of this RFP are to be identified in writing and included in the list of submittals.

10. CONTRACT TERM

This contract shall be in effect for a two (2) year period from date of award. Lake County reserves the right to renew this contract for three (3) additional one (1) year periods, subject to acceptable performance by the Consultant and upon appropriation of sufficient funds. At the end of any contract term, Lake County reserves the right to extend this contract for a period of sixty (60) days for the purpose of getting a new contract in place.

11. PRICE ESCALATION

The percentage discount shall remain firm/fixed for the term of the contract. Written requests for price revisions after the initial two (2) year period shall be submitted sixty (60) days prior to the price increase effective date, to Lake County Purchasing Division. Requests must be based upon and include documentation of the actual change in the cost of the components involved in the contract and shall not include overhead, or profit. Changes in the contract price shall be made in the exact amount of the actual change in Contractor cost or the percentage increase in the U.S. Average Consumer Price Index for the Midwest Urban - per category "All Items," whichever is less. Surcharges for fuel and/or other costs shall not be allowed other than in accordance with the Escalator Provision as stated herein. The County reserves the right to reject any price increase and to terminate the contract.

12. RESPONSIBILITY & DEFAULT

The Proposer shall be required to assume responsibility for all items listed in this RFP. The successful Proposer shall be considered the sole point of contact for purposes of this contract.

13. PURCHASE ORDER AND PAYMENT

The Proposer shall submit an invoice detailing the design services, furniture components included the percentage discount, labor and scrap hourly rates, based on the breakdown of items as listed on the Price Proposal Sheets, and based on the Project Specifications. Invoices shall show the purchase order number and the address where the product or services are provided. Payment shall be made in accordance with the Local Government Prompt Payment Act.

14. INTERPRETATION OR CORRECTION OF REQUEST FOR PROPOSALS

Proposers shall promptly notify the Purchasing Division of any ambiguity, inconsistency or error that they may discover upon examination of the RFP. Interpretation, correction and changes to the RFP will be made by addendum. Interpretation, corrections or changes made in any other manner will not be binding.

15. TAXES

The County is exempt from paying certain Illinois State Taxes.

16. TERMINATION

The County reserves the right to terminate this contract, or any part of this contract, upon thirty (30) days written notice.

In case of such termination, the Proposer shall be entitled to receive payment from the County for work completed to date in accordance with the terms and conditions of this contract. In the event that this Contract is terminated due to Proposers default, the County shall be entitled to purchase substitute items and/or services elsewhere and charge the Proposer with any or all losses incurred, including attorney's fees and expenses.

17. INDEPENDENT CONTRACTOR

The Proposer is an independent contractor and no employee or agent of the Proposer shall be deemed for any reason to be an employee or agent of Lake County.

18. NON-DISCRIMINATION

The Proposer shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. Furthermore, the Proposer shall comply the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended.

19. INDEMNIFICATION

The Proposer agrees to indemnify, save harmless and defend Lake County, its agents, servants, and employees, and each of them against and hold it and them harmless from any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorney's fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract. The foregoing indemnity shall apply except if such injury, death or damage is caused directly by the willful and wanton conduct of Lake County, its agents, servants, or employees or any other person indemnified hereunder.

20. INSURANCE

The Proposer must obtain, for the Contract term and any extension of it, insurance issued by a company or companies qualified to do business in the State of Illinois with an A.M. Best Rating of at least A-and provide the County with a Certificate of Insurance 15 days before the start of the project, and thereafter annually for contracts/ projects that will last more than one year. Insurance in the following types and amounts is necessary and/or where applicable:

Workers Compensation (Coverage A) and Employers Liability (Coverage B)

Workers Compensation Insurance covering all liability of the Proposer arising under the Worker's Compensation Act and Worker's Occupational Disease Act at limits in accordance with the laws of the State of Illinois. Employers' Liability Insurance shall be maintained to respond to claims for damages because of bodily injury, occupational sickness, or disease or death of the Proposer's employees, with limits listed below:

Employers Liability

- a) Each Accident \$1,000,000
- b) Disease-Policy Limit \$1,000,000
- c) Disease-Each Employee \$1,000,000

Such Insurance shall contain a waiver of subrogation in favor of Lake County.

Commercial General Liability Insurance

In a broad form on an occurrence basis shall be maintained, to include, but not be limited to, coverage for property damage, bodily injury (including death), personal injury and advertising injury in the following coverage forms where exposure exists:

- Premises and Operations
- Independent Contractors
- Products/Completed Operations
- Liability assumed under an Insured Contract/ Contractual Liability
- Personal Injury and Advertising Injury

With limits of liability not less than:

\$ 1,000,000 Each Occurrence

\$ 1,000,000 Products-Completed Operations

\$ 1,000,000 Personal and Advertising injury limit

\$ 2,000,000 General aggregate; the CGL policy shall be endorsed to provide that the General Aggregate limit applies separately to each of the Proposer's projects away from premises owned or rented to contractor.

Automobile Liability Insurance (if applicable)

Automobile liability insurance shall be maintained to respond to claims for damages because of bodily injury, death of a person, or property damage arising out of ownership, maintenance, or use of a motor vehicle. This policy shall be written to cover any auto whether owned, leased, hired, or borrowed.

The Proposer's auto liability insurance, as required above, shall be written with limits of insurance not less than the following: \$ 1,000,000 Combined single Limit (Each Accident)

Professional Liability – Errors and Omissions (if applicable)

The Engineers/Architects/Consultants for the plans of the project shall be written with limits of insurance not less than the following: \$ 1,000,000 per claim per policy year

Coverage shall be provided for up to three (3) years after project completion. Policy is to be on a primary basis if other professional liability is carried.

Professional Liability – Cyber Liability (if applicable)

Cyber Liability Insurance for property damage to electronic information and/or data; first and third-party risks associated with e-business, internet, etc., with limits of insurance not less than the following: \$ 1,000,000 per occurrence limit

Technology Errors and Omissions (if applicable)

The Proposer's Software Developer and/or IT Consultant for the plans, including developing and implementing technology for Lake County, or of the project, shall be written with limits of insurance not less than the following: \$ 1,000,000 per occurrence limit

Excess/ Umbrella Liability (if applicable)

The Proposer's Excess/ Umbrella liability insurance shall be written with the umbrella follow form and outline the underlying coverage, limits of insurance will be based on size of project: \$ 2,000,000 per occurrence limit (*minimum, and may be higher depending on the project*)

Liability Insurance Conditions

Proposer agrees that with respect to the above required insurance:

- a) The CGL policy shall be endorsed for the general aggregate to apply on a "per Project" basis;
- b) The Contractor's insurance shall be primary in the event of a claim.
- c) Proposer agrees that with respect to the above required insurance, Lake County shall be named as additional insured, including its agents, officers, and employees and be provided with thirty (30) days' notice, in writing by endorsement, of cancellation or material change;
- d) Lake County shall be provided with Certificates of Insurance and endorsements evidencing the above required insurance, prior to commencement of this Contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least thirty (30) days prior to the expiration of

cancellation of any such policies. Email Certificates of Insurance to the following email address:  
[purchasing@lakecountyil.gov](mailto:purchasing@lakecountyil.gov)

- e) Any hard copies of said Notices and Certificates of Insurance shall be provided to:

**Lake County  
Purchasing Division  
18 N. County 9th Floor  
Waukegan, Illinois 60085  
Attn: RuthAnne Hall, Lake County Purchasing Agent**

Failure to Comply: In the event the Proposer fails to obtain or maintain any insurance coverage required under this agreement, Lake County may purchase such insurance coverage and charge the expense to the Proposer.

21. ASSIGNMENT

The Proposer may not reassign any award made, as the result of this RFP, without prior written consent from the County.

22. JURISDICTION, VENUE, CHOICE OF LAW

This RFP and any contract resulting there from shall be governed by and construed according to the laws of the State of Illinois. Jurisdiction and venue shall be exclusively found in the 19<sup>th</sup> Judicial Circuit Court, State of Illinois.

23. CHANGE IN STATUS

The Proposer shall notify Lake County immediately of any change in its status resulting from any of the following: (a) Proposer is acquired by another party; (b) Proposer becomes insolvent; (c) Proposer, voluntary or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) Proposer ceases to conduct its operations in normal course of business. Lake County shall have the option to terminate its Agreement with the Proposer immediately on written notice based on any such change in status.

24. DISPUTE RESOLUTION

All issues, claims, or disputes arising out of this Agreement shall be resolved in accordance with the Appeals and Remedies Provisions in Article 9 of the Lake County Purchasing Ordinance.

25. NON-ENFORCEMENT BY THE COUNTY

The Proposer shall not be excused from complying with any of the requirements of the Contract because of any failure on the part of the County, on any one or more occasions, to insist on the Proposer performance or to seek the Proposers compliance with any one or more of said terms or conditions.

26. PRECEDENCE

Where there appears to be variances or conflicts, the following order of precedence shall prevail: Lake County General Terms & Conditions, Lake County Request for Proposal Terms Scope of Work, and the Proposal Response.

27. PERSONAL EXAMINATION

Proposers are required to satisfy themselves, by personal examination of the site as to work involved and the difficulties likely to be encountered in the performance of work under this Agreement. No plea of ignorance of conditions that exist now or hereafter, or of any conditions of difficulties that may be encountered in the execution of the work under this Agreement will be accepted as an excuse for failure to or omission on the part of the Proposer to fulfill in every respect all the requirements and specifications, nor will same be accepted as a basis for any claim for extra compensation.

The Proposer is responsible to investigate and gather all relevant and pertinent information prior to submitting a proposal. By submitting a proposal, the Proposer affirms that they have performed all due diligence and are aware of all critical factors that may affect the provision of the services as described in the RFP. Such critical factors may include but are not limited to; location, space, utilities, scope of operations, and any other conditions, which may affect the Proposer operations. No allowance will be made for not being familiar with existing conditions to be encountered.

28. PRICING

Pricing shall be included on Proposal Price Sheet.

29. DELIVERY CONDITIONS

All items shall be F.O.B. delivered and installed. The term F.O.B. destination shall mean delivered and unloaded onto the receiving area of the department listed and transported to the location where the item will be installed and used with all charges for transportation and unloading paid by contractor. Any claim for loss or damage shall be between the Contractor and the carriers. Deliveries will be made per instructions of each individual purchase order.

Note: Certain orders will be designated for dock delivery only.

30. JOINT PURCHASING

The purchase of goods and services pursuant to the terms of this Contract shall also be offered for purchases to be made by other governmental units, as authorized by the Governmental Joint Purchasing Act, 30 ILCS 525/0.01, et seq. (the "Act"). All purchases and payments made under the Act shall be made directly by and between each governmental unit and the successful Proposer. The Proposer agrees that Lake County shall not be responsible in any way for purchase orders or payments made by the other governmental units. The Proposer further agrees that all terms and conditions of this Contract shall continue in full force and effect as to the other governmental units during extended terms. The credit or liability of each governmental unit shall remain separate and distinct. Disputes between Proposers and governmental units shall be resolved between the immediate parties.

The Proposer and the other governmental units may negotiate such other and further terms and conditions to this Contract ("Other Terms") as individual projects may require. To be effective, other terms shall be reduced to writing and signed by a duly authorized representative of both the successful Proposer and the other governmental unit.

The Proposer shall provide the other governmental units with all required documentation set forth in the solicitation including but not limited to: performance and payment bonds, Certificates of Insurance naming the respective governmental unit as an additional insured, and certified payrolls to the other governmental unit as required.

31. ECONOMIC OPPORTUNITY PROGRAM

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. The County will take all necessary and reasonable steps to assure that business enterprises defined as L/W/MBE shall have a fair opportunity to participate in County contracts. As part of its Economic Opportunity Program (EOP) commitment the County will make every effort to achieve the following objectives:

- (a) To ensure nondiscrimination in the award and administration of contracts;
- (b) To create a level playing field on which L/W/MBEs can compete fairly for contracts by providing any necessary training and assistance in bid preparation;
- (c) To ensure that the County's EOP is narrowly tailored in accordance with applicable law;
- (d) To establish a means for firms identifying themselves as L/W/MBEs to register for procurement opportunities and work cooperatively with contracted firms to report on measures that demonstrates the County's commitment to its EOP; and,
- (e) To help remove barriers to the participation of L/W/MBEs through notification of contract opportunities.

Successful Proposers are encouraged to work with Workforce Development to post any and all opportunities for employment on County contracts. Lake County's Workforce Development mission is to foster and ensure the economic prosperity of the Lake County community by maximizing the potential of businesses and workers. As such, Workforce Development provides a key resource for job seekers and employers.

State law mandates an open and competitive bidding process and requires that publicly procured contracts be awarded



to the lowest responsible and responsive bidder with no demonstrated preference based on the bidder's location, race and gender.

32. REPORTING REQUIREMENTS FOR AWARDED CONTRACTS

All awarded vendors will identify and report the type of ownership— L/W/MBE, and/or not L/W/MBE for any work that they or their approved subcontractors will perform. In addition, Lake County requests that all awarded vendors provide an accounting of employees assigned throughout the term of the contract in regards to their home address and ethnicity. Lake County may use any data collected to report on potential of businesses and workers benefitting from County contracts.

33. LAKE COUNTY OWNERSHIP OF INFORMATION

All information pertaining to records, data collected, property, financial or other information acquired under the scope of this contract shall be strictly confidential and the sole property of Lake County. The Proposer shall return all information to Lake County upon termination, and/or request and shall not utilize any of the information for purposes outside of the scope of this contract or without express approval of Lake County. Upon County request, the Proposer must provide all Lake County data in a documented, standard format.

34. JOINT VENTURES & SUCCESSFUL PROPOSER MERGERS, ACQUISITIONS, DIVESTITURES OR CHANGE IN STRATEGY

In the event a joint venture is proposed, each party to the joint venture must meet all applicable requirements of the RFP. The party submitting the response shall be considered the sole contact for issues relating to this RFP. In the event of a merger, acquisition, divestiture or change in strategy, the successful proposer will state its commitment to continue to provide services.

35. OUT OF POCKET EXPENSES

All out-of-pocket expenses paid by the Proposer during the project will be incurred solely at the Proposers expense.

36. INFORMATION SECURITY

In the process of performing services to Lake County the Proposer may come in contact with information deemed important and proprietary to Lake County. The Proposer agrees that any services performed for Lake County, whether on Lake County premises or not, will meet or exceed Lake County's information security policy and privacy standards. Lake County reserves the right to audit proposer's performance in meeting these standards.

37. KEY PERSONNEL

Proposer shall not replace any Key Personnel without the County's prior written consent, which shall not be unreasonably withheld. Should one of the Key Personnel be reassigned, become incapacitated, cease employment by Proposer, and/or be unable to perform the functions or responsibilities assigned to him or her, Proposer shall (i) within ten (10) business days, temporarily replace them with another properly qualified employee and (ii) within thirty (30) calendar days, permanently replace the contact. Lake County reserves the right with advance notice, and Proposer having the opportunity to remedy, to request the dismissal and removal of Proposer staff from the project for reasonable cause. Any decision to substitute or replace Proposers Subcontractor for the implementation of proposed solution, will need a prior written consent from the County. Provide a summary organizational chart. Identify the primary contact and describe the roles of each key person.

38. PREVAILING WAGE ACT

This project is subject to the Wage of Employees on Public Works (Prevailing Wage) Act (Illinois Revised Statutes, Chapter 48, Section 39s, et. seq.). Not less than the minimum wage rates as established by Lake County or State of Illinois Department of Labor shall be paid.

39. LABOR STATUTES, RECORDS AND RATES

The following enclosed documents shall be a part of the Contract Documents for this project:

1. "Labor Statutes, Records and Rates".
2. "Prevailing Wages for Construction Trades," as issued monthly by the Illinois Department of Labor.

## **LABOR STATUTES, RECORDS AND RATES CONSTRUCTION CONTRACTS for LAKE COUNTY - STATE OF ILLINOIS**

All Contractors shall familiarize themselves with all provisions of all Acts referred to herein and in addition shall make an investigation of labor conditions and all negotiated labor agreements which may exist or are contemplated at this time. Nothing in the Acts referred to herein shall be construed to prohibit the payment of more than the prevailing wage scale.

In the employment and use of labor, the Contractor and any subcontractor of the Contractor shall conform to all Illinois Constitutional and statutory requirements including, but not limited to, the following:

### **1.0 Equal Employment Opportunity:**

1.1 Illinois Constitution, Article I, Section 17, which provides: "All persons shall have the right to be free from discrimination on the basis of race, color, creed, national ancestry and sex in the hiring and promotion practices of any employer or in the sale or rental of property."

1.2 Illinois Constitution, Article I, Section 18, which provides: "The equal protection of the laws shall not be denied or abridged on account of sex by the state of its units of local government and school districts."

1.3 The Public Works Employment Discrimination Act, 775 ILCS 10/1, provides in substance that no person may be refused or denied employment by reason of unlawful discrimination, nor may any person be subjected to unlawful discrimination in any manner in connection with contracting for or performance of any work or service of "any kind by, for, on behalf of, or for the benefit of the State, or of any department, bureau, commission, board or other political subdivision or agency thereof."

1.4 Contractor shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. Furthermore, the Contractor shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended.

2.0 The Veterans Preference Act, 330 ILCS 55/1, provides: "In the employment and appointment to fill positions in the construction, addition to, or alteration of all public works undertaken or contracted for by the State, or any of its political subdivisions thereof, preference shall be given to persons who have been members of the Armed Forces of the United States...in times of hostilities with a foreign country..."

3.0 The Servicemen's Employment Tenure Act, as amended, 330 ILCS 60/2, "safeguarding the employment and the rights and privileges inhering in the employment contract, of servicemen."

4.0 The Prevailing Wage Act, 820 ILCS 130/1 et seq., provides: "It is the policy of the State of Illinois that a wage of no less than the general prevailing hourly rate as paid for work of a similar character in the locality in which the work is performed, shall be paid to all laborers, workers and mechanics employed by or on behalf of any and all public bodies engaged in public works." The current Schedule of Prevailing Wages for Lake County is enclosed and must be prominently posted at the project site by the Contractor.

4.1 The Prevailing Wage Act, 820 ILCS 130/4, provides: "All bid specifications shall list the specified rates to all laborers, workers and mechanics in the locality for each craft or type of worker or mechanic needed to execute the contract. If the Department of Labor revises the prevailing rate of hourly wages to be paid by the public body, the revised rate shall apply to such contract, and the public body shall be responsible to notify the Contractor and each subcontractor of the revised rate."

4.1.1 The County shall notify the Contractor of any revised rates as determined by the Department of Labor and as received by the County. It shall be the responsibility and liability of the Contractor to promptly notify each and every subcontractor of said revised rates.

4.1.2 Unless otherwise specified in the Contract Documents, the Contractor shall assume all risks and responsibility for any changes to the prevailing hourly wage which may occur during the Contract Time. A revision to the prevailing rate of

hourly wages shall not be cause for any adjustment in the Contract Sum.

4.2 The Prevailing Wage Act, 820 ILCS 130/5 provides that the Contractor and each Sub Contractor shall, "submit monthly, in person, by mail or electronically a certified payroll to the public body in charge of the project."

4.2.1 The Contractor shall submit to the County by tenth day, monthly, a certified payroll list including all workers, laborers and mechanics employed by the Contractor and each of the Sub Contractors.

4.2.2 The certified payroll records shall include each worker's name, address, telephone number, social security number, classification, number of hours worked each day, the hourly wage and starting and ending times each day.

4.2.3 Included with the payroll records, the Contractor and each Sub Contractor shall attest, in writing, to the veracity and accuracy of the records and that the hourly rate paid is not less than the general prevailing wages required.

5.0 The Child Labor Law, as amended, 820 ILCS 205/1, which provides: "No minor under 16 years of age...at any time shall be employed, permitted or suffered to work in any gainful occupation...in any type of construction work within this state."

The Contractor will include verbatim or by reference the provisions contained herein in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. The Contractor will be liable for compliance with these provisions by such subcontractors.

The Contractor and each subcontractor shall keep or cause to be kept an accurate record of names, occupations and actual wages paid to each laborer, workman and mechanic employed by him in connection with the contract. This record shall be open at all reasonable hours for inspection by any representative of the County or the Illinois Department of Labor and must be preserved for four (4) years following completion of the contract.

6.0 Current Prevailing Wage Rates can be found at:

<https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/2018-Rates.aspx>

**1. INTENT**

It is the intent of Lake County to enter into a multi-year contractual agreement for the design, purchase, and installation of a wide variety of modular office furniture in accordance with the parameters included herein. Services provided under this contract will include a mixture of large-scale capital purchases (example: new construction and major remodels), facility improvement purchases (example: new conference rooms or small banks of cubicles) and departmental purchases (example: new task chair or cabinetry).

This request for proposal is being developed by Lake County Facility & Construction Services in coordination with our primary stakeholders, but will serve as the primary resource for all County Departments during the term of this contract. Lake County Government includes a wide variety of departments, some of which are elected officials and capable of making independent procurements. Lake County requests will originate from multiple sources (example: Facility & Construction Services, Sheriff’s Dept, Division of Transportation, Health Department, etc.), but shall be routed through a single project development portal/account representative on the Proposer’s side. Warranty claims will also originate from multiple sources but shall be routed through a single portal/account representative on the Proposer’s side. The awarded proposer will need to work with these entities, both independently and in collaboration with Lake County Facility and Construction Services as the situation warrants.

**2. LAKE COUNTY, ILLINOIS**

Lake County is located in northeast Illinois, between the Chicago and Milwaukee metropolitan areas, and is home to about 702,000 residents. It is committed to open government and transparency with conservative fiscal policies which have allowed it to maintain fiscal stability and achieve a AAA bond rating from Standard & Poor’s and Moody’s. Lake County Government owns and operates over 1.5 million square feet of: office, institutional, industrial, medical, and government complexes. Facilities are frequently updated via the County’s Facility Assessment Program, and on occasion, are comprehensively remodeled and rehabilitated through the County’s Corporate Capital Improvement Program. There is a continuous need for new furniture, accessories, labor, and design services to allow for these planned improvements.

**3. BACKGROUND**

Currently, Lake County utilizes a furniture material and design contract which was self-solicited in 2015 for the majority of purchases; a joint purchasing agreement provides the balance of the County’s furniture. The following table details contract purchases for furniture and installation across the last 5 years by both means.

<b>Period</b>	<b>Self-Contracted</b>	<b>Joint Purchasing Agreement</b>
1/1/2015-12/31/2015	\$329,780	\$0
1/1/2016-12/31/2016	\$277,264	\$40,479
1/1/2017-12/31/2017	\$740,984	\$71,848
1/1/2018-12/31/2018	\$1,167,368	\$136,661
1/1/2019-CURRENT	\$275,076	\$120,377

Lake County intends to contract with a major domestic furniture manufacturer of equal or greater quality as Herman Miller, All-Steel, Steelcase, and KI Furniture.

**4. ESTIMATED QUANTITY**

The County does not guarantee any specific amount and shall not be held responsible for any deviation. All orders received by the Contractor during the term of the contract shall be filled in accordance with the terms and conditions set forth herein.

5. SCOPE OF WORK

Lake County is seeking a turnkey solution for design, procurement, installation and project management of its furniture related needs. In addition, Lake County is seeking value added services which include facility management, forward planning, and financial control systems.

- Facility Management may include services such as: reconfiguration services, non-obsolescence product line offerings, haul-off services (must comply with Lake County Surplus Property Policy – Attached), furniture asset management, and comprehensive warranty claim program.
- Forward Planning may include services such as: culture/change management, (furniture) space standards design and roll-out, and (furniture) product line standardization.
- Financial Control may include services such as: increased discounts based on aggregated gross County expenditure, renewal program cost forecasting, warranty program database, and establishment of a centralized ordering/installation/billing management database.

In pursuit of the above, Lake County looks to this vendor to provide creative and financially prudent solutions.

6. PROJECT TIMELINE

To ensure that that Lake County is able to implement the proposed solution, the proposers should indicate their ability to meet the deadlines indicated below:

Action Item	Proposed Schedule*
Issue RFP	January 15, 2020
Deadline for submission of questions	February 4, 2020
RFP Opening	February 11, 2020
Shortlist Presentation (if necessary)	Week of February 17, 2020
Contract Negotiations	Week of February 24, 2020
County Board Approval & Contract Execution	April 14, 2020

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

7. PROJECT STATUS MEETINGS

Personnel from the proposer, Lake County, and other interested Lake County organizations will, as scheduled at a mutually agreed upon frequency, meet to discuss the scope of this project and the progress made by the Proposer in the performance of their obligations hereunder. When ad hoc meetings need to occur, Proposer and Lake County will make every effort to accommodate same.

8. PERFORMANCE LEVELS/CONTRACTOR EXPECTATIONS

In order to gain a robust understanding of the needs of the County, the Proposer shall converse or meet with select County staff as requested. The number and frequency of conversations/meetings shall be determined by Lake County.

9. ACCOUNT REPRESENTATIVE

The proposer shall assign an Account representative who has a minimum of 5 years, successful experience in providing these services. The account representative, and his or her qualifications, shall be identified in the submittal of the RFP documents. The Account representative shall be present for presentation of the proposal and must be assigned to Lake County throughout the contract period.

Establishment of a consistent, reliable, working relationship is a primary goal of this solicitation. The selected firm’s primary point of contact shall be committed to Lake County and will remain constant throughout the term of this contract. Should the selected firm desire to designate another individual as the primary point of contact, this must be approved by Lake County, and may be grounds for termination of the contract if a mutually acceptable successor can not be identified. The County may request replacement of the primary point of contact based upon its needs.

10. REPORTS

Proposer shall furnish reports as requested and required by Lake County.

**DETAILED SUBMITTAL REQUIREMENTS**

Proposals should be prepared as simple as possible and provide a straightforward, concise description of the proposed products and services to satisfy the requirements of the RFP. Attention should be given to accuracy, completeness, relevance and clarity of content. The proposal should be organized into the following major sections:

- Section 1.0 – Executive Summary
- Section 2.0 – Company Background
- Section 3.0 – Relevant Experience & References
- Section 4.0 – Project Design and Management Team
- Section 5.0 – Quality
- Section 6.0 – Firm Differentiation
- Section 7.0 – Scope of Services
- Section 8.0 – Qualitative Analysis
- Section 9.0 – Quantitative Analysis
- Section 10.0 – Value Added Services
- Section 11.0 – Exceptions to the RFP
- Section 12.0 – Sustainability Statement
- Section 13.0 – Vendor Disclosure Statement
- Section 14.0 – Responsible Bidder Affidavit

**Section 1.0 – Executive Summary**

The introductory material must include a title page with the RFP number, subject, name of the Proposer, address, telephone number, e-mail address, the date, a letter of transmittal and a table of contents. The executive summary should be limited to a brief narrative summarizing the proposal.

**Section 2.0 – Company Background**

In this section provide information about the company so that the County can evaluate the Proposer’s stability and ability to support the commitments set forth in the response to this RFP. Information in this section should contain the following information in addition to the General Information Sheet that is also included as an exhibit to this RFP:

- Company name and location of the corporate headquarters and of the nearest office to Lake County.
- The number of years the company has been in business and the number of years the company has been providing services to the public sector.
- Include information on the company’s customer base, such as the number of public sector clients the company serves, the number of local government clients, and the number of public sector clients in the state.
- Identify if the company serves other industries.
- Include a brief summary of the company’s organizational characteristics such as the number of employees, their backgrounds, whether the company is privately held, publicly traded, or if it is a subsidiary to a parent company.
- Describe any other business affiliations (e.g., subsidiaries, joint ventures, “soft dollar” arrangements with brokers).
- Identify the individuals who will be the account representative for Lake County, including office locations, telephone numbers and email addresses

**Section 3.0 – Relevant Experience & References**

- Identify furniture manufacturer, dealer/distributor alignment, and overview of manufacture capacity, capability, and annual volume.
- Provide a contract profile sheet for up to five similar contractual agreements per the scope of services and value add requests previously described. Emphasis should be placed on agreements still in effect or recently completed with government agencies.
- Provide contact information for the reference’s projects for Lake County inquiry and discussion.

#### **Section 4.0 – 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 the contract. Provide a resume for each proposed team member, specifically stating tenure or experience with your firm, experience and qualifications of each individual. All experience submitted for a team member while in the employment of a different firm shall include their title and role as well as the firm name that held the contract for all work submitted for Relevant Experience.
- Who on your team will provide consistent day-to-day management for the contract?
- What are your expectations for performance of this individual with regard to management of your design team?
- In the event that this contact 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 5.0 – Quality**

- List the steps and describe the quality control processes we can expect from the firm during each phase of the design process, procurement, and installation process to assure careful coordination of all disciplines and a high quality of final installed product.
- 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.

#### **Section 6.0 – 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, ergonomics, industry trends, and best practices.

#### **Section 7.0 – Scope of Services**

This section of the proposal should include a general discussion of the Proposer's overall understanding of the project and the scope of work. For each task that is identified in the scope of services outlined in the specifications, please identify your firm's approach and response to address the desired service outlined.

#### **Section 8.0 – Qualitative Analysis**

Lake County will conduct a comparative analysis of the Proposer's product offering, based upon the typical use scenarios as identified in this section. Proposer is advised to submit products of comparable quality as those identified as the basis of design. Proposer shall include quantity of products applicable to design and shall discount those products and associated labor in a manner which is consistent and compatible with the quantitative analysis identified in Section 9.0. The basis for comparison shall be deemed the Proposer's "Better" product line, but Lake County wishes to understand Proposer's "Good" and "Best" product offerings if the Proposer believes they may be appropriate for the typical use scenarios. If proposer wishes to provide this additional information, Proposer shall clearly list these as alternates; "SECTION 8.0 ALTERNATE GOOD PRODUCT OFFERING" and "SECTION 8.0 ALTERNATE BEST PRODUCT OFFERING". Under each scenario Proposer shall include catalog, brochure, or cut sheets as necessary to clearly articulate the products utilized in the scenario. Products must be singular identifiable components (as compared to a product "line"). All products shall be manufacturer's core line of finishes/details/options. If some elements of alternate product lines (example – seating or case goods) are consistent between "Good", "Better", and "Best" offerings, simply relist these elements under the alternate offerings.

### **Section 9.0 – Quantitative Analysis**

Lake County intends to utilize the following quantitative factors to establish a baseline evaluation of total package offering by Proposer. Discount offerings shall be based upon the “Better” product line identified by proposer in Section 8.0.

### **Section 10.0 - Value Added Services**

Lake County considers Value Added Services to be additional services, certain specific business procedures, quality features, methods or additional business activities offered by the Proposer that when utilized directly or indirectly serve to increase the total value of the services proposed. Lake County invites Proposers to include Value Added Services by attaching additional pages to the sheet titled “VALUE-ADDED SERVICES”. Proposers Value-Added Services must include specific information on your Value-Added Service and present any potential costs.

### **Section 11.0 – Exceptions to the RFP**

All requested information to this RFP must be supplied as this document and subsequent proposals submitted help form the basis for a contract with the selected proposer. Proposers may take exception to certain requirements in this RFP. All exceptions shall be clearly identified in this section and written explanation shall include the scope of the exceptions, the ramifications of the exceptions for the County and the descriptions of the advantages or disadvantages to the County as a result of the exception. The County, at its sole discretion, may reject any exceptions or specifications within the proposal.

### **Section 12.0 - Sustainability Statement**

Lake County is committed to green and sustainable practices and good environmental stewardship. Consequently, Proposers are asked to provide a Statement of Sustainability to demonstrate that they are also incorporating sustainability into their firms’ practices. A Sustainability Statement form is included as part of the RFP. Proposers are asked to provide a clear description of your firm’s sustainable practices, policies, or procedures in the following areas: waste minimization, energy efficiency, water efficiency, staff and education.

### **Section 13.0 - Vendor Disclosure Statement**

This disclosure statement is being filed in accordance with the Lake County Ethics Ordinance and Lake County Purchasing Ordinance. Effective January 2019 the Lake County Board implemented a Vendor Disclosure Statement Policy, which require vendors to disclose any familial relationships between a Lake County elected official, department director, deputy director, manager and owners, principals or officers of the vendor’s company as well as campaign contributions to County elected officials.



Lake County will conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this procurement effort. All proposals will be evaluated by how well the proposal satisfies the described/stated needs, rather than how exactly the proposal matches the strictest interpretation of the terminology and design concepts stated herein. Newly emerging technologies, additional features, and the ability of the proposed solutions to adapt will be a consideration.

**Evaluation Organization**

- A. An Evaluation Committee will be established to score and evaluate the submitted proposals.
- B. The Evaluation Committee may include members from Lake County’s departments who have experience with the associated services. The Committee will be responsible for the proposal evaluation (including corporate reference checks).

**Evaluation of the Proposals**

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

Evaluation Factors:

- A. **Relevant Experience:** Proven experience in the implementation of similar contractual relationships;
- B. **Project Team:** Qualifications of proposed project team members, including depth of talent and staffing experienced in the execution of similar contracts;
- C. **Qualitative Analysis:** Product offering, compatibility, and quality;
- D. **Quantitative Analysis:** Pricing structure
- E. **Meets or Exceeds scope of work:** Service inclusions, customer interface, and project management
- F. **Firm Differentiation:** Distinct attributes that make the firm uniquely capable to provide the services required and value-added services.

**Short List**

The evaluation factors will be used to assist the evaluation committee in determining a short list. Proposers 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.

**Interview**

Lake County reserves the right, as part of the evaluation process, to ask for additional materials, interview, or schedule site visits to any locations serviced by Proposers. Site visits may be scheduled or unscheduled as determined by the County. If applicable, the County shall contact Proposers to arrange an interview. Information provided as part of the interview may be used by Evaluation Committee to re-evaluate and re-rank Proposers

**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.

**Best and Final Offer**

The County reserves the right to request a Best and Final Offer (BAFO) if additional information or modified terms are necessary for the Evaluation Committee to complete its evaluation and ranking. A BAFO will not be used solely to reduce pricing. If a BAFO is requested, all short-listed proposers, or if the short list process is not used, all qualified Proposers will be provided an opportunity to submit a modified Response. Only one BAFO request will be issued by the County. The information received from the BAFO will be used by the Evaluation Committee to re-evaluate and re-rank the Proposers.

**Complete Furniture Design, Installation, and Value-Added Services for Lake County, IL**

**PRICE PROPOSAL SHEET**

**January 2020**

The proposer will consider all costs (labor, material, overhead, administration, profit, travel, etc.) associated with providing the services listed in this RFP. (Please attach additional sheets if necessary). Any hourly rates for services that may not be included shall be provided with the corresponding service and rate. All additional services beyond the initial scope of the project, identified by the Proposer as beneficial to the County, shall be delineated separately for the County to consider.

<b>Services</b>	<b>Quantity</b>	<b>Rate</b>	<b>Sub-Total</b>
<b>Design Services (as appropriate per "Unit Prices Group A")</b>	<b>Hrs</b>	<b>\$</b>	<b>\$</b>
<b>Furniture Material and Delivery</b>	<b>\$</b>	<b>%</b>	<b>\$</b>
<b>Furniture Installation Services</b>	<b>Hrs</b>	<b>\$</b>	<b>\$</b>
<b>Net Addition or Net Credit for County Designated Scrap/Refuse</b>		<b>\$</b>	<b>\$</b>
	<b>TOTAL</b>		<b>\$</b>



**Addendum Acknowledgement RFP #20006**

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

ADDENDUM #	SIGNATURE

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

Submittal Number: 20006

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

Authorized Representative: \_\_\_\_\_

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

*Print* \_\_\_\_\_

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 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](mailto:purchasing@lakecountyil.gov) prior to the due date.

Submittals that do not acknowledge addendums may be rejected.

All responses are to be submitted in a sealed envelope. Envelopes are to be clearly marked with required submittal information.

**Complete Furniture Design, Installation, and Value-Added Services for Lake County, IL**

**VALUE ADDED SERVICES**

**January 2020**

Lake County considers Value Added Services to be additional services, certain specific business procedures, quality features, methods or additional business activities offered by the Proposer that when utilized directly or indirectly serve to increase the total value of the services proposed. Lake County invites Proposers to include Value Added Services by attaching additional pages to the sheet titled "VALUE-ADDED SERVICES". Proposers Value-Added Services must include specific information on your Value-Added Service and present any potential costs.

**Price Schedule for Value Added Services**

<b>Item</b>	<b>Additional Service</b>	<b>Description of Optional Service</b>	<b>Price and/or Cost Basis for Service</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

**AUTHORIZED NEGOTIATORS:**

Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Email Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Email Address: \_\_\_\_\_

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

\_\_\_\_ 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.

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Complete Furniture Design, Installation, and Value-Added Services for Lake County, IL**

**January 2020**

**REFERENCES**

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

Agency Name: \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Dates of Service \_\_\_\_\_  
# of Employees \_\_\_\_\_

Agency Name: \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Dates of Service \_\_\_\_\_  
# of Employees \_\_\_\_\_

Agency Name: \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Dates of Service \_\_\_\_\_  
# of Employees \_\_\_\_\_

Agency Name: \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Dates of Service \_\_\_\_\_  
# of Employees \_\_\_\_\_

The County of Lake is committed to green and sustainable practices and good environmental stewardship. Consequently, we are asking Proposers to provide a Statement of Sustainability to ensure our Proposers are also incorporating sustainability into their firms' practices.

**INSTRUCTIONS**

On the following Sustainability Statement form, provide a clear description of your firm's sustainable practices, policies, or procedures. These practices may include, but may not be limited to, the following categories and examples:

Waste Minimization within your office or facilities, such as a recycling programs, double-sided copying, electronic internal communications (i.e. memos), use of recycled-content materials and reusable cups, limiting printing, electronic document management, instituting green purchasing policies, using green cleaning supplies and practices, or reducing packaging in materials you procure or supply.

Energy Efficiency within your office, facilities, or firm, such as lighting retrofits, photo-sensor switches for lighting, effective use of daytime lighting, using Energy Star rated appliances or equipment, using an alternative fuel or having efficient fleet policies, an anti-idling policy, or indoor temperature management (i.e. turning the thermostat up in the summer and down in the winter).

Water Efficiency within the office, facilities, or firm, such as faucet or fixture retrofits, switching from individual bottled water to office water coolers or drinking fountains, and installing drought-tolerant landscaping.

Staff encouraged to adopt sustainable practices and supported by your firm through public transit benefits, bicycle accommodations, telecommuting options, support for green seminar attendance, becoming US Green Building Council LEED accredited, or creating an internal "green team."

Education of your staff about green practices, education of your business peers about your green accomplishments, education of your community by your sustainability, or notice of any environmental awards your firm has achieved.

CONTINUE TO NEXT PAGE

# SUSTAINABILITY STATEMENT

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Attach additional sheets if necessary.

## Waste Minimization

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## Energy Efficiency

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## Water Efficiency

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## Staff

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## Education

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# VENDOR DISCLOSURE STATEMENT

Vendor Name:			
Address:			
Contact Person:		Contact Phone #:	
Bid/RFP/SOI/Contract/Renewal:	RFP #20006		

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.lakecountyiil.gov](http://www.lakecountyiil.gov).

The full text of the County's Ethics and Procurement policies and ordinances are available at [www.lakecountyiil.gov](http://www.lakecountyiil.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 must insert "x" in the following box indicating exception and provide a brief narrative for exception.

## Section 8.0 Qualitative Analysis

To be utilized in conjunction with Scenarios A-D

Proposer to use best available current pricing

Exclude sales tax, utilize prevailing wages for all labor

Room	Component	Proposer's Product	Quantity	Material Unit Price	Labor Unit Price	Extension
A	T1					
	C1					

Room A Sub-Total

B	T2					
	C2					
	S1					

Room B Sub-Total

C	T3					
	C3					
	C4					
	WS1					
	S2					
	S3					

Room C Sub-Total

D1	X1					
	X2					
	X3					
	X4					
D2	PS1					
	C5					
	WS2					
	S4					
	S5					

Room D Sub-Total

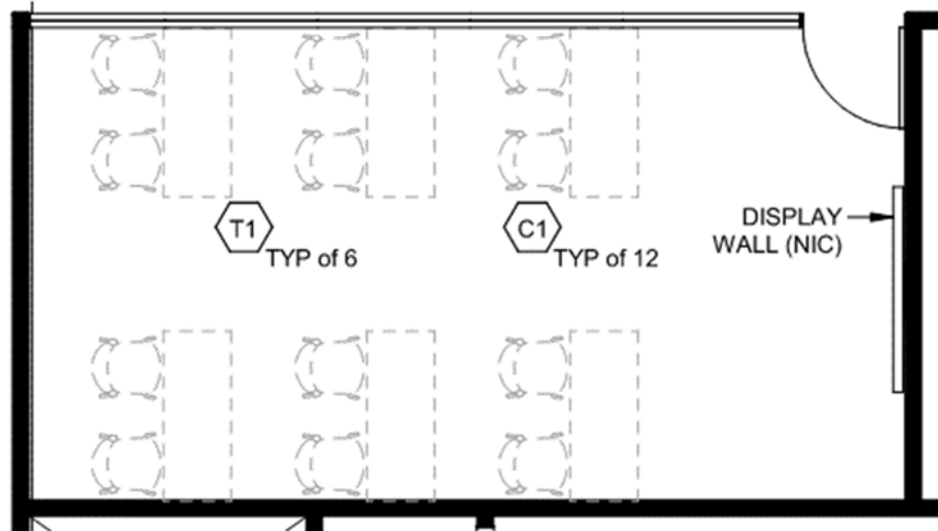
TOTAL BULK PRICE

### Instructions

- 1.) Proposer shall complete and submit the above listed table
- 2.) Proposer shall complete and utilize County designated "Price Proposal Sheet" (page 18) to provide offering price to Lake County for totality of Rooms: A, B, C, D1, and D2.

# PRICING EXERCISE

## ROOM A: Training Room



### **T1** TABLE #1, TRAINING

- 24"x60" Manually operated flip-top, nesting table
- Modesty panel w/ cable management
- Power/data at top
- T base w/casters
- FINISHES:
  1. top/edge: High pressure laminate
  2. frame/leg: Powder coat

BASIS FOR "BETTER" OPTION TO BE  
Allsteel Structure Table

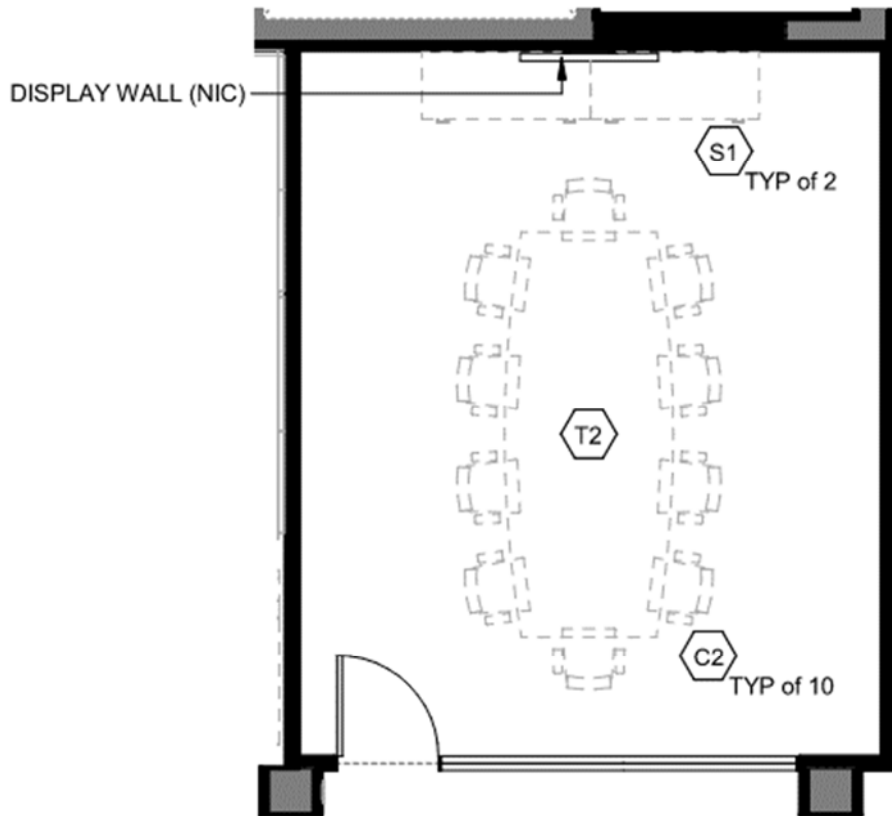
### **C1** CHAIR #1, TRAINING

- Multi-Purpose Nesting/Stacking Chair
- Mesh back w/upholstered seat
- Fixed Arms
- Casters

BASIS FOR "BETTER" OPTION TO BE  
Allsteel Seek Chair

# PRICING EXERCISE

## ROOM B: Executive Conference



### **T2** TABLE #2, CONFERENCE

- 60"x12' long two-piece, boat shaped Conference Table
- Knife edge profile
- Power/data at top w/ cable management
- Hollow panel legs
- FINISHES:
  1. top/edge: High pressure laminate
  2. frame/leg: High pressure laminate

BASIS FOR "BETTER" OPTION TO BE  
Allsteel Structure Table

### **C2** CHAIR #2, CONFERENCE

- Height adjustable Task Chair
- Tilt lock
- Seat depth adjustment
- Upholstered back w/upholstered seat
- Fixed "C" Arms
- Casters

BASIS FOR "BETTER" OPTION TO BE  
Allsteel Access Chair

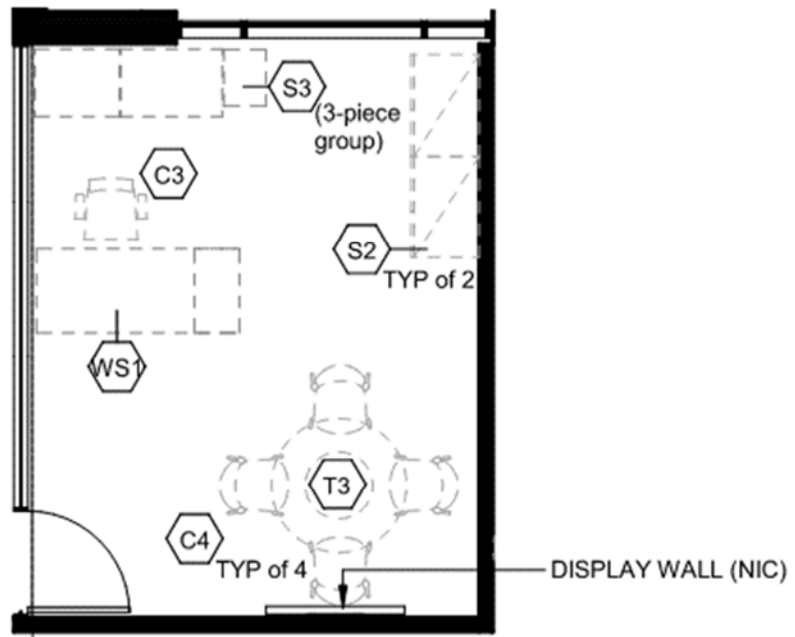
### **S1** STORAGE #1, CONFERENCE

- 5' long High Storage credenza
- Painted wood
- Combination Lateral files w/doors

BASIS FOR "BETTER" OPTION TO BE  
Allsteel Stride Wood Storage

# PRICING EXERCISE

## ROOM C: Private Office



### T3 TABLE #3, PRIVATE OFFICE

- 48" round, 29" H Table
- Flat profile edge
- Round pedestal base
- FINISHES:
  1. top/edge: High pressure laminate
  2. frame/leg: Powder coat

BASIS FOR "BETTER" OPTION TO BE  
Allsteel Structure Table

### C3 CHAIR #3, PRIVATE OFFICE

- Height adjustable, High-back Task Chair
- Tilt lock
- Seat depth adjustment
- Mesh back w/upholstered seat
- 4D adjustable Arms
- Casters

BASIS FOR "BETTER" OPTION TO BE  
Allsteel Evo Chair

### C4 CHAIR #4, PRIVATE OFFICE

- 4-leg Guest Chair
- Mesh back w/upholstered seat
- Fixed Arms
- Glides

BASIS FOR "BETTER" OPTION TO BE  
Allsteel Evo Side Chair

### WS1 WORK SURFACE #1, PRIVATE OFFICE

- 72"x30" Height adjustable, sit/stand desk
- Full height modesty panel
- File/file storage (one side)
- Power/data in worksurface
- Cable management

BASIS FOR "BETTER" OPTION TO BE  
Allsteel Approach Collection

### S2 STORAGE #2, PRIVATE OFFICE

- 24"x36" 4-Drawer Lateral File
- Full extension file drawers
- High pressure laminate finish

BASIS FOR "BETTER" OPTION TO BE  
Allsteel Approach Collection

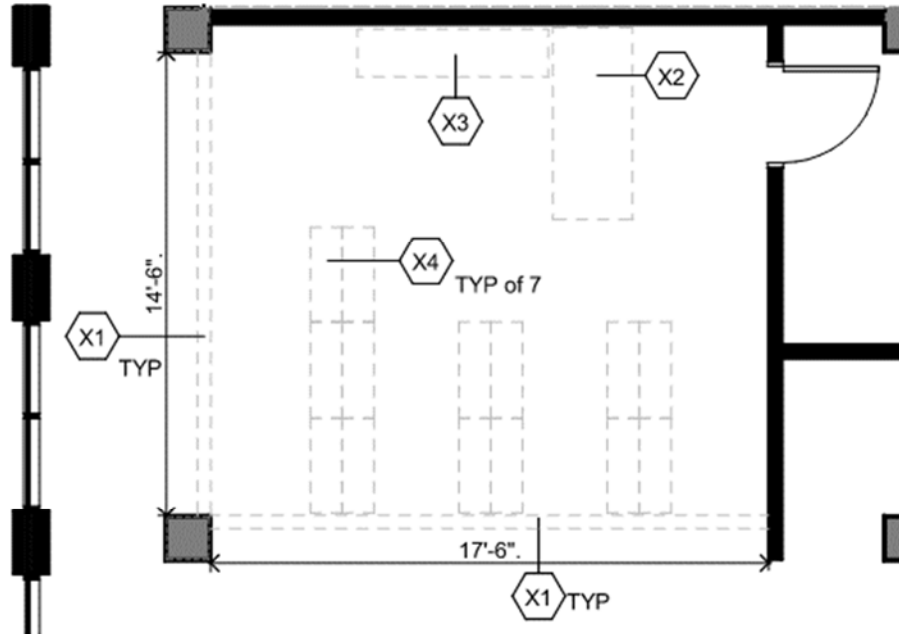
### S3 STORAGE #3 (3-piece Group), PRIVATE OFFICE

- (piece 1) 72"H x 30"W x 24"D Combo Tower Storage, File/File
- (piece 2) 36"W x 24"D 4-Drawer Lateral File
- (piece 3) Mobile Ped, Box/File on casters w/upholstered top
- High pressure laminate finish (all peices)

BASIS FOR "BETTER" OPTION TO BE  
Allsteel Approach Collection

# PRICING EXERCISE

## ROOM D1: Open Office (Existing Removal and Disposal)



- X1 REMOVE 7' h FOAM CORE/VINYL FACED DEMOUNTABLE WALL SYSTEM
  - Complete disposal for this item
- X2 REMOVE 6' METAL DESK
  - Price item to haul and scrap share
- X3 REMOVE 6' METAL CREDENZA
  - Price item to haul and scrap share
- X4 REMOVE 7'h x 3'w METAL, DOUBLE-SIDED FILE SHELVING
  - Typical 5-shelves each side
  - Price item to haul and scrap share

TYPICAL OPEN OFFICE SPACE SCENARIO:  
Remove and dispose of existing furniture as listed to clear space for new installation.

**General notes:**

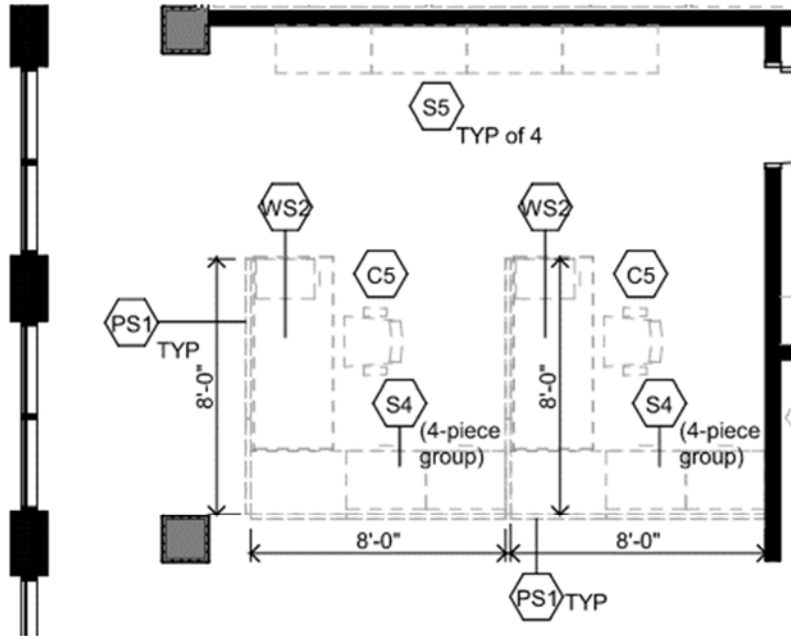
- All furniture pieces or furniture systems must be broken down to fit through standard 3'x7' door unless noted otherwise
- Disposal to include all hardware and miscellaneous items needed for assembly
- Distance to exterior loading dock is 150 feet on same level.
- Dumpster, trucks and moving equipment is the responsibility of the contractor

**Pricing to have line items as follows:**

1. Item 1: Furniture disposal and Haul Off (Labor) - Hours x Hourly Rate
2. Item 2: Furniture Disposal and Haul Off (Waste Haul Fee) - Rate x Tons
3. Item 3: Furniture Disposal and Scrap Share - % Credit for Scrapped Material

# PRICING EXERCISE

## ROOM D2: Open Office



### PS1 PANEL SYSTEM #1, OPEN OFFICE

- 42" high powered panel system w/15" glass stacker at top
- Panel widths as required per dimensions noted
- All finishes to be base grade/standard
- Tackable surface on panels

BASIS FOR "BETTER" OPTION TO BE  
Allsteel Stride Systems

### C5 CHAIR #5, OPEN OFFICE

- Height adjustable, High-back Task Chair
- Tilt lock
- Seat depth adjustment
- Mesh back w/upholstered seat
- Adjustable Arms
- Casters

BASIS FOR "BETTER" OPTION TO BE  
Allsteel Lyric Chair

### WS2 WORK SURFACE #2, OPEN OFFICE

- 72"x30" Rectangular Height adjustable, sit/stand desk
- High pressure laminate top
- Power/data in work surface
- Cable management

BASIS FOR "BETTER" OPTION TO BE  
Allsteel Altitude Collection

### S4 STORAGE #4 (4-piece Group), OPEN OFFICE

- (piece 1) 96" x 24" High pressure laminate stationary work surface
- (pieces 2 & 3) 30" Wide, 2-drawer Lateral Files below stationary work surface
- (piece 4) Mobile Ped, Box/File on casters w/ upholstered top (shown below sit/stand)
- Powder coat metal finish

BASIS FOR "BETTER" OPTION TO BE  
Allsteel Stride Collection

### S5 STORAGE #6, OPEN OFFICE

- 18"x36" 4-Drawer Lateral File
- Full extension file drawers
- Powder coat metal finish

BASIS FOR "BETTER" OPTION TO BE  
Allsteel Essentials Collection

**Section 9.0 – Quantitative Analysis**

FURNITURE SYSTEMS WEIGHTING FORM – utilize manufacturer’s current pricer and offer a discounts percentage by product classification. Discounts shall be applied across all similar component types included in the pricer and not exclusively to the “Better” product line. - Design services are integral to this contract’s success and shall be considered “required” on all new material purchases over the minimum dollar threshold listed in UNIT PRICE GROUP A. (The County may elect to forgo these services on a case by case basis as it deems appropriate). Additional design services listed under UNIT PRICE GROUP A is intended to cover projects with extensive re-use of existing materials or other misc. specialty design which will not result in furniture component purchase exceeding the minimum dollar threshold listed in UNIT PRICE GROUP A. Installation labor shall be considered integral and “included” on ALL purchases made under this contract. Supplemental services contained in UNIT PRICE GROUP B are intended to cover projects with require extensive re-use of existing materials or the removal and disposal of in-place furniture components. Should the services in UNIT PRICE GROUP B be required, the costs associated with these services shall be included in the vendors quote and shall be included in the respective purchase order. The cost per ton for waste/refuse haul off or salvage value haul off shall be a fixed rate throughout the term of this contract. UNIT PRICE GROUP C provides a mechanism to quantify fair market value associated with the scrapping of any publicly procured materials in compliance with Lake County’s Surplus Policy. The awarded contractor shall provide Lake County Purchasing & Accounts Receivable Detailed Receipts on a semi-annual basis to account for all scrap value attained and shall provide Lake County a rebate in compliance with bid percentage listed.

**Furniture Systems Weighting Form**

Group	Category Description (Design Services Shall Be Integrated Into Below Categories)	Weighting	% Discount Offered from Current Pricer	Composite Discount (Weighting x LC Discount)
A.	Casegoods	15%	%	%
B.	Panel Hung Systems & Accessories	15%	%	%
C.	Storage	10%	%	%
D.	Seating	15%	%	%
E.	Tables	5%	%	%
F.	Demountable Walls	5%		
G.	<b>Other Pricer Products</b> Discount off all remaining product in current full line pricer	5%	%	%
H.	<b>Non-Pricer Products Mark-up</b> of Non Pricer products purchased through this contract (Bidder will mark up its wholesale purchase price for these products by this %).	5%		
	<b>TOTAL COMPOSITE DISCOUNT</b>	<b>75%</b>		<b>%</b>

UNIT PRICES GROUP A		Weighting	
1	Provide hourly rate for furniture design services on projects containing less than \$1,000 in new material purchases. (Rate may also be used for inventorying and designing with existing furniture components)	5%	Hourly Rate - \$



<b>UNIT PRICES GROUP B</b>		<b>Weighting</b>	
1	Furniture Dismantling and Reinstallation Services	5%	Hourly Rate - \$
2	Furniture Disposal and Haul Off (Labor)	5%	Hourly Rate - \$
3	Furniture Disposal and Haul Off - County Designated Scrap/Refuse (Waste Haul Fee)	5%	Rate per Ton- \$

<b>UNIT PRICES GROUP C</b>		<b>Weighting</b>	
1	Furniture Disposal Scrap Share (% Credit for Scrapped Materials)	5%	100%



**COUNTY OF LAKE  
RESPONSIBLE BIDDER AFFIDAVIT**

Vendor Name:		Federal Employer Tax Identification #:	
Address:			
Contact Person:		Contact Phone #:	

- That the bidder agrees to and shall comply with the Equal Opportunity Employer provisions of Section 2000e of Chapter 21, Title 42 of the United States Code and Federal Executive Order Number 11246, as amended, by Executive Order 11375, and has and shall comply with the Chapter 33 (Purchasing) of Title III of the Lake County Code of Ordinances, be amended to modify the definition of “Responsible Bidder or Offeror”.
- That bidder has Certificates of insurance in accordance with general terms and conditions of the invitation for bid.
- That bidder hereby certifies that it shall comply with the provisions of the Illinois Prevailing Wage Act (820 ILCS 130/0.01 *et seq.*, as amended). 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.*
- That the bidder hereby certifies: [check all that apply]

\_\_\_\_\_ bidder has not received any notices of violations of the Illinois Prevailing Wage Act (820 ILCS 130/0.01 *et seq.*)

\_\_\_\_\_ in the event any such notice has been received by bidder, a copy of any such notice is attached hereto

\_\_\_\_\_ in the event that bidder has received such a notice, any documentation demonstrating the resolution of any such notice is attached hereto

\_\_\_\_\_ for each such notice received by bidder, the matter has been resolved as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- All bidders must provide three (3) projects as detailed on the invitation for bid reference form.
- 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.
- 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.

**Vendors must insert “x” in the following box indicating exception and provide a brief narrative for exception.**

Authorized Signature:		Title:	
Printed Name:		Date:	



January 18, 2013

18 North County Street – 9<sup>th</sup> Floor  
 Waukegan, Illinois 60085-4355  
 Phone 847 377-2550  
 Fax 847 782-6090

## LAKE COUNTY SURPLUS PROPERTY POLICY/PROCEDURES

### Introduction

Pursuant to the Lake County Purchasing Ordinance, Article 2-101 (2) (b) (3) and the Lake County Health Department and Community Health Center's Purchasing Policies and Procedures, Article 2-102 (2) (c), the Lake County Purchasing Agent and the Health Department Purchasing Manager, respectively, are responsible for establishing policies and procedures for and to appropriately dispose of surplus Lake County (hereinafter, "County") property. This document is intended to advise all departments of these policies and operational procedures. Surplus property refers to items rendered obsolete and/or no longer needed by the County departments who made the original purchases, including, but not limited to, vehicles, heavy equipment, office furniture, office equipment, computers, maintenance equipment, bicycles, and confiscated evidence.

Based on its statutory authority (55 ILCS 5/5-1005) and, because the County, in effect, holds property in trust for the benefit of its taxpayers/inhabitants (1974 Op.Att'y Gen. S-691), donating property – even surplus property – is precluded. As a result, this County surplus policy is intended to allow each County department the flexibility to manage its own property for optimum benefit while, at the same time, ensuring that an ultimate sale and/or disposition is designed to garner the fair market value. The following is an explanation of the procedures and options available to County departments to designate property as surplus and then to determine the appropriate method of disposition. Any reference to the County, or County department, also applies to the Lake County Health Department. Health Department staff must contact the Health Department Purchasing Manager or designee for processing/removal of all Health Department surplus property.

### Reuse Option

The County encourages maximum reuse of materials whenever possible. Departments are encouraged to investigate whether someone else in their department or agency has a use for an item, for County usage not personal usage, before declaring it surplus. Likewise, Departments are encouraged to check the Employee Services Portal (ESP) Surplus Site to determine if there are similar surplus items available to be claimed, before purchasing a new piece of equipment or furniture. For items that cannot be reused within an agency, the agency should check to see if another department might have a need for the equipment. This may be done through the Surplus feature on the Employee Services Portal (ESP). To post an item on ESP, the department declaring property as surplus may take a photo of the item, write a thorough description including the age and condition, and e-mail the information to the County Purchasing designee. The County Purchasing designee will post the surplus items on the ESP Surplus site. The surplus will be available to be claimed by another County department or agency for two (2) weeks. If after two (2) weeks the surplus has not been claimed, the surplus may be auctioned publicly. Upon request, the County Purchasing designee will coordinate the sale listing with the County's contract auctioneer.

### Auction Options

One way to ensure receiving fair market price is to sell surplus property at a public auction conducted by the County's contract auctioneer. There are several auction options available to County departments. Each department should select the best method to meet their needs. The options are as follows:

1. **On-line public auction – County Responsible.** The surplus property will remain in the department's possession until the sale is completed. The department sends the auctioneer a photo and description of the surplus item. The auctioneer posts the item on-line, for sale. After confirmation of payment, the department is responsible to facilitate the surplus pick-up. The auctioneer may take the photos and write the descriptions for an additional charge. This policy recommends that all heavy equipment is sold via on-line public auctions, to receive the most revenue and eliminate transportation costs.

# LAKE COUNTY SURPLUS PROPERTY POLICY/PROCEDURES Continued

- 2. On-line public auction – Auctioneer Responsible.** Same as On-line auction #1, except the auctioneer may take possession of the items, remove them from the department, take photos, write the descriptions, and then list the surplus on-line, for sale. This option may be more beneficial to small surplus items.
- 3. Live public auction – County Responsible.** The County’s contract auctioneer will stage annual public auctions. Suitable surplus items may be sold at Live public auctions. All Departments are responsible for the transportation of surplus items to Live public auction sites. If a Department does not have the resources for the transport, that Department may arrange the transport through the County Facility Operations Department or the County Purchasing Department. Departments may use this option for items that will generate enough proceeds to offset the administrative time and cost spent on the process. For example, the cost of selling office furniture at Live public auctions often exceeds the amount of revenue received from the sale. Departments should consider the various options available, to maximize the best return. At this time, the Health Department does not participate in Live public auctions. Health Department surplus property is sold via On-line public auctions. Health Department staff must contact the Health Department Purchasing Manager or designee regarding any surplus inventory.

It is recommended that Live public auctions not be held at a Lake County owned site, unless the County’s contract auctioneer offers a compensation amount acceptable to a County site. In this case, a County owned site may be used for Live auctions. Also, if the County is responsible for the transportation of surplus items to the Live public auction site, the distance to any Live public auction site shall be limited to ten (10) miles from the County’s Division of Transportation Facility in Libertyville.

- 4. Live public auction – Auctioneer Responsible.** Same as Live public auction #3, except the auctioneer may take possession of the items, remove the surplus from the department, and sell the surplus at a Live auction. This option may be more beneficial to small surplus items.

## Recycle or Salvage Options

If the administrative resources used to sell surplus property exceed the anticipated revenue, Departments should consider using recycling as a disposal option.

Surplus containing metal may be disposed of with a scrap metal recycler. Upon request, the County Purchasing Division (hereinafter, “Purchasing”) will provide contact information for a scrap metal recycler (s).

Computers and computer related devices may be sold via either Auction Option. These items may also be disposed of through an electronic recycler. Upon request, Purchasing will provide contact information for an electronic recycler (s). In all cases, whether sold or recycled, hard drives, memories, and operating systems must be erased from all computers and servers. In addition to computers and servers, erasing includes but is not limited to, facsimile machines, scanners, copiers, and mobile hand held devices. In addition, the serial number of all surplus computers, whether sold or recycled, must be recorded and tracked. Departments may contact the County IT Service and Support Manager for additional information regarding erasing and tracking.

## Refuse Option

If the administrative resources needed to sell surplus exceed the anticipated revenue amount, and recycling is not an option, surplus items may be disposed of as refuse as a last resort alternative. Please contact County Purchasing prior to disposal as refuse.

## Availability of Surplus to Employees

Surplus may be claimed by employees, for use in a County Department, as described in the **Reuse Option** section herein. Surplus may be purchased by employees, for personal use, after surplus items have been made available to the public, as described in the **Auction Options** section herein. Surplus items may only be purchased by employees at a public auction. Employees are prohibited from claiming any surplus items for personal use, which have been allocated for disposal by **Recycle, Salvage, or Refuse Options**, as described herein.

# **LAKE COUNTY SURPLUS PROPERTY POLICY/PROCEDURES** Continued

## **Surplus Property May Not Be Donated to Charitable Organizations**

Donation of Lake County surplus to charitable organizations is precluded. Charitable Organizations should be directed to participate in public auctions and purchase surplus through any of the public auction opportunities available to the public.

## **Mobile Hand Held Device Recycling**

Surplus Mobile Hand Held Devices, including cell phones, shall be disposed of via recycling through the County's cell phone service provider. Contact the County's cell phone coordinator or the Health Department's cell phone coordinator for instructions regarding recycling Mobile Hand Held Devices, including cell phones. All data and phone numbers, in each Mobile Hand Held Device, must be erased by Lake County prior to recycling. County IT Service and Support will assist Purchasing by erasing all data and phone numbers. Lake County Mobile Hand Held Devices, including cell phones, shall not be sold to the public via either Live public auctions or via on-line public auctions.

## **SPECIAL HANDLING FOR SPECIAL SURPLUS**

Some surplus property will require special handling, including, but not limited to, the below listed categories. This list may not be exhaustive, therefore County departments that are uncertain about a particular surplus item, should contact Purchasing, or the Health Department Purchasing Manager or designee, whichever is appropriate, for advice. The following instructions shall apply to the disposal of various types of surplus property.

1. **Law Library Books.** Surplus books used in the Law Library may be sold by the Law Library, via public sales. The Law Library may decide on the best public sale method. All proceeds from the public sales shall be returned to the Law Library fund.
2. **Law Enforcement Equipment.** Surplus Law Enforcement Equipment shall not be sold to the public. Surplus Law Enforcement Equipment, including, but not limited to, expired bullet proof vests, retired weapons, expired bullets, retired pepper spray, and retired shields/badges must be destroyed by a company licensed in Law Enforcement Equipment destruction.
3. **Surplus Equipment Purchased through Grants.** Surplus equipment purchased through Grants may need to be disposed of per the funding authority's guidelines. Refer to the funding authority's guidelines for special instructions for disposal. If there are no special instructions, this surplus shall be disposed of in accordance with the Lake County Surplus Property Policy/Procedures.
4. **Surplus Equipment containing Hazardous Materials.** All properly operating surplus equipment, containing Hazardous Materials, may be sold in accordance with the Lake County Surplus Property Policy/Procedures. This includes, but is not limited to, refrigerators, freezers, air conditioners, and microwave ovens. All non-working surplus equipment, containing Hazardous Materials, or surplus equipment, containing Hazardous Materials, which were not purchased through public auction options, must be disposed of per the legal disposal methods as described by law.

## **Surplus Property Disposition Documentation**

Departments will receive a form designed to list all surplus disposal transactions. Upon disposal, Departments will submit the completed form to the County Purchasing Agent or designee or to the Health Department Purchasing Manager or designee, whichever is appropriate.

# **LAKE COUNTY SURPLUS PROPERTY POLICY/PROCEDURES** Continued

## **Health Department Surplus**

Refer to Health Department contact information below.

### **Contact Information**

#### **General Surplus Items**

Contact the Lake County Purchasing Agent or designee for additional information.

#### **Vehicles and Heavy Equipment**

Contact the Division of Transportation Fleet Manager for instructions pertaining to the sale of vehicles and heavy equipment.

#### **Computers and Computer Related Devices**

Contact the County IT Service and Support Manager for additional information regarding erasing and tracking.

#### **Mobile Hand Held Devices**

Contact the County Cell Phone Coordinator or the Health Department's Cell Phone Coordinator for instructions regarding recycling.

#### **All Health Department Surplus**

Health Department employees shall contact the Health Department Purchasing Manager or designee for specific instructions regarding the disposal of all Health Department surplus items.

**END OF POLICY**