



# Purchasing Division

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

Lake County will be accepting **only** electronic bid submissions for Invitation for Bid 26227 – Collision Repair Services for LDOT.

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

1. Go to [www.lakecountypurchasingportal.com](http://www.lakecountypurchasingportal.com)
2. Click on the Bid Number: Bid #26227
3. Click on register for this bid
4. Enter your username and password
5. Under the Submittals section you will be able to upload your bid submittal
  - a. Click on the browse button
  - b. Navigate your computer and select the appropriate file
    - i. Multiple files can be uploaded, each file can be no more than 20 MB
    - ii. Files can also be uploaded as a .zip file
  - c. Click on save submittals
  - d. Close the browser

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

1. Go to [www.lakecountypurchasingportal.com](http://www.lakecountypurchasingportal.com)
2. Click on the “Under Review” tab
3. Click on the Bid Number: 26227
4. Click on the “Events” tab
5. Join the Zoom Meeting by clicking on the meeting link
  - a. Please plan on joining the meeting at least 5 minutes early and mute your microphone.

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

|   |   |
|---|---|
| Bid Number: 26227   | Vendor Name: _____  |
| Buyer: JazMine’ Evans   |   |
| Bid Description:<br>Collision Repair Services for LDOT          | Deliver to:<br>Lake County  |
| *Bid Due Date:<br>May 5 <sup>th</sup> , 2026, at 11:00 a.m. CST | <b>ATTN: PURCHASING DIVISION</b><br>18 N. County Street – 9 <sup>th</sup> Floor<br>Waukegan, IL 60085 |

**\*Please note: Responses are due at Monday May 5th at 11:00 am CST. Please allow sufficient time for any technical issues you may have and upload your bid early. Please email Purchasing at [purchasing@lakecountyil.gov](mailto:purchasing@lakecountyil.gov) to receive confirmation that we have successfully received your submissions. **Deadline for questions are due on April 29<sup>th</sup>, 2026 by 11:00 am CST.****



LakeCounty

**SUBMISSION INFORMATION**

Lake County Purchasing Division  
 18 North County Street Ninth Floor-Admin  
 Waukegan, Illinois 60085-4350  
 (847) 377-2929

INVITATION: Bid #26227  
 BID OPENING DATE: May 5<sup>th</sup>, 2026  
 TIME: 11:00am  
 LOCATION: Lake County Purchasing  
 Submit 1 electronic copy

E-Mail: [purchasing@lakecountyil.gov](mailto:purchasing@lakecountyil.gov)

Access Bid Results:  
<http://www.lakecountypurchasingportal.com>

ISSUANCE DATE: April 15<sup>th</sup>, 2026  
 BUYER: JazMine' Evans

**INVITATION TO BID VENDOR INFORMATION**

COMPANY NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY, STATE, ZIP CODE: \_\_\_\_\_

**Collision Repair Services for Lake County Division of Transportation**

| Item #  | Description of Item   |                                     |                                |
|---|---|-------------------------------------|--------------------------------|
| 1   | Percentage discounts for all LABORS related to collision repairs, in accordance with specifications, including vehicle pickup, delivery, and towing. Appraisals over 60% the value of the vehicle will be verified by an independent appraiser. | Current shop hourly rate<br>\$_____ | Bid Rate for County<br>\$_____ |
| 2.  | Percentage of markup over cost for all PARTS, related to collision repairs, in accordance with the specifications. Appraisals over 60% the value of the vehicle will be verified by an independent appraiser.                                   |                                     | Percentage of Markup<br>%_____ |
| 3   | Shops must use a nationally recognized appraisal and quoting system (Mitchell, Aldate, Icar, ETC)   |                                     | System Used<br>_____           |
| <b>For bid evaluation benchmark purposes, Bidders are instructed to quote their percentage discount off the proposed labor rates as listed below:</b> |   |                                     |                                |
| 4   | Body Repairs and Paint  |                                     | \$_____ hourly rate            |
| 5   | Paint & Material  |                                     | \$_____ hourly rate            |
| 6   | Frame Repairs   |                                     | \$_____ hourly rate            |
| 7   | Mechanical Repairs  |                                     | \$_____ hourly rate            |

All shop supplies, waste disposal fees, Tire disposal fees, or standard per repair order fees must be itemized and the billed amount for each listed below

|       |          |
|-------|----------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |

**NOTE TO BIDDERS:** Any and all exceptions to these specifications MUST be clearly and completely indicated on the bid sheet. Attach additional pages if necessary. Please be advised that any exceptions to these specifications may cause your bid to be disqualified.

If a bid includes any exceptions, Bidders must insert an "X" in the following box indicating a bid submission with exceptions.

PROMPT PAYMENT DISCOUNT: \_\_\_\_\_ % \_\_\_\_\_ DAYS

The undersigned hereby certifies that they have read and understand the contents of this solicitation and agree to furnish at the prices shown any or all of the items above, subject to all instructions, conditions, specifications and attachments hereto. Failure to have read all the provisions of this solicitation shall not be cause to alter any resulting contract or to accept any request for additional compensation. By signing this bid document, the bidder hereby certifies that they are not barred from bidding 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.

Authorized Signature: \_\_\_\_\_

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

Typed/Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail \_\_\_\_\_

Fax Number: \_\_\_\_\_

**SCOPE OF WORK**

**1. INTENT**

The intention of Lake County is to enter into a contract with a qualified ASE AND I-CAR-certified repair shop capable of performing collision repairs (hereinafter “repairs”) based on appraisals generated on a nationally recognized Data Base System, or system approved by Lake County. Appraisals that total more than 60% of the vehicles actual value will be verified by an independent appraiser, and the independent appraiser shall be granted access to the vehicle on the contractors’ premises. The awarded Contractor shall perform repairs in accordance with the appraisal and specifications herein, including pick-up from the County Department that the vehicle is located unless the vehicle is to be towed to the Collision shop do to the vehicles inability to be driven, and then dropped off at the 600W Winchester location for review, for the percentage over cost on parts and discounted labor rate stated in the accepted bid award. This work is being performed for the Lake County Division of Transportation and the Lake County Risk Management Division. Contractor shall provide prompt and reliable service in accordance with the specifications herein.

Lake County has contracted with a Third-Party Administrator (TPA) to provide claims management services for the Lake County Risk Management Division. The successful Contractor shall be required to work with the TPA account representative identified to provide any and all necessary documentation for all claims prior to receipt of payment for services rendered.

**2. WORK INCLUDED**

The work to be performed by the Contractor shall include the repairs stipulated in the appraisal, including pick-up, delivery, and towing if necessary. If towing is required, the Contractor is also responsible to include the towing charges for passenger vehicles, passenger vans, and pick-up trucks, in the repair and in the bid prices, at no additional charge to Lake County. Contractor shall complete the repairs within the timeframe specified in the appraisal and return the vehicle in operating condition. Contractor shall provide DOT with a weekly update, including the status of any Lake County vehicle at the Contractor’s shop, via e-mail. At no time shall the Contractor be allowed to charge storage for any vehicles for any reason at any time.

For drivable vehicles, Lake County reserves the right to drive these vehicles to the repair facility, to obtain an appraisal while waiting. In order to facilitate the quickest estimating time, Lake County will call the awarded Contractor in advance, to schedule a time for the estimate. It will be understood, that when the Lake County driver arrives at the scheduled time, the Contractor will provide the estimate ASAP. If it is not possible to complete the estimate while the driver is present, the Contractor should take photos of the damage and complete the estimate after the driver has left

**3. SUBMISSION OF BIDS**

Bids will be accepted until **11:00 a.m. local time, May 5<sup>th</sup>, 2026**, via the Lake County Purchasing Portal.

**4. SUBMITTALS**

For your bid to be considered responsive, please see the below list of submittals. A responsive bidder is defined as a person who has submitted a bid that conforms in all material respects to the requirements set forth in the invitation for bids.

- Original “Invitation to Bid” including signed form with Total Bid Amount.
- Electronic copy of the complete bid submission.
- Contractor Qualification Form.
- Subcontractor Information Form.
- Equipment Capability Form.
- Reference Form.
- Value Added Services.
- Statement of Sustainability.
- Addendum Acknowledgement Form.
- Vendor Disclosure Form.
- Vendor Certification Form.
- Facility Security Plan.

**1. BACKGROUND**

Lake County is located in northeast Illinois, between the Chicago and Milwaukee metropolitan areas. Lake County is home to about 736,000 residents. Lake County is committed to open government and transparency, and the County Board's sound fiscal policies have allowed the County to maintain fiscal stability and to achieve AAA bond ratings from Standard & Poor's and Moody's.

**2. AWARD**

Lake County intends to award this bid to the lowest responsive and responsible bidder who best meets the bid specifications and evaluation criteria and on the basis of the lowest percentage mark up on parts cost and the highest discount of shop labor, along with the lowest shop fees for waste and disposal. Upon receipt of bids, Lake County may request the manufacturer's cost pricing for 15 to 25 randomly selected parts from each bidder, to calculate the county's net cost for parts. Lake County does not intend to disclose the specific items that will be used in the price analysis so as to prevent the possibility of unbalanced bidding. All potential Contractors are invited to bid their best percentage discount on parts and lowest mark up on parts cost. Contractor shall be an ASE and I-CAR-certified repair shop and shall have specific experience supplying similar service to other customers with similar volume and multiple locations. In addition, Lake County reserves the right to consider value-added service and other related factors in the award decision. Lake County reserves the right to request additional information subsequent to the bid date for evaluation purposes. Lake County reserves the right to split award this bid by item, in whole or in part if determined to be in the best interest of the County.

**3. SECURITY CLEARANCE OF PERSONNEL:**

Since work pursuant to this contract may be performed on confidential security vehicles, all employees of the Contractor and Subcontractor must pass a background check. The Lake County Sheriff's Department will conduct a background check on all employees, supervisors, laborers, and all subcontractors who will be working on Lake County vehicles. Lake County reserves the right to prohibit any individuals from providing any work or services to any Lake County vehicles, who do not receive security clearance approval from the Sheriff's Department.

**4. ENTIRE AGREEMENT**

This bid document contains our terms and conditions and constitute the entire agreement between Lake County and the awarded bidder. Modifications and exceptions taken to the terms and conditions contained herein must be formally accepted in writing by both parties.

**5. BID PRICE**

The price bid shall include all material costs, labor and equipment included but is not limited to all transportation charges to and from destination, including delivery.

- All current or future surcharges on fuel or any other commodity.
- All other overhead charges of every kind and nature.

Bid price is comprised of a set percentage discount off appraisal for net labor and body parts and shall include pick-up, delivery, and towing, if necessary, to any address within Lake County, Illinois. Percentage discount shall remain firm for the term of the agreement, including renewal options. Bidders shall calculate the net discounted annual expenditure for repairs based upon the percentage discount bid on the bid sheet.

Appraisals will be generated on Mitchell Ultra Mate Data Base System, or system approved by Lake County.

## **6. TERM**

This contract shall be in effect for a two (2) year period from the date of award. Lake County reserves the right to renew this contract for three (3) additional one (1) year period(s), subject to acceptable performance by The Bidder. At the end of any contract term, Lake County reserves the right to extend this contract for a period of up to sixty (60) days for the purpose of getting a new contract in place. For any year beyond the initial year, this contract is contingent on the appropriation of sufficient funds; no charges shall be assessed for failure of the County to appropriate funds in future contract years.

## **5. PRICE ESCALATOR**

Prices throughout the initial term of the contract shall remain firm/fixed. Written requests for price revisions after the initial term and subsequent renewals shall be submitted at least sixty (60) days in advance of the annual contract period. Requests must be based upon and include documentation of the actual change in the costs of the components involved in the contract and shall not include overhead and profit. Changes in the contract price shall be made in the 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. Manufacturer and/or Warehouse Distributor's price sheets or an equivalent document showing the new pricing may be considered sufficient documentation for a price increase. The County reserves the right to reject any price increase and to terminate the contract.

## **6. DELIVERY CONDITIONS**

All Items shall be F.O.B. Destination. The term F.O.B. Destination shall mean delivered and unloaded at delivery sites within Lake County, with all charges for transportation and unloading paid by the Contractor. Any claim for loss or damage shall be between the Contractor and the carriers.

600 West Winchester Road, Libertyville, Illinois,

## **7. TERMINATION**

Lake County reserves the right to terminate this contract for repeated quality control problems, late deliveries, or other repeated, uncorrected problems, causing a vehicle come back / rejection rate of 15% or more per a year. Lake County will review the rejection rate on a quarterly basis. Contract termination will follow the termination process of this section. The Contractor will receive an email from the Lake County Fleet and Facilities Manager or designee, documenting each delivery of a vehicle in an unacceptable condition.

Lake County reserves the right to terminate this bid as set forth below.

a. Termination for Convenience:

Lake County reserves the right to terminate this Agreement, or any part of this Agreement, with or without cause, upon 30 days' written notice. In case of such termination, Consultant shall be entitled to receive payment from Lake County for work completed to the date of termination in accordance with the terms and conditions of this Agreement.

b. Termination Due to Material Breach:

In the event that this Agreement is terminated due to the Consultant's material breach, Lake County shall be entitled to purchase substitute items or services elsewhere and charge Consultant with losses the County incurs, including attorney's fees and expenses, notwithstanding any damage limitations the parties may agree to elsewhere.

c. Termination Due to Lack of Appropriations:

If sufficient funds are not appropriated by the Lake County Board to continue the services under this Agreement, then Lake County may terminate this Agreement. Lake County agrees to give written notice of termination to Consultant at least 30 days prior to the end of the last fiscal year for which appropriations were made. Lake County shall remit payment for all work completed and approved or accepted by the County, to the date of termination. Termination under this subsection shall not entitle the Consultant to contractual damages of any kind.

d. Termination Due to Force Majeure Events:

(1) If a Force Majeure Event prevents a party from complying with any one or more obligations under this agreement, that inability to comply will not constitute breach if (1) that party uses reasonable efforts to perform those obligations, (2) that party's inability to perform those obligations is not due to its failure to (A) take reasonable measures to protect itself against events or circumstances of the same type as that Force Majeure Event or (B) develop and maintain a reasonable contingency plan to respond to events or circumstances of the same type as that Force Majeure Event, and (3) that party complies with its obligations under section 16(d)(3), below.

(2) For purposes of this agreement, "Force Majeure Event" means, with respect to a party, any event or circumstance, whether or not foreseeable, that was not caused by that party and any consequences of that event or circumstance.

(3) If a Force Majeure Event occurs, the noncomplying party shall promptly notify the other party of occurrence of that Force Majeure Event and may terminate the Agreement based on it, with an obligation to pay only for services performed prior to the Force Majeure Event.

### **8. VOLUME/ESTIMATED QUANTITY**

Lake County has a fleet of approximately 500 vehicles. Approximately 400 vehicles are passenger cars, and the remainder of vehicles is comprised of trucks and miscellaneous contractor type equipment. It is estimated that Lake County will repair 75 vehicles per year. The estimated expenditure for one (1) year is \$190,000. The County does not guarantee any specific amount and shall not be held responsible for any deviation. This contract shall cover the County's requirements whether more or less than the estimated amount.

County does not guarantee any specific amount and shall not be held responsible for any deviation. Lake County does not guarantee that the County will buy any or all estimated quantities or total amounts. This contract shall cover the County's requirements whether more or less than the estimated amount. 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. Lake County reserves the right to add or delete locations to this contract. Pricing of additional locations will be negotiated with the Contractor.

### **9. SUBSTITUTIONS**

No substitutions will be allowed during the term of the contract without the express permission of the Lake County Purchasing Division. The Contractor may request permission to substitute items of equal or higher quality when sufficient inventories of an ordered item are not available for delivery within the time required by the using agency.

### **10. PRECEDENCE**

Where there appears to be variances or conflicts, the following order of precedence shall prevail: Lake County Specifications; Lake County General Terms & Conditions, Lake County Invitation for Bids Terms & Conditions and the Contractor's Bid Response.

### **11. INVOICES AND PAYMENT**

- A. At the start of this contract, the County will authorize repairs for each individual repair and bidder shall submit invoices detailing the products and services provided with the department name, vehicle number, and claim number.
- B. Bidder shall maintain records showing the actual time its employees and agents devoted to the project, and the costs incurred. Bidder shall permit a representative from Lake County to inspect and audit all of Bidder's data and records for the work and services provided under this contract. Bidder shall make these records available at reasonable times during the contract period and for one year after the end of the contract.
- C. All payments shall be made in accordance with the Illinois Local Government Prompt Payment Act, which generally requires approval of a vendor's bill within 30 days of receiving the invoice for the services contained in it, and payment within an additional 30 days (50 ILCS 505/1 et seq.).

Lake County's fiscal year ends on November 30. Invoices for services the bidder has rendered up until November 30 of each year must be received by Lake County on or before January 15 of the subsequent calendar year.

Other than the timeframe for payments related to the end of Lake County's fiscal year, as stated above, Lake County shall not be held financially liable for payment of any services rendered if the invoice for such services is not sent to the County within 90 days from the date the services were provided.

If this contract is terminated prior to its expected expiration date, the bidder must submit all invoices to Lake County no later than 30 days after the effective date of the termination.

Payment for invoices received beyond the time periods in this subsection will be denied, absent an agreement to the contrary. Failure of the bidder to invoice the County in the timeframes noted in this section shall constitute the bidder's waiver of the bidder's right to payment.

Invoices shall be sent to the following address: 600 West Winchester Road, Libertyville, Illinois.  
Email: DOT Accounts Payable <DOTAP@lakecountyil.gov>

## **12. UNBALANCED BIDDING**

Bidders shall not submit a bid which contains irregularities of any kind, including unbalanced bids. By an unbalanced bid, it is meant that one or more separate items are substantially out of line with the current market price for the materials and/or work covered hereby. The County reserves the right not to award any items or to negotiate unit prices that appear excessive or unbalanced.

## **13. INDEMNIFICATION**

Bidder agrees to indemnify and defend Lake County (its employees, elected officials, executives, and agents) from all claims, actions, demands, judgments or liabilities, fines, penalties, and expenses, including without limitation reasonable legal fees and expert costs, arising out of this bid and arising from the bidder's (its employees', executives', and agents') actions, whether negligent, reckless, or intentional. Lake County shall provide notice to bidder promptly of any such claim, suit, or proceeding, and will assist bidder, at bidder's expense, in defending any such claim, suit, or proceeding. Additionally, Bidder assumes liability for any damage to any Lake County property while such property is in the Bidder's possession, or during transport between the Bidder's facility and the Lake County Division of Transportation, and agrees as part of this assumption of liability to be responsible for the costs and expenses associated with the repair of said damage or to be responsible to promptly pay the County the amount of said damage if it is not repairable.

## **14. CONFIDENTIALITY**

Bids are subject to the Illinois Freedom of Information Act (FOIA) once an award is made. As such, all bidders responding are asked to submit one redacted copy of their bid that can be used by the County to respond to any future FOIA requests for the bid.

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 bidder 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.

## **15. ASSIGNMENT**

Any Agreement entered into as a result of this bid shall not be assigned, delegated, or modified without the express written consent of both parties. The Agreement supersedes all other agreements, oral or written, between the parties with respect to the subject matter of the Agreement.

If Lake County agrees that the bidder may assign, delegate, or subcontract the work under the Agreement, bidder shall remain contractually liable to Lake County unless otherwise agreed in writing.

**16. ADDENDA**

Any and all changes to the specifications and terms and conditions of this Bid are valid only if they are included by addendum issued by Lake County Purchasing. Bidders shall acknowledge addenda by signing the enclosed Addendum Acknowledgement form. Failure of any bidder to receive any such addendum or interpretation shall not relieve the bidder from obligation under this bid as submitted. All addenda as issued shall become part of the bid documents. 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 issued within three business days of the submittal due date.

**17. ADDITIONAL INFORMATION**

Should the bidder require additional information about this bid, please submit questions on our website at <http://lakecountypurchasingportal.com> by selecting the bid number and addendum link. Questions may also be submitted via email to [purchasing@lakecountyiil.gov](mailto:purchasing@lakecountyiil.gov). All questions shall be submitted no less than seven (7) days prior to the bid opening date. No interpretation of the meaning of the plans, specifications or other contract documents will be made orally. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused a bidder to improperly submit a bid.

**18. REPORT OF CONTRACT PURCHASES**

Contractor shall furnish a report of purchases made from the contract by the fifteenth (15) of the month following the end of each contract quarter. The report will be broken down by each Department. The report is to be submitted to the Purchasing Division, 18 N. County Street - 9th Floor, Waukegan, Illinois 60085 and to each individual Department, and shall include the contract number, title, effective dates, contractor’s name, and the following information:

| Ordering Agency | Description of Item<br>or Service Provided | Quantity provided | Price for Item or<br>Service | Extended Price |
|-----------------|--|-------------------|------------------------------|----------------|
|-----------------|--|-------------------|------------------------------|----------------|

The reports shall include vehicle year, make, model, color, Vehicle Identification Number, date towed, date inventoried, and return to service date. Failure to submit the required reports may be cause for disqualification of the contractor for future contracts.

**19. INSPECTION**

Lake County reserves the right to inspect the Contractor's facilities and procedures for accepting, storing and releasing vehicles, at any time during normal business hours.

**20. NON-ENFORCEMENT BY THE COUNTY**

The Contractor 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 Contractor’s performance or to seek the Contractor’s compliance with any one or more of said terms or conditions.

**21. CHANGE IN STATUS**

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

**22. 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 Bidder. The Bidder agrees that Lake County shall not be responsible in any way for purchase orders or payments made by the

other governmental units. The Bidder 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 Bidders and governmental units shall be resolved between the immediate parties.

The Bidder 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 Bidder and the other governmental unit.

The Bidder 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.

### **23. REPORTING REQUIREMENTS**

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.

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.

### **24. DEBARMENT AND SUSPENSION WITH LAKE COUNTY**

The Lake County Purchasing Ordinance § 33.125 through 33.126 defines the County’s Authority and Decision to Debar.

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

- A. Is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.
- B. Has not within a 3-year period preceding this contract been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;

- C. Is not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- D. Has not, within a three-year period preceding this contract, had one or more public transactions (Federal, State, or local) terminated for cause or default.

Bidder agrees that, during the term of this Agreement, Bidder shall report to the County's contract administrator, within 10 days, any allegations to or findings by the National Labor Relations Board (NLRB) or Illinois Labor Relations Board (ILRB) that Bidder has violated a statute or regulation regarding labor standards or relations. If an investigation by the County results in a final determination that the matter adversely affects Consultant's responsibilities under this Agreement, then the County may terminate this contract.

**25. NON-DISCRIMINATION**

During the term of this agreement, Bidder agrees to and shall comply with (1) 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 (2) Chapter 33 of Title III of the Lake County Code of Ordinances (titled "Purchasing").

## Collision Repair Services for Lake County Division of Transportation

### INSURANCE

APRIL 2026

#### All Contracts may be subject to change

The Contractor 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- VIII 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:

#### Commercial General Liability Insurance (Required)

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 – up to 2 years after each project completion
- 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 contractor's projects away from premises owned or rented to contractor.

#### Automobile Liability Insurance

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 Contractor'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)

#### Excess/ Umbrella Liability

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*)

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

Workers Compensation Insurance covering all liability of the Contractor 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 Contractor'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.

Professional Liability – Errors and Omissions

The Contractor’s Architect/ Engineer/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.

Liability Insurance Conditions

Contractor 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 & non-contributory over Lake County’s insurance in the event of a claim.
- c) Contractor agrees that with respect to the above required insurance, Lake County shall be named as additional insured, including its agents, officers, and employees and volunteers and be provided with thirty (30) days’ notice, in writing by endorsement, of cancellation or material change. A blanket additional insured ISO endorsement is preferred for Contractors who have multiple projects with the County.
- d) Lake County shall be provided with Certificates of Insurance and should include the appropriate corresponding ISO form 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. No manuscript endorsements will be accepted. Any hard copies of said Notices and Certificates of Insurance and Endorsements shall be provided to:

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

- e) **Electronic copies of Notices, Certificates of Insurance and Endorsements can be emailed to [Purchasing@lakecountyil.gov](mailto:Purchasing@lakecountyil.gov) in place of hard copies.**

Failure to Comply: In the event the Contractor 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 Contractor.

**1. Estimates:**

Normal business hours are considered to be Monday through Friday, 7:00 AM to 2:30 PM. During normal business hours, the contractor shall acknowledge any request for a repair estimate and/or pick up the vehicle within (4) four hours after being contacted by Lake County. The Contractor shall furnish a completed estimate within (2) two business days of request. All estimates for repair will be sent via email to the Lake County Fleet and Facilities Manager. If a situation arises which delays the ability to complete the estimate, the Contractor shall contact the Lake County Fleet and Facilities Manager and provide a date when the estimate will be submitted, based on each specific circumstance.

**2. Delivery and Pick-up:**

The Contractor shall be responsible for pick-up and delivery of vehicles. If towing is required, the Contractor is also responsible to include the towing charges for passenger vehicles, passenger vans, and pick-up trucks, in the repair and in the bid prices, at no additional charge to Lake County. Pick-up and delivery will typically be from Lake County Division of Transportation, 600 West Winchester Road, Libertyville, Illinois, within the hours of 7:00 AM – 2:30 PM Monday - Friday. However, the Contractor shall be responsible if pick-up is required from another location in Lake County. Lake County may deliver vehicles to the Contractor's facility, in some cases.

**3. Damages:**

The Contractor must provide indoor security, at their facility, for vehicles kept overnight and during all hours when the Contractor's facility is closed. At any time during the day, all Lake County vehicles, when parked outside at the Contractor and Subcontractor's facilities, must be kept secure. All doors will be locked with the windows in the full upright position and the trunk will be closed and locked. Electronic security or other security as acceptable to the County must be provided. The Contractor assumes liability for any damage to any Lake County property while such property is in the contractor's possession, or during transport between the contractor's facility and the Lake County Division of Transportation, and agrees as part of this assumption of liability to be responsible for the costs and expenses associated with the repair of said damage or to be responsible to promptly pay the County the amount of said damage if it is not repairable.

For any work that is subcontracted, the Subcontractor shall adhere to these same security standards as required by the Contractor. Operation of all Lake County vehicles is limited to pick up from the Lake County Division of Transportation to the contractors/subcontractors repair shop, test drive to ensure proper repair, and return to the Lake County Division of Transportation. At no time shall the contractor use any Lake County Division vehicle or equipment for any other reason.

**4. Contractor's Facility Security:**

The Contractor must provide indoor security, at their facility, for vehicles kept overnight and during all hours when the Contractor's facility is closed. At any time during the day, all Lake County vehicles, when parked outside at the Contractor and Subcontractor's facilities, must be kept secure. All doors will be locked with the windows in a full upright position and the trunk will be closed and locked. Electronic security or other security as acceptable to the County must be provided. The Contractor assumes liability for any damage to any Lake County property while such property is in the contractor's possession, or during transport between the contractor's facility and the Lake County Division of Transportation. For any work that is subcontracted, the Subcontractor shall adhere to these same security standards as required by the Contractor.

Operation of all Lake County vehicles is limited to pick up from the Lake County Division of Transportation to the contractors/subcontractors repair shop, test drive to ensure proper repair, and return to the Lake County Division of Transportation. At no time shall the contractor use any Lake County Division vehicle or equipment for any other reason.

**5. Authorization to Repair:**

The Contractor shall only proceed with repairs after receipt of an e-mailed authorization issued by the Lake County Fleet and Facilities Manager or designee. If applicable, the Lake County Risk Management Division may issue an Insurance Claim Number in conjunction with the repairs. The Contractor shall include the Insurance Claim Number on all paperwork relating to the repair, such as estimates, delivery receipts, and invoices.

**6. Basis for Repair Cost:**

If the estimated repair price submitted by the Contractor is considered unreasonable by the Lake County Division of Transportation or otherwise subject to question based on cost experience, or for any other reason, the County reserves the right not to authorize the repair for that job.

**7. Weekly Status Report:**

The contractor shall submit a Weekly Status Report to the Lake County Fleet and Facilities Manager via email. This Weekly Status Report will consist of but will not be limited to: Department Name, Vehicle Unit #, Year, Make, Model, Job #, Last 8 Digits of the VIN, Vehicle Arrival Date, Estimated Completion Date, Vehicle Estimate Amount, Insurance Claim Number, and Current Vehicle Status. In addition, the Weekly Status Report shall be sent to TPA representative. The awarded Contractor will be provided with the TPA contact information. **The weekly submission of the Weekly Status Report is mandatory to be compliant with the bid specifications and requirements.**

**8. Service Time:**

The vehicle must be completely repaired and returned to D.O.T. by the date and time indicated on the appraisal/written quote. If the Contractor fails for any reason to deliver vehicle within the "Return to Service" date and time after receipt of written authorization, or such adjustment in the Contract Time as authorized by written Change Order, excepting delays caused by conditions beyond the control of the Contractor, Lake County reserves the right to deduct liquidated damages from any money or monies due to the Contractor, in an amount equal to \$25.00 per day for each and every calendar day, until receipt of the completed vehicle by Lake County.

**NOTE:** A "Collision Repair Inspection Check-List BEFORE VEHICLE DELIVERY" is included at the end of this bid. The contractor shall incorporate this checklist, or a similar procedure as approved by Lake County, to assure that each item on the checklist is inspected prior to the delivery of each vehicle.

**9. Repair:**

Contractors are responsible for repairing all visible damage at the appraisal price less the discount, whether or not such visible damage is specifically itemized on the appraisal. No change orders shall be approved for visible damage in addition to the original appraisal.

**Note:** If new tires and/or rims are needed, tires and rims will be supplied by Lake County D.O.T. In these cases, the Contractor shall notify the Division of Transportation of this need. For non-Sheriff vehicles decals will be provided by LCDOT and installed by the awarded contractor. Awarded contractor will install emergency lights, such as strobe lights and light bars, as part of the repair. Lake County D.O.T. will inform the Contractor when the decals, tires and/or rims may be picked up by the Contractor at D.O.T.

If hidden damage is found after the original estimate is submitted, Contractor must contact the Lake County Fleet and Facilities Manager and advise of such findings. In all such instances, repair of hidden damage requires prior approval of Lake County Fleet and Facilities Manager. Failure to obtain prior approval for repair of hidden damage, without written authorization from the Lake County Fleet and Facilities Manager, will relieve Lake County from any obligation to pay for such work. If an appraiser is dispatched by Lake County D.O.T. to investigate hidden damage and said appraiser determines claims to be unfounded, Contractor shall be charged a \$50 appraisal fee.

If the "Return to Service" date, submitted by the Contractor to repair a vehicle, is considered longer than a reasonable time period by the Lake County Fleet and Facilities Manager, to ensure that Lake County does not experience undue delays in the return of vehicles to service, Lake County reserves the right to reject the submitted "Return to Service" date and mutually agree to a new "Return to Service" date with the Contractor.

**10. Replacement Parts:**

All mechanical parts must state as O.E.M or aftermarket in the appraisal. The county will determine at time if aftermarket or O.E.M part is needed based on the damage and situation regarding the damaged vehicle. Rebuilt assemblies or sub-assemblies may be used in the repair of equipment only with prior approval of the Lake County Fleet and Facilities Manager when such is standard

industry practice, and the rebuilt assembly or sub-assembly carries the same warranty as a new assembly or sub-assembly. The vendor must apply the appropriate core credit to the repair. The vendor must reuse, recycle or dispose of all associated waste in an environmentally and responsible manner.

- All paints, thinners, solvents, etc. used must be lead-free and O.E.M. standard.
- All body repair parts shall be O.E.M. or approved equal to or better. Used parts or quality replacement parts may be supplied whenever available, if the cost for such parts does not exceed 80% of the O.E.M. replacement part cost. Lake County will provide salvage parts when available.

#### **11. Vehicle Condition at Return:**

All vehicles being returned from the Contractor will be inspected by the Lake County Division of Transportation Fleet and Facilities Manager designee. All vehicles must be delivered between the hours of 7:00 AM – 2:30 PM Monday – Friday. If previously arranged, deliveries may be made beyond this time period and left outside. The Contractor will be liable for any damages that occur, even if the vehicle is left on County property, in this situation. When returned to Lake County, all repaired vehicles must be completely repaired as specified on the appraisal, including all collision repairs and body repairs needed, frame straightening, resetting of dash/alert lights such as tire and airbag, and wheel alignment service as needed.

Vehicles must be returned in ready-for-service condition. In ready-for-service condition shall consist of:

- 1) The vehicle shall have the damage that was estimated repaired with no flaws.
- 2) The vehicle will meet the criteria of the Collision Repair Inspection Checklist BEFORE VEHICLE DELIVERY when delivered or picked up by Lake County designee.
- 3) The invoice and all corresponding paperwork, including the completed Collision Repair Inspection Check-List BEFORE THE VEHICLE DELIVERY, must accompany the vehicle at the time of delivery or pick-up.
- 4) The inside and outside of the vehicle must be cleaned of all dirt, dust and debris resulting from damage and subsequent repair of damage, including removal of any paint overspray.

If a vehicle is delivered as having all repairs completed, (See Collision Repair Inspection Check-List BEFORE VEHICLE DELIVERY) and the repairs are not complete or acceptable, the vehicle will be returned to the Contractor for repair as needed at no additional cost. Shall any vehicle be delivered in not-ready-for-service condition, and the delivery time is past the Return to Service date, Lake County reserves the right to deduct liquidated damages as shown in **Section #8, Service Time**, herein. Lake County reserves the right to terminate this contract for repeated quality control problems, late deliveries, or other repeated, uncorrected problems, causing a vehicle come back / rejection rate of 15% or more per a year. Lake County will review the rejection rate on a quarterly basis. Contract termination will follow the termination process per Section #7. Termination herein. The Contractor will receive an e-mail from the Lake County Fleet and Facilities Manager or designee, documenting each delivery of a vehicle in an unacceptable condition.

#### **12. Guarantee:**

The Contractor must guarantee work for a period of six (6) months from date of final acceptance. The final acceptance shall not be binding upon Lake County, or conclusive, if it is determined that the Contractor furnished inferior item(s) or services and deviated from the specifications and/or the terms of the contract. Should such a condition become evident, Lake County shall have the right, notwithstanding final acceptance and payment, to cause the item or items to be properly furnished in accordance with the specifications at the cost and expense of the Contractor. Should inferior quality material be delivered, or latent defects appear, replacement must be accomplished within five (5) calendar days at no additional cost to Lake County.



Addendum Acknowledgement Bid #26227

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.*

Bid Number: 26227

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

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

Authorized Representative: \_\_\_\_\_  
*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.



**CONTRACTOR QUALIFICATIONS**

**(continued)**

Contractor shall respond to each of the following **minimum** requirements indicated below. Contractor shall provide an explanation for each “Non-Compliant” response. Attach additional pages if necessary.

**NOTE: Award will consider all value-added services and all optional value-added services. Please list all optional value-added services on the Contractor Qualifications sheet included herein.**

Qualifications shall include, at a minimum:

|   | <b>Qualifications</b>  | <b>Compliant</b> | <b>Non-Compliant</b> | <b>Explanation</b>   |
|---|--|------------------|----------------------|--|
| 1.  | ASE AND I-CAR-certified technicians - body and mechanical repairs. |                  |                      |  |
| 2.  | ASE AND I-CAR-approved facility and within 50 of Lake County       |                  |                      |  |
| 3.  | Facility Security – Provide your security plan.                    |                  |                      |  |
| 4.  | Ability to perform in accordance with bid specifications           |                  |                      |  |
| 5.  | Equipment inventory  |                  |                      |  |
|   | - Unibody frame straightening machine                              |                  |                      |  |
|   | - MIG welding equipment  |                  |                      |  |
|   | - Vehicle lifts  |                  |                      |  |
|   | - Low rise portable air lift                                       |                  |                      |  |
|   | - Vehicle stands   |                  |                      |  |
|   | - Hydraulic floor jack   |                  |                      |  |
|   | - 4-wheel alignment capabilities                                   |                  |                      |  |
|   | - Vehicle body panel corrosion protection applicator               |                  |                      |  |
|   | - Headlight aimer  |                  |                      |  |
|   | - Friction weld dent-pulling system                                |                  |                      |  |
|   | - Battery charger/booster  |                  |                      |  |
|   | - Grinders   |                  |                      |  |
|   | - High-pressure steam cleaner                                      |                  |                      |  |
|   | - High-pressure parts washer (non solvent-based)                   |                  |                      |  |
| - Plasma cutter                             |  |                  |                      |  |
| - Porto-power (4 ton – 10 ton each)         |  |                  |                      |  |
| - Digital camera to document damage/repairs |  |                  |                      |  |
| 6.  | Staffing<br>- Number of supervisors                                |                  |                      | _____ supervisors  |
|   | - Number of body and fender technicians                            |                  |                      | _____body & fender technicians<br>Certified? Yes / No (circle one) |

|    |   |   |
|----|---|---|
|    | - Number of welding technicians                                     | _____welding technicians<br>Certified? Yes / No ( <i>circle one</i> )<br><b><i>Attach certifications</i></b>    |
|    | - Number of frame straightening technicians                         | _____ frame straight.<br>technicians<br>Certified? Yes / No ( <i>circle one</i> )                               |
|    | - Number of mechanical technicians (front and rear wheel alignment) | _____mechanical technicians<br>Certified? Yes / No ( <i>circle one</i> )<br><b><i>Attach certifications</i></b> |
|    | - Number of painting technicians                                    | _____ painting technicians<br>Certified? Yes / No ( <i>circle one</i> )<br><b><i>Attach certifications</i></b>  |
| 7. | Value-added services - List value-added services                    |   |
|    |   |   |
|    |   |   |
|    |   |   |
|    |   |   |
|    |   |   |
|    |   |   |
|    |   |   |
|    |   |   |

**REFERENCES**

List below other organizations (users of similar size and structure to Lake County preferred) for which these or other similar services have been provided:

Agency Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Dates of Service \_\_\_\_\_  
Project Description \_\_\_\_\_

Agency Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Dates of Service \_\_\_\_\_  
Project Description \_\_\_\_\_

Agency Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Dates of Service \_\_\_\_\_  
Project Description \_\_\_\_\_

Agency Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Dates of Service \_\_\_\_\_  
Project Description \_\_\_\_\_

Agency Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Dates of Service \_\_\_\_\_  
Project Description \_\_\_\_\_

Please include any value-added services your firm provides in your response:

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

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

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

#### INSTRUCTIONS

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

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



# VENDOR DISCLOSURE STATEMENT

|                               |           |                  |  |
|-------------------------------|-----------|------------------|--|
| Vendor Name:                  |           |                  |  |
| Address:                      |           |                  |  |
| Contact Person:               |           | Contact Phone #: |  |
| Bid/RFP/SOI/Contract/Renewal: | Bid#26227 |                  |  |

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.



# VENDOR CERTIFICATION FORM

|   |  |                      |  |
|---|--|----------------------|--|
| Bid/RFP/SOI Number:   | BID#26227  |                      |  |
| Vendor Name:  |  |                      |  |
| Address:  |  |                      |  |
| Primary Contact Name:   |  |                      |  |
| Primary Contact Email Address:  |  |                      |  |
| Primary Contact Phone Number:   |  |                      |  |
| Project Manager Name:   |  |                      |  |
| Project Manager Email Address:  |  |                      |  |
| Project Manager Phone Number:   |  |                      |  |
| # Years in Business:  |  | Number of Employees: |  |
| Annual Sales:   | \$   | Dunn & Bradstreet #: |  |
| <b>Vendor Certification Statement: Please identify all of the following that apply to the ownership of this firm. This information is collected for reporting purposes only and not vendor selection. Please include a copy of the certification. (Definitions are included on the second page of Vendor Certification Form).</b> |  |                      |  |
|   | Contractor certifies as a Minority – Business Enterprise (MBE)                       |                      |  |
|   | Contractor certifies as a Women Business Enterprise (WBE)                            |                      |  |
|   | Contractor certifies as a Veteran-Owned (VBE) Business Enterprise                    |                      |  |
|   | Contractor certifies as a Persons with Disabilities Owned Business Enterprise (PDBE) |                      |  |
|   | Contractor certifies as a Service-Disabled Veteran-Owned (SDVBE) Business Enterprise |                      |  |
|   | Contractor certifies as a Business Enterprise Program (BEP)                          |                      |  |
|   | Contractor certifies as a Small Disadvantaged Businesses (SDB)                       |                      |  |
|   | Contractor certifies as a Veteran-Owned Small Business (VOSB)                        |                      |  |
|   | Local Business   |                      |  |
|   | None   |                      |  |
| Other (Specify)   |  |                      |  |
| Certification Number:   |  |                      |  |
| Certified by (Agency):  |  |                      |  |

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

\_\_\_\_\_  
Signature, Title

\_\_\_\_\_  
Printed Name, Title

\_\_\_\_\_  
Date

# Vendor Certification Definitions

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

**SUB-CONTRACTOR INFORMATION**  
(ATTACH ADDITIONAL PAGES AS NEEDED)

Name: \_\_\_\_\_ # Years In Business: \_\_\_\_\_

Address: \_\_\_\_\_ # Years Used By Contractor: \_\_\_\_\_  
\_\_\_\_\_

Check all that are applicable:  Small Business Enterprise (SBE)  Woman Business Enterprise (WBE)  
 Minority Business Enterprise (MBE)  Disability Business Enterprise (DBE)

Services Provided by Sub-Contractor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mfr. Certifications: \_\_\_\_\_

**SUB-CONTRACTOR INFORMATION**  
(ATTACH ADDITIONAL PAGES AS NEEDED)

Name: \_\_\_\_\_ # Years In Business: \_\_\_\_\_

Address: \_\_\_\_\_ # Years Used By Contractor: \_\_\_\_\_

Check all that are applicable:  Small Business Enterprise (SBE)  Woman Business Enterprise (WBE)  
 Minority Business Enterprise (MBE)  Disability Business Enterprise (DBE)

Services Provided by Sub-Contractor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mfr. Certifications: \_\_\_\_\_

**SUB-CONTRACTOR INFORMATION**  
(ATTACH ADDITIONAL PAGES AS NEEDED)

Name: \_\_\_\_\_ # Years In Business: \_\_\_\_\_

Address: \_\_\_\_\_ # Years Used By Contractor: \_\_\_\_\_  
\_\_\_\_\_

Check all that are applicable:  Small Business Enterprise (SBE)  Woman Business Enterprise (WBE)  
 Minority Business Enterprise (MBE)  Disability Business Enterprise (DBE)

Services Provided by Sub-Contractor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mfr. Certifications: \_\_\_\_\_



## REFERENCES

List below other organizations (users of similar size and structure to Lake County preferred) for which these or other similar services have been provided:

Agency Name: \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Dates of Service \_\_\_\_\_

Agency Name: \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Dates of Service \_\_\_\_\_

Agency Name: \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Dates of Service \_\_\_\_\_

Agency Name: \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Dates of Service \_\_\_\_\_

Agency Name: \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Dates of Service \_\_\_\_\_

**Bid #26227 Collision Repair Inspection Check-List BEFORE VEHICLE DELIVERY**

**April 2026**

| <b>Body Work and Inspections</b>  | <b>Inspected By:</b> | <b>Date:</b> | <b>Accepted By:</b> | <b>Date</b> |
|---|----------------------|--------------|---------------------|-------------|
| All Nuts & Bolts Tight & Brushed For Chips  |                      |              |                     |             |
| Welds Finished Out & Undercoated As Needed  |                      |              |                     |             |
| Check Gaps On All Panels Worked   |                      |              |                     |             |
| Check For Any Bare Metal & Fix If Necessary   |                      |              |                     |             |
| Check Doors To Open Properly If Related   |                      |              |                     |             |
| Check Hood & Trunk To Open Properly If Related                                      |                      |              |                     |             |
| Check For All Retaining Clips Installed   |                      |              |                     |             |
| Check For Loose Moldings  |                      |              |                     |             |
| Check Back Glass & Windshield Moldings Secure                                       |                      |              |                     |             |
| Check For Wind-Noise On All Side Hits   |                      |              |                     |             |
| <b>Paintwork Inspections</b>  | <b>Inspected By:</b> | <b>Date:</b> | <b>Accepted By:</b> | <b>Date</b> |
| Check Color-match Inside Shop As Well As Out  |                      |              |                     |             |
| Check For Buffing Swirls While In Sunlight  |                      |              |                     |             |
| Check For All Colors and Marks To Be Removed  |                      |              |                     |             |
| Check Windows For Overspray   |                      |              |                     |             |
| Check Jambs For Overspray   |                      |              |                     |             |
| Check For Dirt Specs & Fish-Eyes In Paint   |                      |              |                     |             |
| Check Edges Of Painted Panels To Be Smooth  |                      |              |                     |             |
| Check For Any Imperfections In Paint  |                      |              |                     |             |
| Remove Any Compound Residue On Edges and Jambs                                      |                      |              |                     |             |
| Check Wheel Wells For Overspray   |                      |              |                     |             |
| Check Rocker Panels For Overspray   |                      |              |                     |             |
| <b>General Inspections</b>  | <b>Inspected By:</b> | <b>Date:</b> | <b>Accepted By:</b> | <b>Date</b> |
| Antenna   |                      |              |                     |             |
| Installed   |                      |              |                     |             |
| Floor Mats Installed  |                      |              |                     |             |
| Wiper Arms Installed & Tightened  |                      |              |                     |             |
| Windshield Washer Fluid Full  |                      |              |                     |             |
| Any Dashboard Trouble Lights  |                      |              |                     |             |
| Dome Light Working  |                      |              |                     |             |
| Electric Windows & Door Locks   |                      |              |                     |             |
| Mirrors Working Properly  |                      |              |                     |             |
| Seat Belts Functioning  |                      |              |                     |             |
| A/C & Heater Working As Well As Fans<br>(leave on long enough to blow out all dust) |                      |              |                     |             |
| Radio Working   |                      |              |                     |             |
| Battery Cable Clean & Tight   |                      |              |                     |             |
| Battery Charged   |                      |              |                     |             |
| Emergency Brake Working   |                      |              |                     |             |
| Alarm & Keypad Working  |                      |              |                     |             |
| Jack & Tool Kit In Proper Place   |                      |              |                     |             |
| Spare Tire Secured  |                      |              |                     |             |
| Truck Clean-Even Under Mats   |                      |              |                     |             |
| All Old Parts Removed from Vehicle  |                      |              |                     |             |
| Fluid Caps, A/C Line Caps Secure  |                      |              |                     |             |
| Fuse Covers Installed   |                      |              |                     |             |
| Check All Fluid Levels  |                      |              |                     |             |
| Check Tires for Proper Air Pressure   |                      |              |                     |             |
| Check Seats for Any Oil and or Dirt   |                      |              |                     |             |
| <b>Electrical Inspections</b>   | <b>Inspected By:</b> | <b>Date:</b> | <b>Accepted By:</b> | <b>Date</b> |

|  |  |  |  |  |
|--|--|--|--|--|
| Horn                                     |  |  |  |  |
| Headlights Properly Aligned              |  |  |  |  |
| All Lights Working Including Dash Lights |  |  |  |  |