



# LakeCounty

## Purchasing Division

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

Lake County will be accepting **only** electronic RFP submissions for Request for Proposal.

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

1. Go to [www.lakecountypurchasingportal.com](http://www.lakecountypurchasingportal.com)
2. Click on the RFP Number: 25300
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 RFP 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

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

<u>BID/RFP No.</u> RFP #25300	Business Name: _____
<u>Buyer:</u> JazMine' Evans	Address: _____
<u>Bid/RFP Description:</u> Lake County Food and Vending Service	Lake County <b>ATTN: PURCHASING DIVISION</b> 18 N. County Street – 9 <sup>th</sup> Floor Waukegan, IL 60085-4350
<u>BID/RFP Due Date*:</u> <b>December 1, 2025, 11:00 a.m. CST</b>	

\*Please note: Responses are due at **11:00 a.m. local time** on December 1, 2025. Please allow sufficient time for any technical issues you may have and upload your RFP early. Please email Purchasing at [purchasing@lakecountyiil.gov](mailto:purchasing@lakecountyiil.gov) to receive confirmation that we have successfully received your submission. The deadline for questions is November 24, 2025, at 11:00 a.m.

**Lake County, Illinois  
Request for Proposals # 25300  
Food and Vending Services**

Request for Proposal (RFP) is for the purpose of establishing a contract with a qualified firm to perform the Food and Vending Services for Lake County.

<b>GENERAL REQUIREMENTS:</b>	Proposers are to submit electronic proposals, to be opened and evaluated in private. Submit one (1) complete electronic unprotected copy via the Lake County Purchasing Portal 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.
<b>SUBMISSION DATE &amp; TIME:</b>	<b>December 1, 2025 by no later than 11:00 a.m. local time.</b> Proposals received after the time specified will not be opened.
<b>PRE-PROPOSAL MEETING:</b>	<b>November 12, 2025 at 11:00 a.m. local time</b> , located in the lobby of Lake County's Administrative Complex at 18 N. County Street, Waukegan, IL 60085 to tour the space available for the food and coffee service solutions.
<b>CONTACT / QUESTIONS:</b>	<b>All contact and questions regarding the Request for Proposal shall be with the Purchasing Division.</b> Should the proposer require additional information about this RFP, please submit questions on our website at <a href="http://lakecountypurchasingportal.com">http://lakecountypurchasingportal.com</a> by selecting the RFP number and addendum link. Questions may also be submitted via email to <a href="mailto:purchasing@lakecountyil.gov">purchasing@lakecountyil.gov</a> . All questions shall be submitted no less than seven (7) days prior to the RFP opening date.
<b>CONTENTS:</b>	The following sections, including this cover sheet, shall be considered integral of this solicitation: <ul style="list-style-type: none"><li>*General Terms and Conditions</li><li>*Insurance and Bonding Requirements</li><li>*Special Terms and Conditions</li><li>*General Information</li><li>*Scope of Work</li><li>*Submittal Requirements</li><li>*Evaluation Criteria</li><li>*Proposal Price Sheet</li><li>*Addendum Acknowledgement</li><li>*General Information Sheet</li><li>*References</li><li>*Sustainability Statement</li><li>*Vendor Disclosure Statement</li><li>*Vendor Certification</li><li>*Attachments/Exhibits</li></ul>

**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.

## I. GENERAL INFORMATION

### A. INTENT

Lake County is interested in receiving Requests for Proposals (RFP) for creative approaches that will provide industry best practices and identify methods, strategies and metrics that can be used to improve operations, optimize performance, and reduce or contain costs for the provision of the following services:

- Vending services at various Lake County Locations
- Food service solution in the Lake County's Administrative Complex
- Coffee solution in the Lake County's Administrative Complex

**Proposers may submit for one or more of the services outlined in this RFP. Proposers are not required to have the capability to provide all services listed. Lake County reserves the right to make multiple awards or award to an individual Proposer able to provide all services. Lake County will evaluate all proposals independently for each service and select the proposal(s) that best meet the County's need.**

### B. LAKE COUNTY, ILLINOIS

Lake County is located in northeast Illinois and is 471 square miles in size, between the Chicago and Milwaukee metropolitan areas. Lake County is home to about 700,000 residents and made up of 55 municipalities and 18 townships. Lake County is committed to open government and transparency, and the County board's conservative fiscal policies have allowed the County to maintain fiscal stability and achieve AAA bond rating from Standard & Poor's and Moody's. Lake County is governed by a 19-member board and managed by a County Administrator.

Lake County's Main Courthouse and Administrative Complex (hereafter the "County Building") serves over 600,000 visitors annually. The County Building provides citizens of Lake County with all court services (criminal and civil), as well as the services of Circuit Court Clerk, Recorder of Deeds, Treasurer's Office, Assessment Office, and County Clerk Office. The Administrative Complex provides various support services to departments, elected officials, and the public. The County Building is the primary workplace for approximately 865 full-time employees. In addition, the building has an average of approximately 600,000 visitors Monday - Friday.

### C. BACKGROUND

Onsite Food Service - Lake County currently contracts with an outside firm that currently provides a micro market in the lobby of the County Administration Complex. The service provides onsite coffee services and grab and go food and beverage items with a self-service payment kiosk. Previously, Lake County offered a full-service cafeteria operated by an outside firm, which offered a mix of grab and go, made to order foods and full hot meals.

Coffee and Vending services at various Lake County facilities – Lake County's current vendor maintains and operates all vending equipment at 14 different locations throughout Lake County's Waukegan, Libertyville, and Vernon Hills campuses. Please refer to Exhibit A and B for the location and type. As part of Lake County's commitment to wellness, we prefer all food/snack vending machines to offer healthy choices and healthier alternatives.

The contract is due to expire on February 7, 2026. Proposers shall be prepared to have all services transitioned and fully operational on February 1, 2026. The following information is posted along with the RFP:

- i. Exhibit A – Coffee Vending Machine Locations
- ii. Exhibit B – Vending Machine Types and Locations
- iii. Exhibit C – Observed Holidays

D. HISTORICAL SALES DATA

Annual Sales	Micro Market	Vending Service	Coffee Machine *
2024	\$78,293.54	\$78,387.96	\$1,099.00
2025 YTD	\$123,902.83	\$71,454.71	\$507.00

\*Coffee sales listed are only for the Jury Assembly and do not include sales in the lobby of the Administration Complex. These sales are included in the micro market totals.

E. PROJECT TIMELINE

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

Event	Date
Release RFP	November 5, 2025
Pre-Proposal Meeting at County Administration Complex to tour space for food and coffee service solutions	November 12, 2025, at 11:00 AM CST
Deadline for RFP Inquiries for Clarification and Posting of Responses	November 24, 2025 11:00 AM CST
Deadline for Proposal Submissions	December 1, 2025 at 11:00 AM CST
Finalist Interviews (if necessary)	Week of December 8, 2025
Lake County Board Approval	January 2026
Services Begin	February 1, 2026

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

F. PROJECT STATUS

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.

G. PERFORMANCE LEVELS/MONITORING

Lake County staff will monitor performance levels based on progress reviews and milestone reports, as specified in the project plan created by the Proposer.

H. 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.

I. WORK PRODUCT

All work product prepared by Proposer pursuant to a resulting Agreement, including, but not limited to, policies, reports, analysis, plans, designs, calculations, work drawings, studies, photographs, models, and recommendations shall be the property of Lake County. Proposer shall deliver the work product to Lake County upon completion of Proposer's work, or termination of the Agreement, whichever comes first. Proposer may retain copies of such work product for its records; however, Proposer may not use, print, share, disseminate, or publish any work product related to this Agreement without the consent of Lake

County.

## II. SCOPE OF WORK

The Proposer shall provide turnkey food service, coffee and vending services to support the food and beverage needs of County staff and visitors. Services shall include design, installation, operation, and ongoing cleaning and maintenance of the service solutions as specified below.

### A. REQUIREMENTS FOR FOOD SERVICE

Proposers are expected to submit one or more options to fulfill a comprehensive food service solution for the County's Administration Complex. Potential options may include, but are not limited to, a full-service café, micro market, or other innovative approaches that provide convenient, high-quality food and beverage offerings. The County encourages proposers to present creative and flexible solutions that best meet the needs of the facility, employees, elected officials and visitors.

The solution(s) proposed must:

- Provide a diverse selection of fresh, nutritious, and appealing food and beverage options.
- Offer at least 25% healthy choices that align with current dietary trends and accommodate dietary restrictions (e.g., vegetarian, vegan, gluten-free, low-sodium, low-sugar, etc.).
- Ensure consistent quality, freshness, and safe food handling and sanitation standards.
- Consistently offer hours that align with the facility's operating schedule and customer demand.
- Provide adequate staffing with trained personnel who demonstrate professionalism and customer service.

### B. REQUIREMENTS FOR COFFEE SERVICES

#### 1. General Coffee Vending

- a. Provide coffee vending machines in designated County locations (current list of locations included as Exhibit A).
- b. Machines must offer multiple coffee varieties (regular, decaf, flavored options and provide optional creamers, sweeteners, and specialty drinks such as cappuccino, hot chocolate, tea).

#### 2. Coffee Service

- a. Proposer may propose and provide a coffee service solution specifically for the lobby in the County's Administrative Complex located at 18 N. County St. in Waukegan.
- b. Proposer may propose multiple options/pricing (vending-style, staffed coffee station, or self-serve specialty machine) for County consideration so long as the solution(s):
  - i. Include options for regular, decaf, and specialty drinks;
  - ii. Are designed to serve high-traffic areas efficiently;
  - iii. Present a professional, clean, and aesthetically pleasing appearance that complements the lobby environment; and
  - iv. Include appropriate supplies (cups, lids, stirrers, creamers, sweeteners).

### C. REQUIREMENTS FOR VENDING SERVICE

Stock and maintain a diverse selection of food and beverages machines at all identified Lake County locations (current list of locations included as Exhibit B) and all necessary equipment, including:

- a. Snacks (including healthier options such as low-sugar, low-sodium, gluten free, vegan, etc.)
- b. Cold beverages (water, carbonated water, juices, milk, plant-based milk alternatives, energy drinks, iced tea, soft drinks, cold coffees, etc.)
- c. Snack food items offered should include, but not limited to, chips, popcorn, crackers, sweets, candy, gum, mints, trail mix, fruit leather, nuts and jerky and should include at a minimum 25% healthy snacks comprised of low sugar or low-fat alternatives.

**D. SECURITY, TECHNOLOGY AND EQUIPMENT STANDARDS**

- a. Equipment, shelving, coolers, and freezers must be fully enclosed and designed to remain locked at all times and only open when a valid payment method is presented.
- b. Provide and maintain secure payment processing systems.
- c. Provide all necessary computer hardware and software required for services proposed. The County's Public Wi-Fi may be used, but access to the County's private network will not be authorized.
- d. Equipment must maintain proper refrigeration and heating temperatures at all times.
- e. All equipment must comply with applicable health, safety, and accessibility codes. Equipment must be in compliance with the American with Disabilities Act (ADA).
- f. The machines shall conform to all applicable local, state, and federal safety requirements. All components, including but not limited to assists, wiring, accessory mountings, parts, connectors and adjustments, are to be in accordance with current S.A.E. standards and recommended practices.
- g. All machines shall be new or like new, clean, and in good working condition.
- h. All delivery and installation costs shall be the responsibility of the Proposer.
- i. The Proposer shall not add or place any vending machines without prior written approval from the County. If the County authorizes additional machines, the County shall have the authority to select which type of vending machine (beverage, snack/food, etc.) to add to the site. Should the placement of any vending machine require any modification of a County facility (e.g., the installation of appropriate electrical outlet) then such modification(s) shall require prior approval by the County and may be made by the County.

**E. SANITATION AND CLEANLINESS REQUIREMENTS**

Proposer shall maintain high standards of sanitation in compliance with all applicable local and state health regulations as well as the County's requirements below.

- a. Sanitation of all high-touch surfaces (payment stations, handles, doors, etc.) and cleanup of any spills, leaks, or product waste.
  - i. Daily for food and coffee service at the Administration Complex
  - ii. Weekly for all other services
- b. Deep cleaning of shelving, display areas, and interior/exterior surfaces and floors underneath of equipment, shelving, storage and fixtures.
  - i. Weekly for food and coffee service at the Administration Complex
  - ii. Monthly for all other services
- c. Monthly sanitization of refrigeration coils, drip trays, and other components requiring preventive maintenance.
- d. Use of food-safe, non-toxic cleaning agents.
- e. Proposer shall keep sanitation logs documenting cleaning and servicing schedules and provide to the County for review upon request.

**F. PAYMENT OPTIONS AND PRICING**

- a. All machines/services must have the ability to accept multiple payment options including:
  - i. Credit/debit card
  - ii. Cash (bills and coins)
  - iii. Online account and/or mobile app with electronic payment options
- b. The Proposer shall provide a method for providing refunds for machine malfunctions or product issues. The proposer shall provide on each machine operating instructions and information to users on where refund requests may be made. The Proposer shall be responsible for reimbursing patrons for money lost through equipment malfunction and stale or spoiled products.
- c. Pricing of items shall be consistent among all County locations covered under the contract and may not increase without prior written approval.

**G. ROUTING SCHEDULE**

- a. The Proposer shall be responsible for providing an adequate routing schedule to ensure that merchandise is adequately stocked, fresh, free from defect/spoilage, is not expired and equipment is properly functioning.
- b. Routing schedule should be on a regularly scheduled basis and mutually agreed to by the Proposer and the County. The current routing schedules for coffee and vending are included in Exhibits A & B.
- c. Proposer shall monitor inventory levels and restock products on a regular schedule to avoid outages.
- d. The Proposer shall be responsible for monitoring and documenting unwanted/unsold items and adjusting stock accordingly in order to reduce waste and respond to customer preferences.

**H. SERVICE AND MAINTENANCE**

- a. Proposer shall provide a designated local technical support contact name and number for repair service requests. This person shall be able to provide onsite support within 24 hours from notification. There are several locations that are 24-hour operations 7 days a week including all holidays.
- b. Equipment must be repaired or replaced within 24 business hours of notification of malfunction.
- c. All machines and/or machine locations must display appropriate phone number(s) for immediate reporting of malfunctioning equipment.
- d. The County has the right to request the removal and/or exchange of any machine it deems, in its sole discretion, not up to its standards of serviceability or appearance.

**I. REVENUE AND REPORTING**

- a. Proposer shall propose a commission structure payable to the County based on gross sales.
- b. Commission payments to be rendered to the County monthly, no later than the 15th of each month.
- c. All commission payments shall be accompanied with commission statements which indicate the location of the vending machines and their related unit sales, gross sales and commission.

**J. SUSTAINABILITY AND SINGLE USE PLASTICS**

In December 2021, the Lake County Board approved a policy that prohibits single-use plastics within many County operations, furthering efforts to promote sustainability and support the environment. Effective January 1, 2023, single-use plastics associated with service ware, eating, and drinking, such as cutlery, coated paper plates, beverage bottles, to-go containers, lids, straws, stir sticks, six-pack rings, shopping or storage bags, and plastic wrap ceased to be purchased sold or distributed within Lake County government operations and many County government sites. <https://www.lakecountyil.gov/4992/Single-Use-Plastics>

The only approved exception to this policy applies to beverage products located within the Sheriff's Office facilities. In consideration of health and safety risks associated with aluminum cans in secure or detention environments, beverages sold or dispensed in these designated areas must be provided in plastic bottles. Furthermore, for security and safety reasons, glass containers are prohibited at all County locations.

The County recognizes that some products offered through vending machines and micro markets may not currently have alternatives to single use packaging. However, it is the County's expectation that all beverages and, to the greatest extent reasonably possible, all food packaging shall comply with the County Board's policy prohibiting single-use plastics.

- a. Proposers shall include a Single Use Plastic compliance plan with their proposal, outlining how they will meet these requirements and identify any exceptions where alternatives are not feasible.



- b. The Proposer should address their company's commitment to sustainable practices aimed at recycling and food waste reduction strategies. The Proposer should make all reasonable efforts to dispose of expired or discarded items in a sustainable manner such as donating to local organizations when possible.
- c. Machines must be Energy-Efficient or Energy-Star rated with proper environmental controls to assure products do not freeze or melt.

**K. PRODUCT QUALITY**

- a. All snacks and beverages must be manufactured, processed, and prepared in establishments that comply with all local, state, and federal laws and regulations. They must be wholesome and free from spoilage, contamination, and adulteration. All foods and beverages must be labeled in compliance with all local, state, and federal laws and regulations.
- b. All vending products in vending machines that are past their labeled "best by" or "sell by" dates must be removed from machines and replaced with fresh product.
- c. Proposer shall notify the County within 24 hours of receiving a food recall notice issued by the manufacturer, distributor or any governmental agency of any product provided in the County's machine and the proposer must remove any such products from machines within 48 hours of the recall notice.

**L. COUNTY RESPONSIBILITIES**

Provide all utilities and services including, but not limited to, heat, hot and cold water, steam, gas, lights and electric current, garbage removal services, exterminator services, janitorial and office space.

**III. SUBMITTAL REQUIREMENTS**

**A. 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:

- 1. Introduction Material and Executive Summary
- 2. Company Background
- 3. Scope of Services
- 4. Implementation Plan
- 5. Single Use Plastic compliance plan
- 6. Client References
- 7. Exceptions to the RFP
- 8. Proposed Commission Structure
- 9. Value Added Services
- 10. Sustainability Statement
- 11. Vendor Disclosure Statement (attached)
- 12. Vendor Certification Form (attached)
- 13. Addendum Acknowledgement (attached)

**B. INTRODUCTION MATERIAL AND 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.

**C. 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:

1. Company name and location of the corporate headquarters and of the nearest office to Lake County.
2. 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.
3. 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.
4. 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.
5. Describe any other business affiliations (e.g., subsidiaries, joint ventures, "soft dollar" arrangements with brokers).
6. Provide a list of your organization's Board of Directors/Decision-Making Body including name, title, and contact information. Please do not list your organization's Advisory Board.
7. Provide one to three examples of similar type of work completed in the past five to seven years.
8. Provide a summary organizational chart. Identify the primary contact and describe the roles of each key person.

D. 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 item that is identified in the scope of services outlined in the specifications, please identify your company's approach and response to address the desired service outlined.

E. PRODUCT LIST

Proposer shall provide a detailed list of product offerings and pricing for all items including, but not limited to hot and cold beverages, snacks, general merchandise, and frozen novelties.

F. IMPLEMENTATION PLAN

This section should describe the Proposer's implementation plan. Provide proposed project plan timeline and outline specific areas that will require Lake County staff partnership.

G. SINGLE USE PLASTIC COMPLIANCE PLAN

Proposers shall provide a Single Use Plastic compliance plan with their proposal, outlining how they will meet the County's policy and identify any exceptions where alternatives are not feasible.

H. CLIENT REFERENCES

The County considers references to be an important factor in its decision to award a contract. Proposers should supply references that will be available to speak with the County. Three references should be provided that provided similar type of work completed in the past five to seven years. A reference sheet is included as a submittal as part of this RFP document.

I. 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.

J. SALES AND PROPOSED COMMISSION STRUCTURE

The goal of this RFP is to contract with professional responsible firms who can increase sales and the resulting revenue to the County. Proposers shall include a percentage of commission based on gross sales, excluding tax as part of this proposal and return on the enclosed Pricing Document.

Proposers shall provide a description of the sales tracking system utilized, along with a sample sales and commission report to be included in the proposal response.

Any additional services identified by the proposer shall be delineated separately for the County to consider.

K. VALUE ADDED SERVICES

Please include any value-added services your firm provides in your submittal.

L. 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 company's practices. A Sustainability Statement form is included as part of the RFP. Proposers are asked to provide a clear description of your company's sustainable practices, policies, or procedures in the following areas: waste minimization, energy efficiency, water efficiency, staff, and education.

M. 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.

N. VENDOR CERTIFICATION FORM

This certification form is information that Lake County is collecting for reporting purposes only and will not be used in vendor selection.

O. ADDENDUM ACKNOWLEDGMENT

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 Proposer'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.

**IV. EVALUATION CRITERIA**

- A. The 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. Submitted proposals will be reviewed to determine whether the provider meets the following minimum procurement requirements:

1. Qualifications and Experience.
2. Understanding and ability to meet and/or exceed the scope of services included any proposed value-added services.

3. Completeness of proposal and responses for required information.
4. Proposed Commission Structure.
5. Ability to meet requirements for transition of services beginning February 1, 2026.

B. 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 shortlist all Proposers if it is not in the best interest of the County.

C. 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.

D. 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.

E. 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.

F. INTENT TO NEGOTIATE

The County reserves the right to invite the most qualified proposer to negotiate final terms and conditions, finalize scope clarification and confirm final pricing and payment terms. The information received from the negotiation shall be found in the final contract document. If the parties are unable to negotiate a satisfactory contract the negotiations will be terminated. The County reserves the right to either begin negotiations with the qualified proposer that is next preferred or non-award the request for proposal.

V. GENERAL TERMS AND CONDITIONS

A. 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).

B. 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.

C. 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.

D. INCURRED COSTS

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

E. 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(s) 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.

F. ADDITIONAL INFORMATION

Should the Proposer require additional information about this 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 in the 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.

G. 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.

H. 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.

I. CONTRACT TERM

This contract shall be in effect for a one (1) year period beginning February 1, 2026. Lake County reserves the right to renew this contract for four (4) additional one (1) year period(s), subject to acceptable performance by the Proposer. 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. 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.

J. 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.

K. 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.

L. TERMINATION

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

1. 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, Proposer 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.

2. Termination Due to Material Breach:

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

3. 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 Proposer 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 Proposer to contractual damages of any kind.

4. Termination Due to Force Majeure Events:

a) 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 that party uses reasonable efforts to perform those obligations, 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 that party complies with its obligations under section 16(d)(3), below.

b) 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.

- c) 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.

#### M. DEBARMENT AND SUSPENSION WITH LAKE COUNTY

1. The Lake County Purchasing Ordinance § 33.125 through 33.126 defines the County's Authority and Decision to Debar.
2. The Proposer certifies to the best of his or her knowledge and belief that the Proposer:
  - 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.
3. Proposer 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 Proposer 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.

#### N. NON-DISCRIMINATION

The Proposer 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").

#### O. INDEMNIFICATION

The Proposer 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 Agreement and arising from the Consultant's (its employees', executives', and agents') actions, whether negligent, reckless, or intentional. Lake County shall provide notice to Consultant promptly of any such claim, suit, or proceeding, and will assist Consultant, at Consultant's expense, in defending any such claim, suit, or proceeding.

#### P. ASSIGNMENT, MODIFICATIONS AND CHANGE IN STATUS

The resulting Agreement shall not be assigned, delegated, subcontracted, or modified in any manner without the prior written consent of both parties.

The Proposer shall promptly notify Lake County in writing of any change in its organizational or operational status, including but not limited to:

- a) acquisition by or merger with another entity

- b) insolvency or financial instability
- c) initiation of any proceeding under the Bankruptcy Act, whether voluntary or involuntary
- d) cessation of operations in the normal course of business

Upon receiving such notice, Lake County reserves the right to immediately terminate the Agreement upon written notice to Proposer.

If Lake County expressly consents in writing to an assignment, delegation, or subcontract of any work under the Agreement, the Proposer shall remain fully responsible and liable for the performance of all obligations under the Agreement, unless otherwise agreed by the parties in writing.

In the case of a joint venture, each member of the joint venture shall be individually required to meet all applicable requirements of the Agreement. In the event of a merger, acquisition, divestiture, or material change in business strategy, the Proposer shall affirm in writing its commitment to continue providing services in accordance with the terms of the Agreement.

#### Q. CHANGE ORDERS

In the event changes to the scope of the project or additional work become necessary or desired (a "Change"), the parties shall follow the procedures set forth in this Section to memorialize the change (a "Change Order"). A Change Order shall be effective only if documented in writing, dated and signed by both parties, and expressly referencing this Agreement. The Change Order shall set forth in detail: (i) the Change requested, (ii) the reason for the proposed Change; (iii) the cost of the Change; and (iv) the Change's impact on the time for completing the project.

In the event either party desires a Change, the Project Manager for such party shall submit to the other party's Project Manager a proposed Change Order. If the receiving party does not accept the Change Order in writing within 10 business days, the receiving party shall be deemed to have rejected the Change Order. If the parties cannot reach agreement on a proposed Change, Consultant shall nevertheless continue to render performance under this Agreement in accordance with its (unchanged) terms and conditions.

#### R. JURISDICTION, VENUE, CHOICE OF LAW AND PROFESSIONAL STANDARDS

This RFP and any contract resulting 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 of Lake County Illinois.

#### S. DISPUTE RESOLUTION

All issues, claims, or disputes arising out of this Agreement shall be resolved in accordance with the Contract Disputes provision of the Lake County Purchasing Ordinance, § 33.097.

#### T. 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.

#### U. 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.

#### V. 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 for investigating and gathering 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.

#### W. PRICING

Please provide a price list for all proposed products offered as part of your proposal, including but not limited to menu options, coffee options vending options, and catering options. Failure to submit a price list may cause you to be considered to be unresponsive to this RFP. A responsive Proposer is defined as a person who has submitted a proposal that conforms in all material respects to the requirements set forth in the Request for Proposal.

#### X. 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.

#### Y. OUT OF POCKET EXPENSES

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

#### Z. INFORMATION SECURITY

In the process of providing 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.

#### AA. EQUAL EMPLOYMENT OPPORTUNITY

Proposer assures, with respect to operation of the WIOA-funded training or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions in sec. 188 of the Workforce Investment Act of

1998; USDOL regulation 29 CFR part 38, as amended; USDOL regulations at 29 CFR parts 31 and 32, including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973 as amended; Title IX of the Education Amendments of 1972, as amended; the Age Discrimination Act of 1975 as amended; the Civil Rights Restoration Act of 1987; executive order 12250; Age Discrimination in Employment Act of 1967; Federal Equal Pay Act of 1963; ILLINOIS Equal Pay Act of 2003; U.S. department of labor regulations at 28 CFR part 42, subparts f & h; Title VII of the Civil Rights Act of 1964, as amended Victims Economic Security and Safety Act; the Veterans' Priority Provisions of the "Jobs for Veterans Act", public law 107-288.

#### AB. PRESS/NEWS RELEASES

Consultant may not issue any press or news releases regarding this Agreement without prior approval from Lake County. Consultant shall provide notice to Lake County's Chief Communications Officer if contacted by the media regarding the services set forth in this Agreement.

### **VI. INSURANCE REQUIREMENTS**

- A. The awarded 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 upon each renewal date for contracts/projects that will last more than one year. Insurance in the following types and amounts is necessary:

1. 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 Consultant's projects away from premises owned or rented to Consultant.

2. Excess/ Umbrella Liability

The Consultant'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*)

3. 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 Consultant'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)

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

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

- B. County, acting at its sole option, may waive any of the foregoing insurance requirements upon a request to do so, but no waiver shall be effective unless made in writing. Such waiver may include or be limited to a reduction in the amount of coverage required above. The extent of waiver shall be determined solely by County's risk manager taking into account the nature of the work and other factors relevant to County's exposure, if any, under this agreement.

C. Liability Insurance Conditions

Proposers agree that with respect to the above required insurance:

- 1. The CGL policy shall be endorsed for the general aggregate to apply on a "per Project" basis;
- 2. The Proposers insurance shall be primary & non-contributory over Lake County's insurance in the event of a claim.
- 3. 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 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 Proposers who have multiple projects with the County.
- 4. 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**

5. **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.**

- D. **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.

**PROPOSAL PRICE SHEET - COMMISSION**

Company Name:	
Commission Payment Terms:	

**Food Service**

1.	Indicate the Percentage of Commission based on gross sales, excluding sales tax	Percentage	%
Additional Comments:			

**Coffee Services**

2.	Indicate the Percentage of Commission based on gross sales, excluding sales tax	Percentage	%
Additional Comments:			

**Vending Services**

3.	Indicate the Percentage of Commission based on gross sales, excluding sales tax	Percentage	%
Additional Comments:			

**PROPOSAL PRICE SHEET – SAMPLE MENU WITH PRICING**

Complete the table below with your top selling items for each category.					
Item with Description		Vendor Cost	% Mark-up	Cost to Consumer	Commission Paid to Lake County
<b>Food Service</b>					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
<b>Coffee Service</b>					
1					
2					
3					
4					
5					
<b>Vending Service</b>					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

## SUSTAINABILITY STATEMENT

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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 proposer is key to magnifying the impact of the County's sustainability measures. A Proposer is requested to provide a Statement of Sustainability demonstrating the methods they have incorporated into their company. Sustainability may be one of the scoring criteria included in the evaluation rubric for the award of this contract.

### INSTRUCTIONS

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

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

<b>EXHIBIT A – COFFEE VENDING MACHINES AND LOCATIONS</b>			
<b>Location Number</b>	<b>Location</b>	<b>Type</b>	<b>Frequency of Service</b>
1.	Jury Assembly 301 Washington Street, Waukegan, IL 60085	Hot Beverage	Once a Week
2.	Main Courthouse Lobby 18 N. County Street, Waukegan, IL 60085	Hot Beverage	Daily

<b>EXHIBIT B – VENDING MACHINES AND LOCATIONS</b>			
<b>Location Number</b>	<b>Location</b>	<b>Type</b>	<b>Frequency of Service</b>
1.	Community Based Corrections Center (CBCC) Babcox Lower Level 15 S. Martin Luther King Jr Ave, Waukegan, IL 60085	Cold Bottled Beverage x 2 Pre-Packaged Meals Snacks Bill Changer Machine	Once a Week
2.	Circuit Court Breakroom 18 N. County Street, Waukegan, IL 60085	Cold Beverage	Once a Week
3.	Div. Of Transportation (DOT) 600 W. Winchester Road, Libertyville, IL 60048	Cold Beverage General Merchandise	Once a Week
4.	Jury Assembly 301 Washington Street, Waukegan, IL 60085	Cold Beverage Snacks Bill Changer Machine	Once a Week
5.	Juvenile Center 24647 N Milwaukee Avenue, Vernon Hills, IL 60061	Cold Beverage Snacks	Once a Week
6.	Permit Center 500 W. Winchester Road, Libertyville, IL 60048	Cold Beverage Snacks	Once a Week
7.	Probation Lounge 215 West Water Street, Waukegan, IL 60085	Cold Beverage Snacks	Once a Week
8.	Public Works 15170 Pekara Dr. Deerfield, IL 60015	Cold Beverage Snacks	Once a Week
9.	Public Works (Maintenance) 648 Winchester Road, Libertyville, IL 60048	Cold Beverage Snacks	Once a Week
10.	Sheriff Highway Patrol 1301 N. Milwaukee Ave. Libertyville, IL 60045	Cold Beverage Snacks	Once a Week
11.	Grand Health Center & Admin Building 3010 Grand Avenue, Waukegan, IL 60085	Cold Beverage Snacks	Once a Week
12.	CCP & ATP 3002 Grand Avenue, Waukegan, IL 60085	Cold Beverage Snacks	Once a Week
13.	Woman's Residential Services 24647 North Milwaukee Avenue, Vernon Hills, IL 60061	Cold Beverage	Once a Week
14.	BMB Campus 2410 Belvidere Road, Waukegan, IL 60085	Cold Beverage Snacks	Once a Week

<b>EXHIBIT C – LAKE COUNTY – OBSERVED FIXED HOLIDAY SCHEDULE</b>	
New Year's Day	Labor Day
Martin Luther King, Jr. Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Juneteenth	Christmas Eve
Independence Day	Christmas Day