



LakeCounty

Purchasing Division

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

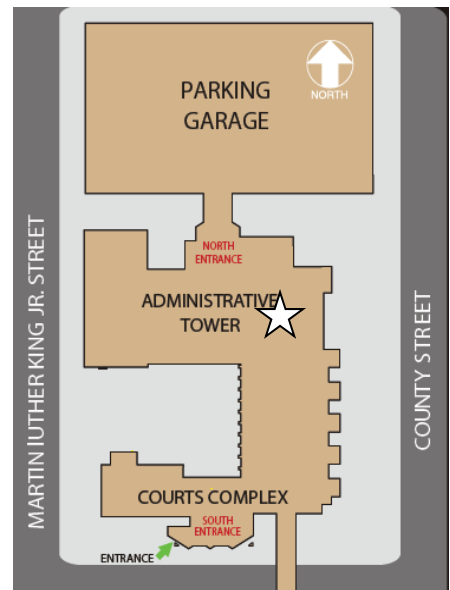
Please note the submission location is:

Lake County
Attn: Purchasing Division
 18 N. County Street – 9th Floor
 Waukegan, IL 60085-4350

Contact information for Lake County Purchasing is:

Purchasing Division
 Phone 847-377-2992
 Fax 847-984-5889
 Email: purchasing@lakecountyil.gov

Waukegan Campus



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

✂️ _____ ✂️

<u>BID No.</u> Bid #18018	Vendor Name: _____ Deliver to: Lake County ATTN: PURCHASING DIVISION 18 N. County Street – 9 th Floor Waukegan, IL 60085-4350
<u>Buyer</u> Yvette Albarran	
<u>Bid Description</u> Lake County Hyland OnBase Software Maintenance	
<u>BID Due Date*</u> January 25, 2018 at 2:00pm	

*Please note: Responses are due at the 9th floor reception desk and shall be time stamped by 2:00 p.m. CST on the required due date. Please allow sufficient time for parking, passing through security and arriving at the 9th floor.

**INVITATION TO BID**

Lake County

Purchasing Division

18 North County Street - 9th floor

Waukegan, Illinois 60085-4350, (847) 377-2929

[EMAIL: Purchasing@lakecountyil.gov](mailto:Purchasing@lakecountyil.gov)**SUBMISSION INFORMATION**

INVITATION#: 18018

BID OPENING DATE: January 25, 2018

TIME: 2:00 p.m. Local Time

LOCATION: 9th Floor Conference Room

Submit 1 original and 1 electronic copy on a CD or flash drive

INVITATION TO BID CONTRACTOR INFORMATION

Company Name: _____

Address: _____

City, State, Zip Code: _____

Access Bid Results

<http://www.lakecountyil.gov>

ISSUANCE DATE: January 11, 2018

BUYER: Yvette Albarran

LAKE COUNTY HYLAND ONBASE SOFTWARE MAINTENANCE**RENEWAL OF CURRENT HYLAND LICENSES for the period of March 1, 2018 through February 28, 2019**

Item	License Type	Quantity	UOM	Price	Ext.
1.	App Enabler License Expiration Date 2/28/2018	2	Each	\$_____	\$_____
2.	Archival API License Expiration Date 2/28/2018	1	Each	\$_____	\$_____
3.	Barcode Generator Expiration Date 2/28/2018	2	Each	\$_____	\$_____
4.	Batch OCR License Expiration Date 2/28/2018	7	Each	\$_____	\$_____
5.	CD Authorizing License Expiration Date 2/28/2018	1	Each	\$_____	\$_____
6.	COLD/ERM License Expiration Date 2/28/2018	1	Each	\$_____	\$_____
7.	OnBase Concurrent Client License Expiration Date 2/28/2018	95	Each	\$_____	\$_____
8.	Digital Signature License Expiration Date 2/28/2018	1	Each	\$_____	\$_____
9.	Distributed Disk Services License Expiration 2/28/2018	1	Each	\$_____	\$_____
10.	Document Import Processor License Expiration 2/28/2018	1	Each	\$_____	\$_____
11.	Document Retention License Expiration 2/28/2018	1	Each	\$_____	\$_____
12.	DVD Authoring License Expiration 2/28/2018	1	Each	\$_____	\$_____
13.	E-Forms License Expiration Date 2/28/2018	1	Each	\$_____	\$_____
14.	EDM License Expiration Date 2/28/2018	1	Each	\$_____	\$_____
15.	Encrypted Disk Groups License Expiration Date 2/28/2018	1	Each	\$_____	\$_____
16.	Export License Expiration Date 2/28/2018	1	Each	\$_____	\$_____
17.	Full Text Indexing Concurrent Client for Autonomy Idol License Expiration Date 2/28/2018	7	Each	\$_____	\$_____
18.	Full Text Indexing Server for Autonomy Idol License Expiration Date 2/28/2018	1	Each	\$_____	\$_____
19.	Host Enabler Concurrent Client License Expiration Date 2/28/2018	2	Each	\$_____	\$_____
20.	Multi-User Server License Expiration Date 2/28/2018	1	Each	\$_____	\$_____

Item	License Type	Quantity	UOM	Price	Ext.
21.	Production Document Imaging (ISIA or TWAIN) (2+) License Expiration Date 2/28/2018	1	Each	\$_____	\$_____
22.	Production Document Imaging (Kofax or TWAIN) License Expiration Date 2/28/2018	1	Each	\$_____	\$_____
23.	Production Document Imaging (Kofax or TWAIN) (2+) License Expiration Date 2/28/2018	34	Each	\$_____	\$_____
24.	Production Document Imaging (TWAIN) (2+) License Expiration Date 2/28/2018	1	Each	\$_____	\$_____
25.	Records Management License Expiration Date 2/28/2018	1	Each	\$_____	\$_____
26.	Unity Automation API License Expiration Date 2/28/2018	1	Each	\$_____	\$_____
27.	Virtual Print Driver License Expiration Date 2/28/2018	1	Each	\$_____	\$_____
28.	Web Server License Expiration Date 2/28/2018	1	Each	\$_____	\$_____
29.	Workflow Concurrent Client License Expiration Date 2/28/2018	4	Each	\$_____	\$_____
30.	Workflow Departmental Server License Expiration Date 2/28/2018	1	Each	\$_____	\$_____
31.	Workflow Workstation Client License Expiration Date 2/28/2018	3	Each	\$_____	\$_____
32.	Workstation Client License Expiration Date 2/28/2018	23	Each	\$_____	\$_____
	TOTAL BID AMOUNT ITEMS 1-32				\$_____
33.	Maintenance services for diagnostic or emergency services		Hourly Rate	\$_____	

Does your maintenance price quoted above include labor to install software upgrades for the Lake County Government test and production environment? Yes or No

UNIT PRICES FOR FUTURE LICENSE PURCHASES				
Item	Product Name	Product Code	License Cost	Maintenance Cost
34.	Web Server	WTIPW1	\$	\$
35.	Outlook Integration	OLIP1	\$	\$
36.	Concurrent Client 1-100	CTIPC1	\$	\$
37.	Concurrent Client 101-200	CTIPC2	\$	\$
38.	Concurrent Client 201+	CTIPC3	\$	\$
39.	Workstation Client 1-100	CTIPW1	\$	\$
40.	Workstation Client 101-200	CTIPW2	\$	\$
41.	Workstation Client 201+	CTIPW3	\$	\$
42.	Named User Client 1-100	CTIPN1	\$	\$
43.	Named User Client 101-200	CTIPN2	\$	\$
44.	Named User Client 201+	CTIPN3	\$	\$
45.	Host Enabler Concurrent Client	HEIPC1	\$	\$
46.	Host Enabler Workstation Client	HEIPW1	\$	\$
47.	Digital Signature	SGIPN1	\$	\$
48.	Workflow Departmental Server	WFIPD1	\$	\$
49.	Workflow Enterprise Server	WFIP1	\$	\$
50.	Workflow Concurrent Client	WFIPC1	\$	\$
51.	Workflow Workstation Client	WFIPW1	\$	\$
52.	Workflow Named User Client	WWIPN1	\$	\$
53.	Application Enabler - Annual	AEIA1	\$	\$
54.	Enterprise Application Enabler - Annual	AEIA2	\$	\$

Item	Product Name	Product Code	License Cost	Maintenance Cost
55.	Application Enabler	AEIPI1	\$	\$
56.	Enterprise Application Enabler	AEIPI2	\$	\$
57.	Tag Import Processor – XML	XMIPW1	\$	\$
58.	Right Fax Import Integration	RFIPW1	\$	\$
59.	Advanced Document Import Processor	ADIPW1	\$	\$
60.	Subscription Server	SSIPW1	\$	\$
61.	Mobile E-Forms Server	MEIPI1	\$	\$
62.	Mobile E-Forms Client	MEIPC1	\$	\$
63.	Production Document Imaging	DIIPW2	\$	\$
64.	ISIS Document Imaging	ISIPW2	\$	\$
65.	Desktop Document Imaging 15 ppm	AIIPW1	\$	\$
66.	Desktop Document Imaging 30 ppm	AIIPW2	\$	\$
67.	Desktop Document Imaging > 30 ppm	AIIPW3	\$	\$
68.	Web Scanning Named User	WSIPN1	\$	\$
69.	Front Office Scanning Module	FOIPW1	\$	\$
70.	Signature Pad Interface (TWAIN)	PWIPW1	\$	\$
71.	Publishing	PBIAI1	\$	\$
72.	WorkView	RMIPI1	\$	\$
73.	WorkView Concurrent Client	RMIPC1	\$	\$
74.	WorkView Workstation Client	RMIPW1	\$	\$
75.	WorkView Named Client	RMIPN1	\$	\$
76.	Exception Reports	ERIP1	\$	\$
77.	Batch OCR	OCIPW1	\$	\$
78.	Idol Full Text Concurrent Client		\$	\$
79.	Idol Full Text Workstation Client		\$	\$
80.	API Retrievals Initial 500 queries/hour	APIPQ1	\$	\$
81.	API Retrievals Additional 500 queries/hour	APIPQ2	\$	\$
82.	SharePoint Integration	SPIPI1	\$	\$

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.

☐

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 request 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 Address _____

Fax Number _____

LAKE COUNTY - INVITATION FOR BIDS: TERMS AND CONDITIONS

1. **AUTHORITY.** This Invitation for Bids is issued pursuant to applicable provisions of the Lake County Purchasing Ordinance.
2. **BID OPENING.** Sealed bids will be received at the Lake County Purchasing Division until the date and time specified, at which time they shall be opened in public. Late bids shall be rejected and returned unopened to the sender. Lake County does not prescribe the method by which bids are to be transmitted; therefore, it cannot be held responsible for any delay, regardless of the reason, in transmission of the bids.
3. **BID PREPARATION.** Bids must be submitted on this form and all information and certifications called for must be furnished. Bids submitted in any other manner, or which fail to furnish all information or certificates required, may be summarily rejected. Bids may be modified or withdrawn prior to the time specified for the opening of bids. Bids shall be filled out legibly in ink or typewritten with all erasures, strikeouts and corrections initialed in ink by the person signing the bid. The bid shall include the legal name of the bidder, the complete mailing address, and be signed in ink by a person or persons legally authorized to bind the bidder to a contract. Name of person signing should be typed or printed below the signature.
4. **BID ENVELOPES.** Envelopes containing bids must be sealed and addressed to the County of Lake Purchasing Division. The name and address of the bidder and the Invitation Number must be shown in the upper left corner of the envelope.
5. **ERRORS IN BIDS.** Bidders are cautioned to verify their bids before submission. Negligence on the part of the bidder in preparing the bid confers no right for withdrawal or modification of the bid after it has been opened. In case of error in the extension of prices in the bid, the unit prices will govern.
6. **RESERVED RIGHTS.** The County of Lake reserves the right at any time and for any reason to cancel this Invitation for Bids, accept or reject any or all bids or any portion thereof, or to accept an alternate bid. The County reserves the right to waive any immaterial defect in any bid. Unless otherwise specified by the bidder or the County, the County has sixty (60) days to accept. The County may seek clarification from any bidder at any time and failure to respond promptly is cause for rejection.
7. **INCURRED COSTS.** The County will not be liable for any costs incurred by bidders in replying to this Invitation for Bids.
8. **AWARD.** It is the intent of the County to award a contract to the lowest responsible bidder meeting specifications. The County reserves the right to determine the lowest responsible bidder on the basis of an individual item, groups of items, or in any way determined to be in the best interests of the County. Award will be based on the following factors (where applicable): (a) adherence to all conditions and requirements of the bid specifications; (b) price; (c) qualifications of the bidder, including past performance, financial responsibility, general reputation, experience, service capabilities, and facilities; (d) delivery or completion date; (e) product appearance, workmanship, finish, taste, feel, overall quality, and results of product testing; (f) maintenance costs and warranty provisions; and (g) repurchase or residual value.
9. **PRICING.** The price quoted for each item is the full purchase price, including delivery to destination, and includes all transportation and handling charges, premiums on bonds, material or service costs, patent royalties and all other overhead charges of every kind and nature. Unless otherwise specified, prices shall remain firm for the contract period.
10. **DISCOUNTS.** Prices quoted must be net after deducting all trade and quantity discounts. Where cash discounts for prompt payment are offered, the discount period shall begin with the date of receipt of a correct invoice or receipt or final acceptance of goods, whichever is later.
11. **TAXES.** Lake County is not subject to Federal Excise Tax. Per Illinois Compiled Statutes, 35 ILCS 120/2-5, Lake County is exempt from state and local taxes.
12. **SPECIFICATIONS.** Reference to brand names and numbers is descriptive, but not restrictive, unless otherwise specified. Bids on equivalent items will be considered, provided the bidder clearly states exactly what is proposed to be furnished, including complete specifications. Unless the bidder specified otherwise, it is understood the bidder is offering a referenced brand item as specified or is bidding as specified when no brand is referenced, and does not propose to furnish an "equal." The County reserves the right to determine whether a substitute offer is equivalent to and meets the standard of quality indicated by the brand name and number.
13. **SAMPLES.** Samples of items, when called for, must be furnished free of expense and, if not destroyed in the evaluation process, will, upon request, be returned at the bidder's expense. Request for the return of samples must accompany the sample and include UPS Pickup Slip, postage or other acceptable mode of return. Individual samples must be labeled with bidder's name, invitation number, item reference, manufacturer's brand name and number.
14. **INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS.** Bidders shall promptly notify the County of any ambiguity, inconsistency or error which they may discover upon examination of the bidding documents. Interpretations, corrections and changes will be made by addendum. Each bidder shall ascertain prior to submitting a bid that all addenda have been received and acknowledged in the bid.
15. **INDEMNIFICATION.** The Seller shall indemnify and hold harmless the County, its agents, officials, and employees from and against all injuries, losses, claims, suits, costs and expenses which may accrue against the County as a consequence of granting the Contract.
16. **DEFAULT.** Time is of the essence of this contract and if delivery of acceptable items or rendering of services is not completed by the time promised, the County reserves the right, without liability, in addition to its other rights and remedies, to terminate the contract by notice effective when received by Seller, as to stated items not yet shipped or services not yet rendered and to purchase substitute items or services elsewhere and charge the Seller with any or all losses incurred. The County shall be entitled to recover its attorney's fees and expenses in any successful action by the County to enforce this contract.
17. **INSPECTION.** Materials or equipment purchased are subject to inspection and approval at the County's destination. The County reserves the right to reject and refuse acceptance of items which are not in accordance with the instructions, specifications, drawings or data of Seller's warranty (express or implied). Rejected materials or equipment shall be removed by, or at the expense of, the Seller promptly after rejection.
18. **WARRANTY.** Seller warrants that all goods and services furnished hereunder will conform in all respects to the terms of this solicitation, including any drawings, specifications or standards incorporated herein, and that they will be free from latent and patent defects in materials, workmanship and title, and will be free from such defects in design. In addition, Seller warrants that said goods and services are suitable for, and will perform in accordance with, the purposes for which they are purchased, fabricated, manufactured and designed or for such other purposes as are expressly specified in this solicitation. The County may return any nonconforming or defective items to the Seller or require correction or replacement of the item at the time the defect is discovered, all at the Seller's risk and expense. Acceptance shall not relieve the Seller of its responsibility.
19. **REGULATORY COMPLIANCE.** Seller represents and warrants that the goods or services furnished hereunder (including all labels, packages and container for said goods) comply with all applicable standards, rules and regulations in effect under the requirements of all Federal, State and local laws, rules and regulations as applicable, including the Occupational Safety and Health Act as amended, with respect to design, construction, manufacture or use for their intended purpose of said goods or services. Seller shall furnish "Material Safety Data Sheets" in compliance with the Illinois Toxic Substances Disclosure to Employees Act.
20. **EQUAL EMPLOYMENT OPPORTUNITY.** Contractor shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. Furthermore, the Contractor shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended.
21. **ROYALTIES AND PATENTS.** Seller shall pay all royalties and license fees. Seller shall defend all suits or claims for infringement of any patent, copyright or trademark rights and shall hold the County harmless from loss on account thereof.
22. **LAW GOVERNING.** This contract shall be governed by and construed according to the laws of the State of Illinois.

GENERAL TERMS & CONDITIONS

LAKE COUNTY HYLAND ONBASE SOFTWARE MAINTENANCE

LAKE COUNTY INFORMATION AND TECHNOLOGY, Waukegan, IL

January 2018

1.0 BACKGROUND

Lake County currently holds two hundred and one (201) various Hyland OnBase Licenses for the Lake County enterprise content management software.

2.0 AWARD

Award will be made to the lowest responsive and responsible bidder for the total bid amount items 1-32, who best meets the evaluation criteria specified herein. Lake County reserves the right to split award this Bid, if deemed in the best interests of Lake County.

3.0 SOFTWARE SERVICE

The contract will be in effect for a two (2) year period for the date of award. Lake County reserves the right to renew this contract for three (3) additional one-year periods, subject to acceptable performance by the Contractor. 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.

4.0 TAXES

Lake County is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax and Federal Excise Tax. The Contractor shall pay unemployment, FICA and all other taxes imposed by Local, City, State and Federal Governments.

5.0 COMPLIANCE WITH THE SPECIFICATIONS

Each bidder must answer all questions in the bid. If you are unable to comply with a specific item in the bid, you are to prepare a list of exceptions and include the exceptions in your cover letter. If you do not indicate exceptions to the Requirements, you therefore guarantee that you fully comply with the Requirements. Exceptions to the specifications may cause your bid to be disqualified.

6.0 INDEMNIFICATION

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

7.0 INSURANCE

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-and provide the County with a Certificate of Insurance 15 days before the start of the project, and thereafter annually for contracts/ projects that will last more than one year. Insurance in the following types and amounts is necessary and/or where applicable:

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

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.

Commercial General Liability Insurance (Required)

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 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 contractor's projects away from premises owned or rented to contractor.

Automobile Liability Insurance (if applicable)

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

The 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)

Professional Liability – Errors and Omissions (if applicable)

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.

Excess/ Umbrella Liability (if applicable)

Excess/ Umbrella liability insurance shall be written with the umbrella follow form and outline the underlying coverage, limits of insurance will be based on size of project:

\$ 2,000,000 per occurrence limit (minimum, and may be higher depending on the project)

Liability Insurance Conditions

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 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 be provided with thirty (30) days' notice, in writing by endorsement, of cancellation or material change;
- d) Lake County shall be provided with Certificates of Insurance and endorsements evidencing the above required insurance, prior to commencement of this Contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least thirty (30) days prior to the expiration of cancellation of any such policies.
- e) Any hard copies of said Notices and Certificates of Insurance shall be provided to:

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

Failure to Comply: In the event the 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.

8.0 TERMINATION

The County reserves the right to terminate this contract, or any part of this contract, upon thirty (30) days written notice. In case of such termination, the Contractor shall be entitled to receive payment from the County for work completed to date in accordance with the terms and conditions of this contract. In the event that this Contract is terminated due to Contractor's default, the County shall be entitled to purchase substitute items and/or services elsewhere and charge the Contractor with any or all losses incurred, including attorney's fees and expenses.

9.0 JURISDICTION, VENUE, CHOICE OF LAW

This contract shall be governed by and construed according to the laws of the State of Illinois. Jurisdiction and venue shall be exclusively found in the 19th Judicial Circuit Court, State of Illinois.

10.0 DISPUTE RESOLUTION

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

11.0 ASSIGNMENT OF CONTRACT

The Contractor shall not assign this contract or any part thereof without the written consent of the County.

12.0 REFERENCES

Submit references and qualifications information on the forms below.

13.0 PURCHASE ORDER, INVOICE AND PAYMENTS

Lake County will issue purchase order (s) for the goods/services under this contract. The Contractor shall submit invoice(s) detailing the services provided in accordance with the purchase order and payment provisions of this contract. Payment shall be made in accordance with the Local Government Prompt Payment Act.

14.0 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@lakecountyil.gov. All questions shall be submitted no less than seven (7) days prior to the bid opening date. ANY and ALL changes to these specifications are valid only if included in an addendum issued by Lake County Purchasing. No interpretation of the meaning of the plans, specifications or other contract documents will be made orally. 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. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused a bidder to improperly submit a bid.

15.0 ADDENDUM ACKNOWLEDGEMENT

Any and all changes to the specifications, 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. 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.

16.0 EVALUATION CRITERIA

All bidders must be qualified suppliers and demonstrate the capability to provide services herein in accordance with the bid specifications. Bids shall be evaluated as follows (not listed in order of priority):

- Bid pricing
- Years in business
- Providing similar service to similar customers
- Ability to perform in accordance with bid specifications
- Hyland Partner Level
- References
- Value-added services

17.0 MAINTENANCE

Lake County is requesting that the bidder include the first year of license maintenance in the bid prices. If the County requests maintenance services for diagnostic or emergency services relating to the products specified in this bid, bidder will provide these services on a time and material basis.

18.0 PRICE ESCALATOR

Prices throughout the initial term of the contract shall remain firm/fixed for the first two (2) year period. Written requests for price revisions after the first two (2) year period shall be submitted ninety (90) days prior to the end of the year to Lake County Purchasing Division. Requests must be based upon and include documentation of the actual change in the cost of the components involved in the contract and shall not include overhead, or profit. Changes in the contract price shall be made in the exact amount of the actual change in Contractor cost or 2.5%, whichever is less. Surcharges for fuel and/or other costs shall not be allowed other than in accordance with the Escalator Provision as stated herein. The County reserves the right to reject any price increase and to terminate the contract.

20.0 INCURRED COSTS

Lake County will not be liable for any costs incurred by respondents to this bid.

21.0 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.

22.0 ECONOMIC OPPORTUNITY PROGRAM

Lake County launched a **Buy Local. Build Local. Work Local.** initiative in 2013 to increase the outreach and procurement opportunities for businesses located within Lake County, including women-owned businesses and minority-owned business enterprises (L/W/MBE). The overarching objective is to maximize participation from these businesses in the County's procurement process, in accordance with applicable law. The County will take all necessary and reasonable steps to assure that business enterprises defined as L/W/MBE shall have a fair opportunity to participate in County contracts. As part of its Economic Opportunity Program (EOP) commitment the County will make every effort to achieve the following objectives:

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

Successful bidders 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.

23.0 REPORTING REQUIREMENTS FOR AWARDED CONTRACTS

All awarded vendors will identify and report the type of ownership— L/W/MBE, and/or not L/W/MBE for any work that they or their approved subcontractors will perform. In addition, Lake County requests that all awarded vendors provide an accounting of employees assigned throughout the term of the contract in regard 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.

24.0 SUSTAINABILITY STATEMENT

Lake County is committed to green and sustainable practices and good environmental stewardship. Consequently, we are asking bidders to provide a Statement of Sustainability to ensure our bidders are also incorporating sustainability into their firms' practices. Please complete Appendix A, included herein, and include it with the bidder's submission.

QUALIFICATIONS OF BIDDERS

LAKE COUNTY HYLAND ONBASE SOFTWARE MAINTENANCE

LAKE COUNTY INFORMATION AND TECHNOLOGY, Waukegan, IL

January 2018

NOTE: Bidder shall write the word yes or no to indicate that the proposed Hyland OnBase License purchase and yearly maintenance meets the specifications or write the specified variations to the specifications in the spaces provided. Unless otherwise indicated, Bidders are responsible to provide OnBase License maintenance that meets or exceed the bid specifications. Exceptions to the specifications must be clearly indicated below and may cause your bid to be disqualified. Complete below and return with bid. (Use additional paper as required, references all attachments.)

No.	Item	Bidder Response
1.	Immediate phone response for critical issues (entire system or module down)	<hr/>
2.	1 hour phone response for major issues (multiple departments affected)	<hr/>
3.	4 hour phone response for noncritical issues	<hr/>
4.	1 hour on-site for critical issues (entire system or module down)	<hr/>
5.	4 hour on-site response time for major issues (multiple departments affected)	<hr/>
6.	8 hour on-site for noncritical issues	<hr/>
7.	Does your maintenance price quoted above include labor to install software upgrades for the Lake County Government test and production environment?	<hr/>

NOTE: Complete answers below and return with bid. (Use additional paper as required, references all attachments.)

1. Provide a company background, including all office locations within Illinois/Wisconsin?

2. How many support staff will be assigned to Lake County and is support staff contracted or on staff full time??

3. Define phone and on-site support for OnBase. Including hours of the day for support, response time and after-hours support in Central Standard Time?

4. Describe system upgrade policies.

5. Indicate your firm's relationship with Hyland. E.g. Gold partner, Platinum partner? Attach certification as appropriate.

6. Describe personnel skills in programming in OnBase API and VB Scripting as to integrate Lake County applications with OnBase.

7. Describe personnel skills in OnBase workflow.

8. Describe your companies training offerings?

REFERENCES

List below other organizations (users of similar size and structure to Lake County preferred) for which Hyland OnBase Software Maintenance and Support 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 _____



Addendum Acknowledgement Bid #18018

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

ADDENDUM #	SIGNATURE

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

Submittal Number:	18018
Company Name:	
Authorized Representative:	
Authorized Representative:	<i>Signature</i>
	<i>Print</i>
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 prior to the due date.

Submittals that do not acknowledge addendums may be rejected.

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

SUSTAINABILITY STATEMENT INSTRUCTIONS

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

INSTRUCTIONS

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

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

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

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

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

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

CONTINUE TO NEXT PAGE

Bidder Name _____

Attach additional sheets if necessary.

Waste Minimization

Energy Efficiency

Water Efficiency

Staff

Education
