REQUEST FOR PROPOSAL (RFP) # H19-0026

TITLE: Elevator Modernization at John H. Stroger Jr., Hospital.

GENERAL DESCRIPTION: Cook County Health (CCH) is seeking a Contractor to provide turnkey modernization of twenty seven (27) elevators at Stroger Hospital, Main Building and Parking Garage and modification of two (2) elevators at Provident Hospital parking garage.

DATE ISSUED: October 24, 2019

VENDOR QUESTIONS DUE DATE: November 1, 2019 by 2:00 p.m. CST

RESPONSE DUE DATE: November 20, 2019 by 2:00 p.m. CST

Responses to this RFP shall be delivered after 8:00 a.m. (CST) but no later than 2:00 p.m. CST to:

Cook County Health
C/O John H. Stroger Jr., Hospital of Cook County
1969 West Ogden Ave., Lower Level Room # 250A
Chicago, IL 60612
Attention: Supply Chain Management Department

Please note that it takes approximately 20 minutes to pass security and walk to room 250A.

Delivery of RFP must include the RFP Acknowledgement Form included at the end of this document.

There will be a Mandatory Pre-submittal conference on 31, October 2019, at 12:00 pm CST. Location: John H. Stroger Jr., Hospital of Cook County, 1969 West Ogden Ave, 5th Floor Room # 5300, Chicago IL, 60612.

All questions regarding this RFP should be directed to purchasing@cookcountyhhs.org.
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1. Background / Project Overview

John H. Stroger Jr. Hospital of Cook County was completed in December 2002 and operates 24 hours 7 days a week serving the Chicago community. The building is approximately 1.2 million SF and is located at 1901 W. Harrison St., Chicago, Illinois. Provident Hospital of Cook County officially opened on January 22, 1891 as Provident Hospital and Training School. In 1990 the County invested approximately $58 million to accommodate the changing health delivery system. This investment included renovating the facility and upgrading clinical systems and equipment. The hospital operates 24 hours 7 days a week serving the Chicago community and is located at 500 E 51st St, Chicago, IL 60615. Cook County Health (CCH), is requesting an assessment for mechanical upgrades to all the elevators within John H. Stroger Hospital, the hospital’s power house, parking garage, and Provident Hospital parking garage.

2. Project Approach

The selected contractor will work closely and meet frequently with CCH / Stroger Hospital internal teams during the development of the assessment. Internal teams will include but not limited to:

- Building + Grounds Department (Provident Hospital and Stroger Hospital)
- Health Information Systems (HIS)
- Infection Control
- Life Safety
- Senior CCH management
- Select members of affected user groups

This project critical to CCH business success. CCH is expanding rapidly and requires outstanding project execution of fast-track timelines. DCPP and CCH expect exceptional execution delivered in a timely fashion and having a proven track record of delivering the highest value possible.

Selected Contractor is expected to conduct site reviews as necessary and inspect all reasonably accessible areas as required to complete the assessment (existing as built documentation cannot be solely relied upon for space determination).

Contractor shall provide tentative completion schedule.

3. Schedule

CCH anticipates the following schedule.

<table>
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<td>RFP posted to the website</td>
<td>October 24, 2019</td>
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<td>Mandatory Pre-submittal Conference</td>
<td>October 31, 2019 at 12 p.m.</td>
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<td>Proposer Inquiry Deadline</td>
<td>November 1, 2019 by 2:00 p.m.</td>
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<td>CCH response to Inquiries – Tentative</td>
<td>Week of November 4, 2019</td>
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<tr>
<td>Proposal Due Date</td>
<td>November 20, 2019 by 2:00 p.m.</td>
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4. Objectives

CCH has three main objectives for the upgrade;

CCH / Stroger Hospital has three main objectives for the upgrade:

1. Investigate the current condition of all elevators / lifts and hoist ways at the hospital(s) as referenced within this RFP, providing an assessment report detailing what is required to upgrade the existing
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elevators, keeping in mind the longevity / life cycle of the upgrades to the system, provide recommendations as necessary to increase the life cycle of the elevators and provide shop drawings and documentation as required to complete the upgrades.

2. Estimated cost of updating the elevator/lift to modern standards. Estimated cost for making the elevator/lifts code compliant

3. Review the potential for energy saving methods that could be implemented and establishing the return on investment for implementing such methods.

Selected Contractor shall provide turnkey modernization of twenty seven (27) elevators at Stroger Hospital, Main Building and Parking Garage. Contractor shall provide turnkey modification of two (2) elevators at Provident Hospital parking garage.

Contractor shall furnish all design, permits, materials, labor, tools, equipment and incidentals necessary to complete the work described herein in accordance with all local (City of Chicago), State and Federal codes. There are a total of 27 elevators on the Main Campus-Stroger.

Modernization shall include digital upgrade of controls and have lock down capabilities. Contractor shall include warranty for all significant components, which should be based on industry standards. Contractor shall supply training for hospital staff regarding operations and maintenance. Contractor shall supply five (5) printed copies of all operations and maintenance manuals. Contractor shall supply twelve (12) elevator drop keys.

Contractor shall be responsible for all construction progress meetings. Contractor shall coordinate with hospital staff regarding phasing of all construction work.

Interior cabs should have monitors inside the cabs to displace information, security card readers. Contractor will provide a detail schedule for the modernization of the elevators, understanding that the Health System has to maintain patients care and throughput.

Contractor shall supply “attic stock” of repair parts and interior materials for maintenance. List of parts to be included in proposal.

Contractor shall be responsible for all testing and certification of all elevators covered in this contract.

Contractor will be required to comply with CCH/Stroger Hospital badging requirement as defined at the time of providing service. All staff involved on Stroger campus will follow this requirement. Currently, this process is handled through Vendormate.

5. Scope of Work
Scope of work include the following:

GENERAL REQUIREMENTS

- Provide all required information and coordinate the work with all project team members.
- Provide as required schedules and cost updates; which shall be issued for each phase of the project.
- Attend weekly review, coordination and construction meetings or as required by Owner and/or other consultants for each phase of work.
- Develop and submit pay applications as per CCH guidelines.
- Develop and maintain schedules as required utilizing Stroger / CCH the guidelines
• Assist in identifying long-lead items and dates required for pre-purchase as early as possible. All pre-purchase items shall be incorporated into the specifications, as required, to meet scheduled delivery dates for the equipment.

• Contractor shall be responsible for the coordination and delivery of all shop drawing and related documents to secure permits and approvals as required by local government agencies and authorities having jurisdiction.

• The Contractor shall be responsible for the work being compliant with all applicable codes (including ADA requirements), and for presentations to local government agencies and authorities having jurisdiction.

• The Contractor shall be responsible for contract administration and daily oversight of the Project during construction.

• Comply with all federal, state, local and city laws, ordinances and regulations of all authority having jurisdiction over the work. Include costs for permits as required for the scope of work.

• Comply with all regulations required to complete work within the hospital including those described in the hospital’s infection control risk assessment (ICRA) document (to be completed and issued by the hospitals infection control department). ICRA documents will need to be prepared and issued for each area / department prior to any investigation or construction work within the hospital. This is highly likely to include the use of containment(s) mobile or temporary builds, to contain the affected areas, maintained under negative pressure, with HEPA filters when investigation and/or construction is conducted, for example removing ceiling tiles.

• Comply with the select guidelines for work at county facilities. The Contractor will be required to assist with populating the Method of Procedure (MOP) document, the hospital’s interim life safety measures document (ILSM) and the Pre- construction risk assessment document (PCRA) for any investigation or construction work. Submittal and approval of this information must be completed PRIOR to any work within the hospital.

• Secure all licenses and permits necessary to perform the services, as required by law.

• Contractor team is responsible for maintaining all documents, including addendums, bulletins, submittals, RFI’s, etc. up to date in a clear and organized manner.

• Should the Contractor determine that the Project cannot be accomplished within the Budget approved by the CCH, the Contractor will promptly notify the CCH, in writing with sufficient detail and with explanation of the reasons therefore, together with recommendations representing the best judgment of the Contractor, so that the Project scope in relation to Budget can be reviewed and modified as necessary at the direction of the CCH.

• Contractor is to coordinate the preparation and delivery of approved / stamped shop drawing detail(s) at each phase of the project that meet industry standard of care. Work with the project team to minimize assumptions during the estimating process during each phase

**ELECTRICAL**

• Electrical permit
• Engineering for electrical permit
• Labeling of all disconnects
• Hoist-way barricades and protection
• Re-use of all existing feeds to machine room for controller, cab lights, and machine rm. lights
• Re-use of all existing feeds to the elevator pit for lights and receptacles.

**FIRE ALARM**

• Complete turnkey with all design and permitting to bring elevator up to current code

**MECHANICAL**

• Design, permit, furnish and install Machine Room HVAC and Hoistway ventilation per code.
SHOP DRAWINGS

- Selected contractor will manage the preparation and delivery of the necessary shop drawings and specifications for CCH. These documents shall be subject to Owner review and approval. The approved final set(s) will also be provided for plan check by appropriate governmental agencies/planning advisor.
- Selected Contractor will respond to inquiries from governmental agencies during the permit process and, if required, by the Project Manager.
- The system upgrades will be required to meet all current code and IDPH requirements for the affected space(s).
- The selected Contractor will take into account the need for phasing to minimize disruption to the hospital services.
- The Selected is to acknowledge that the upgrade to the elevators install may impact patient care and that work may be required to be performed during “off hours” to accelerate the completion of the upgrades.
- The scope for the shop drawings phase may include the following but is not limited to:
  - Attend weekly coordination meetings
  - Review as-built drawings.
  - Coordinate with the development and delivery of the documents, including plans, elevations, general notes and standard details, keeping budget and time considerations as a primary focus.
  - Prepare submittals indicating the basic types and qualities of materials to be incorporated into the project and the basic construction requirements.
  - Coordination of the documents with other disciplines.
  - Manage the development and delivery of Product Specification booklets to reflect the Shop Drawings.
  - Include for incorporating CCH Structured Cabling Guidelines and any specific comments / revision from CCH.
  - Provide coordination drawings indicating MEP, FP, Low Voltage, Security and AV/Technology systems as required.
  - Plans should show locations of access panels as necessary. The location of these panels should be discussed with CCH building + grounds personnel to help determine final location.

Documents will include at least:

- Fully coordinated, dimensioned and detailed construction set drawings and specifications.
- Any reflective ceiling plans required shall be coordinated with all new and existing ceiling mounted and recessed low voltage devices, returns, grilles, diffusers, sprinkler head, fire alarms, signage etc.
- Enlarged plans, sections and details for specialized areas.
- Interior elevations as required.
- Other details and specifications as required.
- Power and communication plans showing the types and locations of electrical, data, telecommunications outlets. This shall be coordinated with the service engineers who will provide the specification of each piece of equipment and CCH HIS representatives.

CONSTRUCTION COORDINATION & PERMITTING

COORDINATION

- The Contractor will coordinate the work with CCH Building and Grounds engineers and other Consultants throughout the duration of the project.
• The Contractor should expect to attend weekly meetings at a minimum to discuss / plan and coordinate with CCH representatives the best method of completion of the upgrades for each elevator.
• Attend all meetings as required with CCH representatives, including infection control and Life safety to obtain all necessary permits prior to proceeding with work
• The Contractor will need to produce highlighted floor plans and a high-level schedule of upcoming elevators / areas affected (at a minimum of 2 months prior to anticipated construction start for each elevator(s)), showing anticipated start and finish dates. Floor plans should show approximate locations of the following:
  • Location of containment including entrance / exit doors
  • Means of egress for material transport to and from affected area
  • Location of HEPA Filter placement
  • Location of air pressure monitor
  • Location of “walk off tacky” matts
  • Location of Anteroom (if required)
  • Alternate means of egress / exit if exits are obstructed
• Contractor is to provide a brief description of the work to be completed including; any requirements for deactivation of existing devices or systems to accommodate the work, any anticipated noise, vibration or odor. These documents are to be presented in meetings with Department heads, infection control, life safety to help with the Contractors development of the “Method of Procedure” (MOP) document and help ensure ILSM, PCRA and ICRA permits and any other necessary permits to be approved by CCH are distributed to the construction team in advance prior to the commencement of work in said spaces.

• Coordination of the construction efforts of the work will require coordination with, but will not be limited to:
  • CCH Building and Grounds
  • CCH Life Safety Officer
  • CCH Infection control
  • CCH Environmental Services
  • HIS / CCH Communications Department
  • CCH Affected Departments – Department heads
  • CCH Security Department

• The Contractor will be expected to complete / keep updated documents such as daily ICRA logs and that the information is readily available for daily inspection on each worksite. Contractor will be expected to conduct daily site inspections of all containments / areas of work to ensure requirements set forth in the ICRA, PCRA and ILSM documents are being adhered to, general housekeeping is being maintained, egress paths to and from the worksites are kept clean, containments are sealed, and pressurizations are being maintained, filters are clean.

• Weekly onsite visits of the construction for general conformance with the shop drawing documents.
  ▪ Review of submittals and shop drawings as necessary to verify conformance with intent of the project.
  ▪ Preparation of documentation for changes / clarifications to the Construction Documents.
  ▪ Management of the project Punchlist process and documentation of the construction punch list.
Coordination required for the collection of record drawing information for documentation into final record drawings.

Regular site walks to ensure accuracy of As-built documentation.

Document Distribution - The Contractor shall include for the printing and distribution of anticipated 6 copies of project documentation, shop drawings and product data as required by the Stroger / CCH team at no additional charge to CCH.

Daily coordination with CCH Building and Grounds to coordinate access to specific spaces and any necessary system shutdowns that may be required

Collect, review and submit all necessary IDPH documents

POST CONSTRUCTION / PROJECT CLOSEOUT

- The Contractor will provide all items requested by CCH relating to Project close-out documents and review to establish if all required documentation is included and complete. These documents include, but are not limited to:
  - Record documents and updated conformance drawings
  - Complete Punchlist documentation
  - Substantial completion certification
  - Final completion certification
  - Permits
  - Compliance letters
  - Final application(s) for payment
  - Guarantees and Warranties
  - Waivers
  - Releases of liens
  - Operation and maintenance manuals
  - As-built documents; must be provided to CCH in the following formats (all):
    - AutoCAD
    - PDF
    - Hard (paper, five (5) full sized), 2 Digital copies.
    - Training completion documentation (Training of the installed systems are required for CCH select personnel, along with associated videotaping sessions)

- A walkthrough with CCH representatives a month prior to the expiration of system warranties will be expected of the contractor, to review system performance. The contractor will be expected to notify the CCH select representative a week ahead of the proposed walkthrough date and make himself / herself available for the meeting.

Current System: Stroger Campus

Description of Main Building elevators:

- Original Manufacturer: Kone
- Type: Hydraulic (5); Cable (22), as listed below
- All Main Building Elevators are on Emergency Generator back up power.

Elevators 1, 2, 3, 4: Passenger Traction – 9 stops – 4,000 lbs capacity

Elevators 5, 6, 7: Service Traction: - 9 stops – 6,500 lbs capacity

Elevator 8: Service Traction: – 9 stops – 8,000 lbs capacity
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Elevator 9 and 10: Service Traction: 9 stops – 6,500 lbs capacity
Elevators 11, 12, 13: Passenger Traction: 5 stops – 4,000 lbs capacity
Elevators 14, 15: Service Traction: 5 stops – 8,000 capacity
Elevators 16, 17, 18: Passenger Traction: 5 stops – 4,000 lbs capacity
Elevators 19, 20: Service Traction: 5 stops – 6,500 lbs capacity
Elevator 21, 22: Service Traction: 5 stops – 4,500 capacity – Have rear openings.
Elevator 23: Service Hydraulic Elevator: 2 stops – 5,000 lbs capacity
Elevator 24: Freight Hydraulic Elevator: 4 stops – 5,000 lbs capacity

Description of Stroger Garage elevators
Elevators 1, 2, 3: Hydraulic – 6 Stop – 4,500 lbs. capacity
Manufacturer: Dover.
(NOTE: These are NOT on emergency generation back up power.)

Current System: Provident Hospital

Description of elevator: Parking garage (2)
- Original manufacturer: MCE
- Type: Traction
- Capacity: 3500lbs

Drive Upgrade Package for Controller
Furnish and install a new drive. Work is to include removal of the existing drive and installation and re-wiring in of the new drive. If software is required, software is to be engineered and adjustments are to be made for compatibility purposes by the installing technician. Following installation of the new drive, contractor will troubleshoot and perform diagnostic test to ensure proper operation and return car to service. Converting to this drive also requires a new dynamic braking resistor, eprom memory board, and eprom memory software.

Door Operator Upgrade for Small Elevators Front and Rear Opening
Supply the necessary labor, materials, tools and supervision to install and upgrade the door operator. This includes replacement of the car side door equipment (motor, door operator, linkage hardware, clutch assembly, door edge and car doors). Work includes replacing the hatch side closer reels, hatch rollers, door rollers, and interlock assemblies. The new car doors will be stainless steel. Use new door package equipment. Adjustments to be made to all interlocks for all landings and openings. Re-use the existing hoist-way doors.

Door Operator Upgrade for Large Elevator Front and Rear Opening
This includes replacement of the car side door equipment (motor, door operator, linkage hardware, clutch assembly, door edge and car doors). It includes replacing the hatch side closer reels, hatch rollers, door rollers, and interlock assemblies. The new car doors will be stainless steel. Use new door package equipment. Adjustments will be made to all interlocks for all 9 landings front and rear, 11 openings. To re-use the existing hoist-way doors.

Cab Interior for Elevator
Furnish the necessary labor, materials, tools and supervision to perform the cab interior upgrade. Replacement of cab floors to be included in accordance with current codes.
Cab Interior Panels
New cab interior panels will be provided and installed on three walls of the elevator cab. The new cab interior panels will meet current code requirements for fire rating for the materials used in passenger car enclosures and LEED complaint. The panels will be a plastic laminate (finish chosen by CCH) with 1/8” black shadow lines set into the surface. The reveals and toe kicks will be satin stainless steel. Contractor to supply material boards for staff review and comment, prior to ordering or installing material.

Cab Ceilings
A new ceiling assembly will be provided and installed in the elevator cab. All material provided shall be manufactured and installed in accordance with current codes. The suspended ceiling is fire rated and will be the economy frame ceiling with translucent diffusers. Lighting will be LED tube, 18 watt T8 with no ballasts.

Cab Pads
A set of grey vinyl cab protective pads will be provided for wall protection for each cab. Cabs to have mounting devices for pads installed.

Handrail
New handrails will be installed on the side walls. They will be 2” wide x 3/8” thick solid flat bar with returned ends in a satin stainless steel finish. Bumpers will be installed on the lower portion of both side walls and will be the same finish and dimensions as handrails.

Debris Removal
Contractor is responsible for all debris removal. Dumpsters will be spotted as determined by Buildings and Grounds staff. Debris will be moved through the hospital at appointed times and over hospital staff directed routes.

Hydraulic Elevators
Work and new equipment to be included at a minimum:
1. New Controls, or approved equal, Controller w/ battery lowering, tape landing system, solid state starter and hoistway limit switches. Install in NEMA 12 cabinet
2. New Submersible Pump Unit to include shut off valve, muffler. Install unit a minimum of 4” off the floor. Paint outside of the tank with rust resistant paint.
3. New car (include digital PI) and hall fixtures (include all code features) – new buttons, Digital Hall PI @ the 1st thru 8th floor. Hands free phone behind COP
4. New door operators, car tracks, hangers, rollers, gate switch and zone II clutch w/ restrictor. Include Tri-tronics door detector from. All door equipment to include yellow zinc dichromate coating from.
5. Car top inspection station.
6. New car, hoistway and traveling cable wiring
7. New car #4 SS door panels.
8. New car and hoistway door gibs to include fire tabs
9. New shut off valve in pit
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10. New hoistway tracks, hangers, rollers, pick up roller assemblies, interlocks, sill closers. All door equipment to include yellow zinc dichromate coating from GAL

11. Testing and permits included

12. Include OT testing for fire alarm

13. New toe guard; existing does not meet code.

14. New hydraulic head packing

15. All elevators related wiring in machine room piping shall be in electrical PVC or liquid tight.

16. Local fire recall system complete- include special smoke detectors for outside use. Controller for recall system cannot be mounted in the elevator machine room per code.

17. Electrical permit

18. Engineering for electrical permit only

19. Add fluorescent light in machine room

20. New GFI in machine room

21. New GFI in elevator pit

22. New light fixtures in pit

23. Fusible disconnect for cab lights NEMA 3R

24. Fusible disconnect for controller power, with aux. contacts NEMA 3R

25. Phone conduit to new controller (phone service to machine room by others)

26. Labeling of all disconnects

27. Fire-stopping of electrical conduits

28. All electrical piping in machine in electrical PVC

29. Install plastic drain pan overtop of power unit with drain line from pan to floor.

30. AC power included in new elevator controller cabinet

**ELECTRICAL**

- Electrical permit
- Engineering for electrical permit
- Add fluorescent light in machine room as needed
- New GFI in machine room as needed
- New GFI in elevator pit as needed
- New light fixtures in pit as needed
- Fusible disconnect for cab lights NEMA 3R
- Fusible disconnect for controller power, with aux. contacts NEMA 3R
- Phone conduit to new controller (phone service to machine room by others)
- Labeling of all disconnects
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• Fire-stopping of electrical conduits
• Hoist-way barricades and protection for our work only
• Re-use of all existing feeds to machine room for controller, cab lights, and machine rm. lights
• Re-use of all existing feeds to the elevator pit for lights and recepts.
• All wire run in electrical PVC for rust prevention

FIRE ALARM
• Stand-alone Simplex Grinnell fire recall system
• Smoke and heat detectors designed for outside and machine room use
• Fireman flashing hat signal to elevator controller
• Permit

MECHANICAL
Furnish and install PVC style drain pan and drain line in machine room overhead (above pump unit) for potential water re-direction coming from train station overhead.

Cable Elevators
1. New or approved equal controllers w/ solid state AC drives.
2. New AC Hoist Motors (recommend that the machines themselves be retained).
4. New Car Operating Panel (include digital PI) and hall fixtures (include all code features), Digital Hall PI and hall stations @ all floors. Hands free phone behind COP if necessary.
5. New Door Operators.
6. New Fixtures to include, but not limited to, new machine room power disconnects, new machine room lighting, new elevator pit lighting, additional GFI power outlets in the machine room and pit areas. Car top inspection station if required.
7. Machine Room HVAC.
8. Fire Alarm renovations as required by all codes, compatible and interfaced with existing fire alarm system
9. Hoistway ventilation.
10. All ancillary components required to comply with all current codes.
11. New car interior panels and finishes, optional, as determined by Owner.
12. All engineer, design, testing and permits to be included
13. Include after business hours testing for fire alarm
14. All elevators related wiring shall be in EMT or rigid conduit.
15. Fusible disconnect for cab lights.
16. Fusible disconnect for controller power, with aux. contacts.
17. EMT or rigid conduit for phone circuit to new controller (phone service to machine room by others).
18. Labeling of all disconnects
19. Fire-stopping of electrical conduits and all penetrations
20. AC power included in new elevator controller cabinet
6. Required Proposal Content
This RFP provides potential Proposers with sufficient information to enable them to prepare and submit proposals. CCH is supplying a base of information to ensure uniformity of responses. It must be noted, however, that the guidelines should not be considered so rigid as to stifle the creativity of any Proposer responding.

This RFP also contains the instructions governing the submittal of a Proposal and the materials to be included therein, which must be met to be eligible for consideration. All Proposals must be complete as to the information requested in this RFP in order to be considered responsive and eligible for award. Proposers providing insufficient details will be deemed non-responsive.

CCH expects all responses to reflect exceptional quality, reasonable cost and overall outstanding service.

Any page of a Proposal that Proposer asserts to contain confidential proprietary information such as trade secrets or proprietary financial information shall be clearly marked “CONFIDENTIAL PROPRIETARY INFORMATION” at the top of the page. Additionally, the specific portions of the page that are asserted to contain confidential proprietary information must be noted as such. However, note that ONLY pages that are legitimately confidential should be marked Confidential. CCH will return proposals that mark all pages Confidential or are copyrighted. All proposals submitted to CCH are the property of CCH.

Further, the Proposer is hereby warned that any part of its Proposal or any other material marked as confidential, proprietary, or trade secret, can only be protected to the extent permitted by Illinois Statutes.

Proposals shall not contain claims or statements to which the Proposer is not prepared to commit contractually. The information contained in the Proposal shall be organized as described in this section.

6.1 Executive Summary/Cover Letter
Please limit this section to two pages or less, including:

a. A brief description of the Proposer’s capability to provide the described services;
b. Point of Contact (name, email, phone) for this RFP;
c. Key team members and Partners (subcontractors) and respective services alignment (work to be performed by each subcontractor team under this contract);
d. Signature by authorized representative.

6.2 Response to Scope of Work
Please insert your response to the Scope of Work Section 5 in this section.

6.3 Qualifications of the Proposer
Proposer’s Profile
The Proposer must include a description of the organization’s track record as follows:

<table>
<thead>
<tr>
<th>Company Profile (Prime only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Legal Name</td>
</tr>
<tr>
<td>b. Assumed Names if any</td>
</tr>
<tr>
<td>c. Legal Structure (e.g. sole proprietor, partnership, corporation, joint venture)</td>
</tr>
</tbody>
</table>

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Elevator Modernization
RFP # H19-0026

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>d.</strong></td>
<td>If a subsidiary, provide the same information about the Parent Company as required in this table format.</td>
</tr>
<tr>
<td><strong>e.</strong></td>
<td>Date and State where formed.</td>
</tr>
<tr>
<td><strong>f.</strong></td>
<td>Proposer's principals/officers including President, Chairman, Vice Presidents, Secretary, Chief Operating Officer, Chief Financial Officer, and related contact information.</td>
</tr>
<tr>
<td><strong>g.</strong></td>
<td>Proposer Business background and description of current operations</td>
</tr>
<tr>
<td><strong>h.</strong></td>
<td>Number of employees</td>
</tr>
<tr>
<td><strong>i.</strong></td>
<td>Number of years in business</td>
</tr>
<tr>
<td><strong>j.</strong></td>
<td>Total number of years providing the proposed services</td>
</tr>
<tr>
<td><strong>k.</strong></td>
<td>Is Proposer a licensed business to perform the work in scope? If so, please specify relevant certifications.</td>
</tr>
<tr>
<td><strong>l.</strong></td>
<td>Proposer's Federal Employee Identification Number (or Social Security Number, if a sole proprietorship)</td>
</tr>
<tr>
<td><strong>m.</strong></td>
<td>Is Proposer authorized to conduct business in Illinois? Please provide Registration Number issued by the Illinois Secretary of State, and attach Cook County Assumed Business Name Certificate, if applicable. Also, provide a <em>copy of the Certificate of Good Standing</em>. If not authorized, please explain.</td>
</tr>
<tr>
<td><strong>n.</strong></td>
<td>Describe any merger or acquisition discussions in which the Proposer is involved.</td>
</tr>
<tr>
<td><strong>o.</strong></td>
<td>List any contracts that the Proposer has entered into during the past ten (10) years with Cook County, and Cook County Department, or CCH.</td>
</tr>
<tr>
<td><strong>p.</strong></td>
<td>Provide the addresses of office locations where the services pursuant to this RFP will be performed.</td>
</tr>
</tbody>
</table>

### 6.4 References and Track Record

Proposers must provide at least three (3) relevant references in the required table format below, from clients that used similar services from your firm. If partners/subcontractors plan to perform a major part of the scope, they should also provide three (3) references in alignment with their proposed project role. CCH plan to call references, please alert your clients.

<table>
<thead>
<tr>
<th>Name of the organization</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the contact person (title, email and phone number. Email must be from an organization, not a personal email)</td>
<td></td>
</tr>
<tr>
<td>Project dollar value</td>
<td></td>
</tr>
</tbody>
</table>
6.5 **Subcontracting or teaming and MBE/WBE Participation**

The Proposer may be comprised of one or more firms as to assure the overall success of the project. The Proposer must present a team chart that clearly identifies each team member and specify each person’s role in the project. (This should be more detailed than the information provided in the executive summary. For each subcontractor, provide the name of the firm(s), brief company background, level of participation, MBE or WBE if applicable, the type of services each resource, from each firm, will provide.

The Economic Disclosure Statement Forms (EDS) should be submitted in a separate envelope along with the Pricing proposal. Consistent with Cook County, Illinois Code of Ordinances (Article IV, Division 8, Section 34-267), **CCH has established a goal that MBE/WBE firms retained as subcontractors receive a minimum 25% MBE and 10% WBE participation of this procurement.**

The Proposer shall make good faith efforts to utilize MBE/WBE certified firms as subcontractors. If the Proposer does not meet the MBE/WBE participation goal stated by CCH for this procurement, the Proposer must nonetheless demonstrate that it undertook good faith efforts to satisfy the participation goal. Evidence of such efforts may include, but shall not be limited to, documentation demonstrating that the Proposer made attempts to identify, contact, and solicit viable MBE/WBE firms for the services required, that certain MBE/WBE firms did not respond or declined to submit proposals for the work or any other documentation that helps demonstrate good faith efforts. Failure by the Proposer to provide the required documentation or otherwise demonstrate good faith efforts will be taken into consideration by CCH in its evaluation of the Proposer’s responsibility and responsiveness.

6.6 **Financial Status**

a. Provide the audited financial statements for the last three fiscal years. Include the letter of opinion, balance sheet, schedules, and related auditor’s notes. Summary format and links to online financials are allowed. If applicable, submit the financial report of your parent company.

b. State whether the Proposer or its parent company has ever filed for bankruptcy or any form of Reorganization under the Bankruptcy Code, and, if so, the date and case number of the filing.

c. State whether the Proposer or its parent company has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

6.7 **Conflict of Interest**

Provide information regarding any real or potential conflict of interest. Failure to address any potential conflict of interest upfront may be cause for rejection of the proposal. If no conflicts of interest are identified, simply state “[Company X] has no conflict of interest.”

6.8 **Insurance Requirements**

Prior to Contract award, the selected Proposer will be required to submit evidence of insurance in the appropriate amounts. However, with its Proposal, the Proposer is required to provide a statement on their company letterhead stating their agreement, or objections if any, to meet all insurance requirements stated below. Proposers may also submit current certificates of insurance evidencing compliance with this insurance provision.
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The standard Insurance Requirements are captured in the sample Contract General Conditions (GC-03)

6.9 Contract
Sample Contract CCH Terms & Conditions are available in the Doing Business with CCH website. https://cookcountyhealth.org/about/doing-business-with-cook-county-health/bids-rfps/ Execution of the Contract is not required at the time the qualifications are submitted. However, if the Proposer is proposing alternate language, it shall include the language for consideration by submitting the proposed redlines on the sample Contract General Terms and Conditions document.

CCH will not consider any exceptions or proposed alternate language to the Contract General Terms and Conditions if the Proposer does not include these objections or alternate language with the proposal.

CCH shall not be deemed to have accepted any requested exceptions by electing to engage a Proposer in negotiations of a possible Contract.

6.10 Legal Actions
Provide a list of any pending litigation in which the Proposer may experience significant financial settlement and include a brief description of the reason for legal action.

If no Legal actions are identified, simply state “[Company X] has no pending legal actions in which our firm will experience any significant impact to this Contract.”

History of Legal Actions for the last 36 months:

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6.11 Economic Disclosure Statement
Proposer must submit an executed Economic Disclosure Statement (“EDS”) with the pricing proposal in a separate envelope. The EDS form can be found at https://cookcountyhealth.org/about/doing-business-with-cook-county-health/bids-rfps/. UPDATE: Cook County’s Office of Contract Compliance keep its forms up to date in its website, thus Proposer may visit https://www.cookcountyil.gov/service/contract-documents to ensure that the latest EDS forms 1, 2, and 3, Affidavit of Joint Venture, and MWBE Reciprocal Certification Affidavit are the latest versions are submitted. Similarly, the Board of Ethics maintains its most up to date Vendor Familial Relationship Disclosure Provision (VFRD) Form in its website: https://www.cookcountyil.gov/service/board-ethics-ordinances-regulations-and-guides.

6.12 Pricing Proposal
Submit your pricing proposal in a separate sealed envelope clearly marked with the RFP number and the label “Pricing Proposal.” Proposers are required to submit one (1) original, hard copies and one (1) electronic copy (USB drive only).

Proposers should include elements or references to the pricing proposal only in this section and separate the pricing proposal according to the Instructions above.

CCH makes no guarantee that the services or products identified in this RFP will be required. The Proposer must provide sufficient pricing details to permit CCH to understand the basis for the proposal.

CCH is neither obligated to purchase the full quantities proposed by the Proposer, nor to enter into an agreement with any one Proposer.
6.13 Addenda
Since all Addenda become a part of the Proposal, all Addenda must be signed by an authorized Proposer representative and returned with the Proposal. Failure to sign and return any and all Addenda acknowledgements shall be grounds for rejection of the Proposal. Addenda issued prior to the Proposal due date shall be made available via CCH website: https://cookcountyhealth.org/about/doing-business-with-cook-county-health/bids-rfps/

7. Evaluation and Selection Process

7.1 Evaluation Process
Proposals will be evaluated by a RFP Evaluation Committee that may invite one or more Proposers to make presentations and/or demonstrations.

The evaluation committee, at its option, may request that all or a shortlisted group of Proposers engage in proactive pricing feedback, submit clarifications, schedule a site visit of their premises (as appropriate), provide additional references, respond to questions, or consider alternative approaches.

7.2 Right to Inspect
CCH reserves the right to inspect and investigate thoroughly the establishment, facilities, equipment, business reputation, and other qualification of the Proposer and any proposed subcontractors and to reject any proposal regardless of price if it shall be administratively determined that in CCH’s sole discretion the Proposer is deficient in any of the essentials necessary to assure acceptable standards of performance. CCH reserves the right to continue this inspection procedure throughout the life of the Contract that may arise from this RFP.

7.3 Consideration for Contract
Any proposed contract including all negotiations shall be subject to review and approval of CCH management, CCH Legal and CCH’s Board of System Board. Proposed Contracts are also subject to review by the Cook County Office of Contract Compliance.

Following finalization of Contract documents to the satisfaction of CCH executive management, CCH shall secure appropriate reviews and may approve the proposed Contract for execution in its sole discretion. The identity of the successful Proposer shall be posted on the website.

8. Evaluation Criteria

8.1 Responsiveness of Proposal
Proposals will be reviewed for compliance with and adherence to all submittal requirements requested in this RFP. Proposals which are incomplete and missing key components necessary to fully evaluate the Proposal may, at the discretion of the System Director of Supply Chain Management or designee, be rejected from further consideration due to “Non-Responsiveness” and rated Non-Responsive. However, Proposals not meeting the following requirements will be eliminated and shall not be further evaluated:

a. Proposer must be licensed in the state of Illinois to do business.

8.2 Technical Proposal
Proposals will be reviewed and selected based on the following criteria.

A. Ability to achieve CCH’s business goals, objectives, and Scope of Work described in this RFP, by providing a succinct and feasible description of the proposed design and build approach.
B. Qualifications and experience of the proposed key personnel as evidenced by relevant experience.

C. Qualifications and experience of the Proposer to successfully perform and provide the services described in this RFP, as evidenced by the successful provision of similar services in similar environments and in compliance with all applicable laws.

8.3 Reasonableness of Overall Price
Price will be evaluated separately for overall reasonableness and competitiveness.

8.4 Other Qualitative Criteria
The System Director of Supply Chain Management may, at his own discretion reject a proposal from further consideration due to “Non-Responsiveness,” if a proposal does not completely address the following:

1. MWBE Utilization Plan (EDS forms);
2. Financial Status;
3. Conflict Interest;
4. Insurance Requirements;
5. Contract Terms and Conditions (objections and/or suggested alternate language);
6. Legal Actions;
7. Addenda acknowledgement (See Addenda Section)

9. Instructions to Proposers
These instructions to Proposers contain important information and should be reviewed carefully prior to submitting the Required Proposal Content. Failure to adhere to the procedures set forth in these instructions, failure to provide positive acknowledgement that the Proposers will provide all services and products or failure to provide acceptable alternatives to the specified requirements may lead to disqualification of the submitted proposal.

9.1 Questions and Inquiries
Questions regarding this RFP will be submitted in writing to the contact(s) email listed on the cover page of this RFP no later than the date stated in the Schedule.

Question must be submitted in the following format, in MS Excel, and the subject of the email should reference the RFP #, Title and Proposer’s Name.

<table>
<thead>
<tr>
<th>ID</th>
<th>Vendor Name</th>
<th>RFP Section</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Should any Proposer have questions concerning conditions and specifications, or find discrepancies in or omissions in the specifications, or be in doubt as to their meaning, they should notify the Supply Chain Management Office via the email provided on the cover sheet no later than the date stated on the Schedule and obtain clarification prior to submitting a Proposal. Such inquiries must reference the proposal due date and CCH RFP number.
**9.2 Pre-proposal Conference (if Applicable)**

CCH will hold a Pre-Proposal conference call on the date, time, and location indicated on the cover page. Representatives of CCH will be present to answer any questions regarding the goods or services requested or proposal procedures. If a mandatory pre-proposal conference is required, the Proposer must sign the pre-proposal conference or site inspection sheet and include a copy of this sign-in sheet in the response to the RFP.

**9.3 Number of Copies**

Proposers are required to submit one (1) original hard copy, and one (1) electronic copy (emailed to the email address on the cover page) and no later than the time and date indicated in the RFP. NOTE: One (1) paper copy of the pricing proposal and one (1) EDS copy must be submitted separate from the rest of the response.

Each submission must then be separated as follows:

1. One (1) technical hard copy - the original - excluding Pricing and EDS forms;
2. One (1) Pricing and EDS hard copies in a separate envelope;
3. One (1) complete electronic response package (including excel pricing file and EDS) emailed to the email addresses on the cover page. The technical response must be a single electronic file (do not submit a file per RFP section). The email must clearly indicate the RFP Number and Title.

Please see the Proposal Receipt Acknowledgement form at the end of this file for the form required at delivery time.

**DO NOT USE EXPENSIVE PAPER OR MARKETING GRAPHICS THAT MAY DISTORT ELECTRONIC PAGES. PLEASE USE STANDARD PAPER.**

**9.4 Format**

Hardcopies of the proposals should be submitted in 3-ring binders only (except pricing which may be submitted in a separate envelope). Material should be organized following the order of the Required Proposal Content Section separated by labeled tabs. Expensive paper and bindings are discouraged since no materials will be returned. Numbered titles and pages are required.

CCH reserves the right to waive minor variances.

**9.5 Time for submission**

Proposals shall be submitted no later than the date and time indicated on the cover page of this RFP. Late submittals will not be considered.

**9.6 Packaging and Labeling**

The outside wrapping/envelope shall clearly indicate the RFP title, Proposer’s Name, Proposers address, and point of contact information. The Price Proposal and EDS shall be submitted in a separate sealed envelope, but can be in the same box. The envelope shall clearly identify the content as “Price Proposal”. All other submission requirements shall be included with the Technical Proposal.

**9.7 Timely delivery of Proposals**

The proposal(s) must be either delivered by hand or sent to CCH through U.S. Mail or other available courier services to the address shown on the cover sheet of this RFP. Include the RFP number on any package delivered or sent to CCH and on any correspondence related to the Proposal. If using an express delivery service, the package must be delivered to the designated building and drop box. Packages delivered by express mail services to other
locations might not be re-delivered in time to be considered. CCH assumes no responsibility for any Proposal not so received.

9.8  Availability of Documents
CCH publishes competitive bid, RFP, and other procurement notices, as well as award information, at https://cookcountyhealth.org/about/doing-business-with-cook-county-health/bids-rfps/ under the “Doing Business with CCH” tab. Proposers intending to respond to any posted solicitation are encouraged to visit the website above to ensure that they have received a complete and current set of documents.

9.9  Alteration/Modification of Original Documents
The Proposer certifies that no alterations or modifications have been made to the original content of this Bid/RFP or other procurement documents (either text or graphics and whether transmitted electronically or hard copy in preparing this proposal). Any alternates or exceptions (whether to products, services, terms, conditions, or other procurement document subject matter) are apparent and clearly noted in the offered proposal. Proposer understands that failure to comply with this requirement may result in the proposal being disqualified and, if determined to be a deliberate attempt to misrepresent the proposal, may be considered as sufficient basis to suspend or debar the submitting party from consideration from future competitive procurement opportunities.

9.10  Cost of Proposer Response
All costs and expenses in responding to this RFP shall be borne solely by the Proposer regardless of whether the Proposer’s Proposal is eliminated or whether CCH selects to cancel the RFP or declines to pursue a Contract for any reason. The cost of attending any presentation or demonstration is solely the Proposer’s responsibility.

9.11  Proposer’s Responsibility for Services Proposed
The Proposer must thoroughly examine and read the entire RFP document. Failure of Proposers fully to acquaint themselves with existing conditions or the amount of work involved will not be a basis for requesting extra compensation after the award of a Contract.

9.12  RFP Interpretation
Interpretation of the wording of this document shall be the responsibility of CCH, and that interpretation shall be final.

9.13  Specifications and Special Conditions
The specifications in this document provide sufficient information for Proposers to devise a plan and provide pricing. Minor variations from those specifications will be considered as long as Proposers identify any instance in which their services specifications differ from those outlined in the proposal documents.

9.14  Errors and Omissions
The Proposer is expected to comply with the true intent of this RFP taken as a whole and shall not avail itself of any errors or omission to the detriment of the services or CCH. Should the Proposer suspect any error, omission, or discrepancy in the specifications or instructions, the Proposer shall immediately notify CCH in writing, and CCH will issue written corrections or clarifications. The Proposer is responsible for the contents of its Proposals and for satisfying the requirements outlined in the RFP. Proposer will not be allowed to benefit from errors in the document that could have been reasonably discovered by the Proposer in the process of putting the proposal together.
9.15 Proposal Material
The Proposal material submitted in response to the RFP becomes the property of CCH upon delivery to the Supply Chain Management Office and may become part of a Contract.

9.16 Confidentiality and Response Cost and Ownership
All information submitted in response to this RFP shall be confidential until CCH has executed a Contract with the successful Proposer or has terminated the RFP process and determined that it will not reissue the RFP shortly. Following such actions, the contents of Proposals submitted in response to this RFP may be disclosed in response to requests made under the provisions of the Illinois Freedom of Information Act ("FOIA"). If a Proposer wishes to preserve the confidentiality of specific proprietary information outlined in its Proposal, it must request that the information is withheld by specifically identifying such information as proprietary in its Proposal. CCH shall have the right to determine whether it shall withhold information upon receipt of an FOIA request, and if it does so pursuant to a proposed request, the Proposer requesting confidential treatment of the information shall bear the costs of asserting that there is a proper exemption justifying the withholding of such information as proprietary in any court proceeding which may result. This notwithstanding, the Proposer is on notice that the CCH is subject to the FOIA and that any documents submitted to the CCH by the Proposer may be released pursuant to a request under the FOIA.

9.17 Awards
CCH may, at its discretion evaluate all responsive Proposals. CCH reserves the right to make the award on an all or partial basis or split the award to multiple Proposers based on the lowest responsible Proposers meeting the specifications, terms, and conditions. If a split award impacts the outcome of the project, it must be so stated in the proposal.

9.18 CCH Rights
CCH reserves the right to reject any and all offers, to waive any informality in the offers and, unless otherwise specified by the Proposer, to accept any item in the offer. CCH also reserves the right to accept or reject all or part of your Proposal, in any combination that is in the best interest of CCH.

9.19 Cancellation of RFP; Requests for New or Updated Proposals
CCH, in its sole discretion, may cancel the RFP at any time and may elect to reissue the RFP later. CCH may also issue an Addendum modifying the RFP and may request supplemental information or updated or new Proposals.
10. Definitions
The following definitions shall apply to this RFP:

“Abuse” means (i) a manner of operation that results in excessive or unreasonable costs to the Federal or State health care programs, generally used in conjunction with Fraud; or (ii) the willful infliction of injury, unreasonable confinement, intimidation, or punishment with resulting physical harm, pain or mental anguish, generally used in conjunction with Neglect.

“Addendum” or “Addenda” shall refer to a one or more documents posted to the website by which modifies this Request for Proposal or provides additional information.

“Appeal” means a request for review of a decision made by Proposer with respect to an Action.

“Board” or “System Board” shall refer to the Board of Directors of the Cook County Health and Hospitals System.

"Contract" shall mean a properly executed Contract that has been negotiated between CCH and a Proposer for some or all of the Deliverables described in this RFP.

“Contractor(s)” shall mean the individuals, businesses or entities that have submitted a Proposal and have negotiated a contract that has been properly executed on behalf of the Contractor and CCH.

"County" shall mean the County of Cook, Illinois, a body politic and corporate.

“Deliverables” shall refer to the items, supplies, equipment or services that will be provided pursuant to any Contract entered into as a result of this RFP.

“Fraud” means knowing and willful deception, or a reckless disregard of the facts, with the intent to receive an unauthorized benefit.

“General Conditions” shall mean the terms and conditions posted to the CCH website.

"Proposal" shall mean the document(s) submitted by Proposer(s) in response to this RFP that constitute a Proposer’s offer to enter into contract with the CCH under terms consistent with this RFP, subject to the negotiation of a contract and approval by the Board. “Proposer(s)” shall mean the individuals or business entities, if any, submitting a Proposal in response to this RFP.

"Chief Procurement Director” shall mean the System Director of Supply Chain Management who serves as chief procurement officer for the CCH.

"Request for Proposals" or "RFP" shall refer to this solicitation of Proposals by CCH, which may lead to the negotiation of a contract and the recommendation that the CCH authorize a Contract with a Proposer.

“Solution” the specific configuration of Deliverables that is submitted in a Proposal to meet the needs and goals of the CCH as articulated in this RFP.
11. Appendix A – RFP Receipt Acknowledgement Form

RFP Receipt Acknowledgement Form

This acknowledgement of receipt should be signed by a representative of Supply Chain Management located at Stroger Hospital, 1969 W. Ogden Avenue, lower level (LL) Room 250A, Chicago IL, 60612. The outside wrapping shall clearly indicate the RFP Number and Title, Proposer’s Name, Proposers Address, and Point of Contact RFP. **Prefill the first two lines prior to submission.**

- Solicitation Number and Title:
- Vendor Name:
- Accepted By:
- Date:
- Time (if time machine is not available, hand write the time): A.M P.M

RFP shall be submitted no later than the date and time indicated on the cover page of the RFP. **Late submittals will not be considered.** Proposers must cut this sheet in two. SMC will time-stamp top and bottom sections. SCM will keep one section and the Proposer will keep the other section.

---

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