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COOK COUNTY HEALTH (CCH)

REQUEST FOR PROPOSAL (RFP) # H20-0008

TITLE: Stroger Parking Garage A/E Facility Assessment

GENERAL DESCRIPTION: Cook County Health (CCH) is seeking the services of an A/E to perform a full ASTM E2018-15 assessment at John H. Stroger Parking Garage.

DATE ISSUED: February 5, 2020

VENDOR QUESTIONS DUE DATE: February 14, 2020 by 2:00 p.m. CST

RESPONSE DUE DATE: March 11, 2020 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.

There will be a Mandatory Pre-submittal conference on February 13, 2020, at 9:00 pm CST. Location: John H. Stroger, Jr. Hospital of Cook County, Building and Grounds Conference Room, Stroger Basement, LL280. Chicago IL, 60612.

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

All questions regarding this RFP should be directed to purchasing@cookcountyhhs.org.

Table of Contents

1. Background.....	4
2. Project Overview.....	4
2.1 Purpose.....	4
2.2 Term of Contract.....	4
3. Schedule.....	4
4. Project Approach.....	5
4.1 Scope of Work.....	5
4.2 Assessment /Report Phase.....	6
4.3 Estimates.....	6
4.4 Design Documents.....	7
4.5 General Requirements and Basic Services.....	7
4.6 Schedule.....	7
4.7 Attachments.....	8
5. Required Proposal Content.....	9
5.1 Executive Summary/Cover Letter.....	9
5.2 Response to Scope of Work.....	9
5.3 Qualifications of the Proposer.....	9
5.4 References and Track Record.....	10
5.5 Subcontracting or teaming and MBE/WBE Participation.....	11
5.6 Financial Status.....	11
5.7 Conflict of Interest.....	11
5.8 Insurance Requirements.....	12
5.9 Contract.....	12
5.10 Legal Actions.....	12
5.11 Economic Disclosure Statement.....	12
5.12 Pricing Proposal.....	13
5.13 Addenda.....	13

A/E Assessment Stroger Parking
RFP # H20-0008

6.	Evaluation and Selection Process.....	13
6.1	Evaluation Process	13
6.2	Right to Inspect.....	13
6.3	Consideration for Contract	13
7.	Evaluation Criteria.....	14
7.1	Responsiveness of Proposal.....	14
7.2	Technical Proposal	14
7.3	Reasonableness of Overall Price	14
7.4	Other Qualitative Criteria.....	14
8.	Instructions to Proposers.....	15
8.1	Questions and Inquiries	15
8.2	Pre-proposal Conference (if Applicable)	15
8.3	Number of Copies	15
8.4	Format	16
8.5	Time for submission.....	16
8.6	Packaging and Labeling.....	16
8.7	Timely delivery of Proposals	16
8.8	Availability of Documents	16
8.9	Alteration/Modification of Original Documents	16
8.10	Cost of Proposer Response	17
8.11	Proposer’s Responsibility for Services Proposed	17
8.12	RFP Interpretation	17
8.13	Specifications and Special Conditions.....	17
8.14	Errors and Omissions	17
8.15	Proposal Material.....	17
8.16	Confidentiality and Response Cost and Ownership	17
8.17	Awards	18
8.18	CCH Rights.....	18
8.19	Cancellation of RFP; Requests for New or Updated Proposals	18
9.	Definitions.....	19
10.	RFP Receipt Acknowledgement Form	20

1. Background

Cook County Hospital, which opened in 1857, was used as a teaching hospital by Rush Medical School until the Civil War, when it was transitioned to an army hospital. After the war, it continued its purpose as a center for medical education and founded the first medical internship in the country in 1866. By the 1900s, the hospital was overseen by surgeons and physicians in Chicago who volunteered their services at the hospital, which was rebuilt in 1916. Cook County Hospital was renamed for John H. Stroger Jr. then President of the Cook County Board, in 2001. The new Cook County (Stroger) Hospital was opened in December 2002 and is housed in a facility located adjacent to the old hospital building. County Health provides high-quality care to more than 500,000 individuals through the health system and health plan

2. Project Overview

John H. Stroger Parking Garage located at 1800 W. Polk Street Chicago, ILL. was constructed in 2002 and operates 24 hours 7 days a week serving Stroger Hospital patients, staff and the neighboring community. The garage is approximately 423,000 SF with 1,458 parking spaces and the building consists of (7) parking levels including (5) above grade and (2) below grade with two basements of cast in-place construction. The building rests on wall and column foundations supported by caissons, and the structure is concrete frame. Floor construction is post-tensioned concrete slab system. The exterior parapet walls are architectural precast panels and exit stairway enclosures consist of concrete walls with a glazed curtain wall system. The client has requested a review of the existing conditions of the systems due to age, failure, and frequency of repair. A/E services for this RFP will be procured through CCH Procurement, and the overall project will be funded by DCP. The Department of Capital Planning & Policy's goal is to provide safe, secure and accessible facilities through capital construction projects for all County departments.

2.1 Purpose

Cook County Health (CCH) is seeking the services of an A/E to perform a full ASTM E2018-15 assessment of John H. Stroger Parking Garage.

2.2 Term of Contract

The County intends to award one (1) agreement pursuant of this RFP solicitation to the most Competitive Proposer for a one time project. CCH anticipates the project to be completed within twelve (12) months.

3. Schedule

CCH anticipates the following schedule.

Activity	Estimated Date
RFP posted to the website	February 5, 2020
Mandatory Site Inspection	February 13, 2020 at 9:00 AM CST.
Proposer Inquiry Deadline	February 14, 2020 by 2:00 PM CST.
CCH response to Inquiries – Tentative	Week of February 17, 2020
Proposal Due Date	March 11, 2020 by 2:00 PM CST.

4. Project Approach

CCH Internal Teams

The selected A/E will work closely and meet weekly with DCPD and their representatives and CCH internal teams during development of the assessment. Internal teams will include but not limited to:

- Building + Grounds
- Site Security
- Select members of affected user groups

4.1 Scope of Work

The A/E shall review with the CCH user groups including CCH Building and Grounds, Site Security, and with DCPD and their consultants, and consider the following as part of inclusion within the documents. The onsite buildings and grounds team has noted a desire for assessment of the following systems.

As a result of deferred maintenance, a comprehensive facility assessment is required, including but not limited to the following:

1. Concrete/Masonry/Sealants/Waterproofing
2. Roofing
3. Doors/Hardware and Flooring
4. Mechanical, Electrical, Plumbing & Fire Protection (MEP)
5. Life Safety
6. Energy Management (water, gas, electricity)
7. Communications & Security - assess the communication and security systems, including the emergency duress alarm and area of refuge intercom system stations as well as the CCTV security surveillance cameras and equipment, including the head end equipment located in the garage security office on the 1st floor.

A/E will assess garage with CCH Chief of Police to identify means for securing the facility from pedestrians between the hours of 8pm-5am. All existing doors within the facility must be thoroughly assessed, specifically the northwest door leading from parking garage to the hospital elevator lobby. The goal is to limit overall access from the parking garage into the hospital.

8. Miscellaneous Areas of Assessment:
 - a. Condition of decks, stairwell landings and parapet walls.
 - b. Parking stall striping and yellow (pavement) directional arrows. Wayfinding signage is being covered by separate project via CCH.
 - c. Illuminated exterior signage systems – new signage must reflect CCH current name and logo.
 - d. ADA ramps, railings, detection strips, etc.
9. The Consultant shall coordinate and submit a narrative within the assessment report which is to include the following:
 - a. Describe any special features or finishes that are recommended as part of the upgrade to the garage and its systems. List all architectural betterments and deviations.
 - b. Identify any fire resistive ratings required by applicable building codes and authorities having jurisdiction that need to be addressed as part of the upgrade.

- c. Describe measures and techniques that are proposed by the A/E that will conserve energy, to meet or exceed the Cook County Green Construction Ordinance.

4.2 Assessment /Report Phase

The A/E will provide a report, which will include but not limited to the following:

1. An executive summary
2. A detailed assessment of the existing conditions and a prioritized list of recommended corrective actions, replacements, or upgrades with opinion of probable construction costs of the following high priority items: basement walls, stair construction, floor construction, exterior walls, roof coverings, rainwater drainage piping, ventilation/exhaust systems, communications and security systems, elevators and lifts, and stairway/exit lighting.
3. A comprehensive Method of Procedure Plan regarding how systems in need of repair/replacement will be decommissioned and how the system upgrades will be tested and fully commissioned.
4. Include a detailed table of contents with photos of the existing systems, recommendation for repair/replacement. A Rough Order of Magnitude (ROM) cost estimate to be provided based on the assessment and recommendations of the A/E. These documents will provide the client with sufficient information to make a qualified decision as to the accepted scope of renovation work for the facility. Preparation, delivery of assessment report, presentation and client sign off of the proposed scope of the renovation are required.

In this stage, the A/E is to provide a brief narrative with supporting diagram charts to show/describe the system's operations, sequence of operation and capabilities. The narrative will allow for the user groups to have a reasonable understanding of how the existing building systems function and encourage open discussion regarding features that may be incorporated to accommodate CCH needs.

4.3 Estimates

The Consultant is to identify within the estimate the following:

1. Items that require to be addressed / upgraded / corrected that are considered to be "critical", what must be addressed as a matter of priority. Estimate to show these items and provide a total estimated cost to correct.
2. Items identified which are anticipated to require correction / upgraded within the next 5 years. Estimate is to include these items and provide an estimated cost to correct. This is to be shown as a separate line item to allow the client to have the ability to add items to the scope and determine how this will impact the overall budget.
3. Estimate is to also present additional line item costs as "Add / Alternates" for items listed in the report that would be considered a "nice to have" or recommended as part of the upgrade. These costs should be itemized and allow the client to have the ability to add items to the scope and determine how this will impact the overall budget.
4. Consultant to provide "professional" cost estimates at each phase of the design.
5. The Consultant will be required to meet with CCH and DCPD at the conclusion of the assessment and the submittal of the report to provide a brief presentation describing the process of the analysis, critical items encountered that need to be addressed, suggested recommendations and an overview of the estimate provided.

6. In collaboration with client, a decision will be made to determine which items will move into the design phase. Items identified as needing replacement / repair within a 10-year timeframe would be the main targets for design.

4.4 Design Documents

The A/E will manage the preparation and delivery of the necessary drawings and specifications for Cook County Health. These documents shall be subject to Owner review and approval at designated phases. The approved final set(s) will also be provided for plan check by appropriate governmental agencies/planning advisor. The A/E will respond to inquiries from governmental agencies/planning advisor during the permit process and, if required, by DCPD Project Director.

The phases shall be developed and submitted for DCPD and CCH review and approval in the following stages:

1. 100% Schematic Drawing Phase
 2. 100% Design Development Drawings & Outline Specifications
 3. 100% Construction Documents & Specifications
-
- a. The A/E will provide an estimate at schematic design phase and include an update to the estimate at each additional phase submittal.
 - b. The documents will take into account the need for phasing to minimize disruption to the hospital services.
 - c. The documents will take into account that the existing systems and equipment will remain in service until the new systems and equipment are completely installed. These new systems must be accepted and certified before the existing systems can be disabled and removed.
 - d. All submittals must be approved by DCPD and user group.
 - e. Final project acceptance signoff will be required by DCPD and CCH.

4.5 General Requirements and Basic Services

1. Comply with the select design standards for work at County facilities.
2. Work with the project team to minimize assumptions during the estimating process during each phase.

A/E to provide Construction Administration services, such as the following:

- a. Weekly construction meeting
- b. Submittal review/approval
- c. Change order review/approval
- d. Punch list close-out
- e. Review payment applications

4.6 Schedule

In addition to the basic schedule requirements as set forth in the contract documents, the A/E will be expected to identify within their schedule the following key milestones:

1. Notice to Proceed
2. Obtain CCH Security Badge (estimate 8 weeks)
3. Commence investigation – Initial general investigation would include CCH staff input/details regarding deferred maintenance before official assessment report development begins.

A/E Assessment Stroger Parking
RFP # H20-0008

4. Investigation timeframe
5. Assessment Report Start and Finish
6. Document development: conceptual design, schematic design, design development.
7. Final documents ready for permitting and bids.
8. Each stage noted above to be shown as a milestone once completed.

4.7 Attachments

Attachment A – EDS Form M/WBE Subcontractors and /or Material Suppliers

Attachment C – CCH Part I

Attachment D - CCH Part II General Conditions

Attachment E - Special Conditions (if required)

Attachment F - Sample Contract (AIA Document B101 - 2017)

Attachment H - General Conditions (AIA Document A201)

Attachment I - Cook County Affidavit for Green Construction Ordinance

Attachment J – Security & Badging Instructions

Attachment K – Interim Life Safety Measures (ILSM)

Attachment L – Pre-Construction Risk Assessment (PCRA)

Attachment M – ICRA Form & Instructions

Attachment N – HIPPA Definitions, Data & Requirements

Attachment O – Scheduling Guidelines

Attachment P – Preliminary Master Schedule (sample)

Attachment Q - Procedures for Consultant Pay Requests

Attachment R – Substantial Completion Package

Attachment S – Final Completion Package

Attachment U – RFQ Pricing Workbook

Attachment V – Stroger Construction Safety Standards

Attachment X – CCH Structured Wiring Guideline Final dated 9-26-2018

Attachment Y – CCH Telecommunications Site Standards

Note: The following attachments were intentionally not included in this RFP, as they do not apply to this particular project: B, G and T

5. Required Proposal Content

This RFP provides potential Proposers with sufficient information to enable them to prepare and submit proposals. CCHHS 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.

CCHHS 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. CCHHS will return proposals that mark all pages Confidential or are copyrighted. All proposals submitted to CCHHS are the property of CCHHS.

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.

5.1 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.

5.2 Response to Scope of Work

Please insert your response to the Scope of Work Section 4 in this section.

5.3 Qualifications of the Proposer

5.3.1 Proposer’s Profile

The proposer must include a description of the organization’s track record as follows:

Company Profile (Prime only)

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

5.4 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.

Name of the organization	
Name of the contact person (title, email and phone number. Email must be from an organization, not a personal email)	

Project dollar value	
Prime or subcontractor?	
Contract Period	
Project Scope	

5.5 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 **35% MWBE 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.

5.6 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.

5.7 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.”

5.8 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. The standard Insurance Requirements are captured in the sample Contract General Conditions (GC-03)

5.9 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.

5.10 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:

Action	Date

5.11 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>.

5.12 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, one (1) electronic copy email to Purchasing@cookcountyhhs.org.

The pricing proposal must include any supplemental or renewal option period pricing or schedules offered by the Proposer. 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.

5.13 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/>

6. Evaluation and Selection Process

6.1 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.

6.2 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.

6.3 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.

7. Evaluation Criteria

7.1 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:

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

7.2 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.

7.3 Reasonableness of Overall Price

Price will be evaluated separately for overall reasonableness and competitiveness.

7.4 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)

8. 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.

8.1 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.

ID	Vendor Name	RFP Section	Question
1.			
2.			
3.			
4.			

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.

8.2 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.

8.3 Number of Copies

Proposers are required to submit one (1) original hard copy, and one (1) electronic copy (emailed to the email addressed 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.

8.4 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.

8.5 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.

8.6 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.

8.7 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.

8.8 Availability of Documents

CCH publishes competitive bid, RFP, and other procurement notices, as well as award information, at <http://www.cookcountyhhs.org> 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.

8.9 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.

8.10 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.

8.11 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.

8.12 RFP Interpretation

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

8.13 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.

8.14 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.

8.15 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.

8.16 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.

8.17 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 Best value to CCH meeting the specifications, terms, and conditions. If a split award impacts the outcome of the project, it must be so stated in the proposal.

8.18 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.

8.19 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.

9. 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.

"Appeal" means a request for review of a decision made by proposer with respect to an Action.

"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.

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

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

"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.

"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.

10. 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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Time Stamp Here