



COOK COUNTY HEALTH

COOK COUNTY HEALTH (CCH)

REQUEST FOR QUOTE (RFQ) # H22-0061- REPOST

TITLE: Annual Emissions Reports for John H Stroger Hospital and Provident Hospital

GENERAL DESCRIPTION: Cook County Health is requesting the services of a contractor to prepare and submit annual emission reports to both CCH and IEPA for both John H Stroger Hospital and Provident Hospital.

DATE ISSUED: March 29, 2023

VENDOR QUESTIONS DUE DATE: April 7, 2023, by 2 pm CST

RESPONSE/APPLICATION DUE DATE: April 21, 2023, by 2 pm CST

PREAPPLICATION CONFERENCE: NONE REQUIRED

All questions regarding this RFQ should be directed to purchasing@cookcountyhhs.org, and as instructed in Section 6.1 of this RFQ. Responses to this Application shall be delivered via email only to the aforementioned email addresses.

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1. CCH Background

The Cook County Health (“CCH” or “System”) is a unit within Cook County government. CCH provides a full continuum of health care services through its seven operating entities, referred to as System Affiliates. System Affiliates provide a broad range of services from specialty and primary care to emergency, acute, outpatient, rehabilitation and preventative care. CCH services are offered without regard to a patient’s economic status or ability to pay.

The Cook County Department of Public Health (CCDPH) is an affiliate of CCH. Our jurisdiction includes over 120 municipalities in suburban Cook County with approximately 2.3 million residents. Our mission is to optimize health and achieve health equity for all people and communities of Cook County through our leadership and collaborations, focusing on health promotion and prevention, while advocating for and assuring the natural environmental and social conditions necessary to advance physical, mental and social well-being.

2. Term of Services and RFQ Schedule

I. Contract Term of Service

The term of services shall be for twelve (12) months, with option to extend the term for three additional one (1) year terms if project deliverables are met.

II. Schedule

Activity	Estimated Date
RFQ issued to Vendor	3/29/2023
Vendor Questions Due Date	04/07/2023 by 2:00 pm CST
<i>CCH response to Vendor Questions - Tentative</i>	<i>Week of 4/10/2023</i>
Quotes Due Date	04/21/2023 by 2:00 pm CST

3. Scope of Service

Cook County Health is requesting the services of a contractor to prepare and submit annual emission reports to both CCH and IEPA, per title 35 of the Illinois Administrative Code, for both John H Stroger Hospital and Provident Hospital.

Title 35 of the Illinois Administrative Code 201.302 (a,b) requires an owner or operator of any emission unit or air pollution control equipment meeting the applicability criteria contained in 35 Ill. Adm. Code 254.102 to submit to the Illinois Environmental Protection Agency (IEPA) as a minimum, annual reports detailing the nature, specific emission units and total annual quantities of all specified air contaminant emissions.

4. Required Submission Content

This RFQ provides potential Respondents with sufficient information to enable a Respondent to prepare and submit submittals. 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 Respondent responding.

This RFQ also contains the instructions governing the submittal of a Submittal and the materials to be included therein, which must be met to be eligible for consideration. All Submittals must be complete as to the information requested in this RFQ in order to be considered responsive and eligible for award. Respondents providing insufficient details will be deemed non-responsive. CCH expects all responses to reflect exceptional quality, reasonable cost and overall outstanding service.

4.1 Executive Summary/Cover Letter

Please limit this to one page. The cover letter shall be signed by an authorized representative of the Respondent. The letter shall indicate the Respondent’s commitment to provide the services proposed at the price and schedule. Do not forget to sign your cover letter.

4.2 Response to Scope of Services

a. To respond to the Scope of Services, please provide the information requested in Section 5.3 below.

4.3 Respondent’s Profile and Track Record

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

Company Profile (Prime only)

a. Legal Name
b. Assumed Names if any
c. Address, City, State, Zip Code
d. Legal Structure (e.g. sole proprietor, partnership, corporation, joint venture)
e. If a subsidiary, provide the same information about the Parent Company as required in this table format.
f. Date and State where formed.
g. Respondent's principals/officers including President, Chairman, Vice Presidents, Secretary, Chief Operating Officer, Chief Financial Officer.
h. Point of contact for this RFQ including contact information: phone and email contact information
i. Respondent Business background and description of current operations
j. Number of employees
k. Number of years in business
l. Total number of years providing the proposed services
m. Is Respondent a licensed business to perform the work in scope? If so, please specify relevant certifications.
n. Respondent's Federal Employee Identification Number (or Social Security Number, if a sole proprietorship)
o. Is Respondent authorized to conduct business in Illinois? Provide Registration Number issued by the Illinois Secretary of State, a copy of the Certificate of Good Standing, and include Cook County Assumed Business Name Certificate, if applicable.
p. Number of years providing lead abatement services.
q. Description of Respondent’s business background and current operations.
r. Indicate any merger or acquisitions discussions in with the Respondent is involved.

s. Add any other key information that may assist the County in understanding your “track record.”

4.4 MBE/WBE Participation

The Respondent may be comprised of one or more firms as to assure the overall success of the project. The Respondent must present a team chart that clearly identifies each team member and specify their 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. For each MBE/WBE certified firm proposed, provide the appropriate information in the Economic Disclosure Statement Forms (in a separate envelop).

A. It is the policy of the County of Cook to prevent discrimination in the award of or participation in County Contracts and to eliminate arbitrary barriers for participation in such Contracts by local businesses certified as a Minority Business Enterprise (MBE) and Women-owned Business Enterprise (WBE) as both prime and sub-contractors. In furtherance of this policy, the Cook County Board of Commissioners has adopted a Minority- and Women-owned Business Enterprise Ordinance (the "Ordinance") which establishes annual goals for MBE and WBE participation as outlined below:

Contract Type	Goals	
	MBE	WBE
Goods and Services	25%	10%
Construction	24%	10%
Professional Services	35% Overall	

B. **The County may set contract-specific goals, based on the availability of MBEs and WBEs that are certified to provide commodities or services specified in this solicitation document. The MBE/WBE participation goals for each Contract are stated in the Special Conditions.** A Bid, Quotation, or Submittal shall be rejected if the County determines that it fails to comply with this General Condition in any way, including but not limited to: (i) failing to state an enforceable commitment to achieve for this contract the identified MBE/WBE Contract goals; or (ii) failing to include a Petition for Reduction/Waiver, which states that the goals for MBE/WBE participation are not attainable despite the Bidder or Respondent Good Faith Efforts, and explains why. If a Bid, Quotation, or Submittal is rejected, then a new Bid, Quotation, or Submittal may be solicited if the public interest is served thereby.

Consistent with Cook County, Illinois Code of Ordinances (Article IV, Division 8, and Section 34-267), and CCH has established a goal that MBE/WBE firms retained as subcontractors receive a minimum 35% MBE/WBE of this procurement. **The Office of Contract Compliance has determined that the participation for this specific contract is 35% MBE/WBE participation.**

The Respondent shall make good faith efforts to utilize MBE/WBE certified firms as subcontractors. In the event that the Respondent does not meet the MBE/WBE participation goal stated by CCH for this procurement, the Respondent 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 Respondent 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 submittals for the work, or any other documentation that helps demonstrate good faith efforts. Failure by the Respondent to provide the required documentation or otherwise demonstrate good faith efforts will be taken into consideration by CCH in its evaluation of the Respondent’s responsibility and responsiveness.

The Chief Procurement Officer reserves the right to accept or reject any of the team members if in The Chief Procurement Officer’s sole opinion replacement of the team member, based on skills and knowledge, is in the best interest of the County.

4.5 Financial Status

- A. Provide the audited summary financial statements for the last two fiscal years. State whether the Respondent 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.
- B. State whether the Respondent or its parent company has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

4.6 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 RFQ.

If no conflicts of interest are identified, simply state “[Company X] has no conflict of interest.”

4.7 Contract

Sample Contract General Terms and Conditions are available in **Attachment B, CCH General Terms-Conditions**. Execution of the Contract is not required at the time the qualifications are submitted. However, if the Respondent disagrees with any Contract provisions, or 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 Respondent does not include these objections or alternate language with the submittal. CCH shall not be deemed to have accepted any requested exceptions by electing to engage a Respondent in negotiations of a possible Contract.

4.8 Legal Actions

Provide a list of any pending litigation in which the Respondent 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

4.9 Confidentiality of Information

The Selected Respondent may have access to confidential information, including Protected Health Information (PHI) to perform the functions, activities, or services for, or on behalf of, CCH as specified in this RFQ. The Respondent must acknowledge that if awarded there is a high likelihood that the selected Respondent may have access to PHI, in paper or electronic form, and thus, it shall sign a Business Associate Agreement with CCH. As a Business Associate, the selected Respondent will agree to comply with all federal and state confidentiality and security laws and regulations, including HIPAA, HITECH, the Medicaid Confidentiality Regulations, as defined herein, and all other applicable rules and regulations. The Respondent must commit to require all staff, including drivers, Attendants, and other personnel, and Subcontractors to complete HIPAA training upon hire, and no less frequently than annually thereafter. CCH reserves the right to review and accept the training program prior to implementation or require the selected Respondent to use HIPAA materials or training sessions supplied by CCH.

4.10 Economic Disclosure Statement

Execute and submit the Economic Disclosure Statement (“EDS”). The EDS form can be found at <https://cookcountyhealth.org/about/doing-business-with-cook-county-health/>. The EDS must be submitted in a separate envelope.

4.11 Addenda

Since all Addenda become a part of the submittal, all Addenda must be signed by an authorized Respondent representative and returned with the submittal. Failure to sign and return any and all Addenda acknowledgements shall be grounds for rejection of the submittal. Addenda issued prior to the submittal due date shall be made available via Cook County Health website: <http://www.cookcountyhealth.org/about-Cook County Health/doing-business-with-Cook County Health/>

5. Evaluation and Selection Process

An Evaluation Committee comprised of the CCH and County personnel will evaluate all responsive Submittals in accordance with the selection process detailed below.

5.1. Submittal Assessment

The Evaluation Committee will review all Submittals to ascertain that they are responsive to all submission requirements.

5.1.1 Submittal Evaluation

The RFQ provides requirements and data, which will be used as a basis for a written presentation of qualifications of the firm(s) and proposed staff, project approach, systems and methodologies for delivery of the Project. CCH will evaluate the Submittals to establish a list of qualified Respondent for Shortlist.

5.1.2. Shortlist Respondent Presentation

The Evaluation Committee, at its option, may invite one or more Respondents to make presentations and/or demonstrations. The Evaluation Committee may request that all or a shortlisted group of Respondents 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.

5.2. Right to Inspect

CCH reserves the right to inspect and investigate thoroughly the establishment, facilities, equipment, business reputation, and other qualification of the Respondent and any proposed subcontractors and to reject any RFQ regardless of price if it shall be administratively determined that in CCH's sole discretion the Respondent 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 RFQ.

5.3. 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 Respondent shall be posted on the website.

6. General Evaluation Criteria**6.1. Responsiveness of Submittal**

The Submittal(s) will be reviewed for compliance with and adherence to all submittal requirements requested in this RFQ. Submittal(s) which are incomplete and missing key components necessary to fully evaluate the RFQ may, at the discretion of the Chief Procurement Officer or designee, be rejected from further consideration due to "Non-Responsiveness" and rated Non-Responsive.

Respondent must be compliant with all the submission requirements of the RFQ. The evaluation committee will evaluate all responsive Submittal in accordance with the evaluation criteria detailed below.

6.1.1 Criteria Submittal

Submittals will be reviewed and selected based on qualifications of the Respondent to successfully perform the Services for the County throughout the course of the contract as evidenced by the following criteria:

- A. Ability to achieve the CCH's business goals, objectives, and Scope of Work described in this RFQ, by providing a succinct and feasible description of the proposed implementation approach.
- B. Qualifications and experience of the Respondent to successfully perform and provide the services described in this RFQ, as evidenced by the successful provision of similar services in similar environments and in compliance with all applicable laws.
- C. Relevant Experience

In addition, the Evaluation Committee may review and consider the information and evidence Respondent's responsiveness to the following categories:

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)

7. Instructions to Respondents

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

7.1. Questions and Inquiries

Questions regarding this RFQ will be submitted in writing to the contact(s) email listed on the cover page of this RFQ 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 RFQ#, Title and Respondent's Name.

ID	Vendor Name	RFQ Section	Question
1.			
2.			
3.			

Should any Respondent 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 RFQ. Such inquiries must reference the RFQ due date and CCH RFQ number.

7.2. Pre-Submittal Conference (if Applicable)

CCH will hold a Pre-submittal 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 RFQ procedures. If a mandatory pre-submittal conference is required, the Respondent must sign the pre-submittal conference or site inspection sheet and include a copy of this sign-in sheet in the response to the RFQ.

7.3. Number of Copies

Respondents 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 RFQ.

NOTE: 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 EDS forms;
- 2. One (1) EDS hard copies in a separate envelope;
- 3. One (1) complete electronic response package (including 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 RFQ section). The email must clearly indicate the RFQ Number and Title.

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

7.4. Format

Hardcopies of the RFQs should be submitted in a separate envelope (or electronic file) Material should be organized following the order of the Required Submission 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.

7.5. Time for submission

The Qualification Response shall be submitted no later than the date and time indicated on the cover page of this RFQ. Late submittals will not be considered.

7.6. Packaging and Labeling

The outside wrapping/envelope shall clearly indicate the RFQ title, Respondent's Name, Respondents address, and point of contact RFQ. EDS shall be submitted in a separate sealed envelope. The envelope shall clearly identify the content as "EDS". All other submission requirements shall be included with the Technical RFQ.

7.7. Timely delivery of RFQ

The Qualification Response(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 RFQ. Include the RFQ number on any package delivered or sent to CCH and on any correspondence related to the RFQ. 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 Qualification Response(s) not so received.

7.8. Availability of Documents

CCH publishes competitive bid, RFP, RFQ and other procurement notices, as well as contract award information, at www.CookCountyHealth.org under the "Doing Business with CCH" tab. Respondents intending to respond to any posted solicitation are encouraged to visit the web site above to ensure that they have received a complete and current set of documents.

7.9. Alteration/Modification of Original Documents

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

7.10. Cost of Respondent Response

All costs and expenses in responding to this RFQ shall be borne solely by the Respondent regardless of whether the Respondent's Submittal is eliminated or whether CCH selects to cancel the RFQ or declines to pursue a Contract for any reason. The cost of attending any presentation or demonstration is solely the Respondent's responsibility.

7.11. Respondent's Responsibility for Services Proposed

The Respondent must thoroughly examine and read the entire RFQ document. Failure of Respondents 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.

7.12. RFQ Interpretation

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

7.13. Specifications and Special Conditions

The specifications in this document provide sufficient information for Respondents to respond. Minor variations from those specifications will be considered as long as Respondents identify any instance in which their services specifications differ from those set forth in the RFQ documents.

7.14. Errors and Omissions

The Respondent is expected to comply with the true intent of this RFQ taken as a whole and shall not avail itself of any errors or omission to the detriment of the services or CCH. Should the Respondent suspect any error, omission, or discrepancy in the specifications or instructions, the Respondent shall immediately notify CCH in writing, and CCH will issue written corrections or clarifications. The Respondent is responsible for the contents of its Response and for satisfying the requirements set forth in the RFQ. Respondent will not be allowed to benefit from errors in the document that could have been reasonably discovered by the Respondent in the process of putting the RFQ together.

7.15. Submittal Material

The material submitted in response to the RFQ becomes the property of CCH upon delivery to the Supply Chain Management Office and may become part of a Contract.

7.16. Confidentiality and Response Cost and Ownership

All information submitted in response to this RFQ shall be confidential until CCH has executed a Contract with the successful Respondent or has terminated the RFQ process and determined that it will not reissue the RFQ. Any page of a Submittal that Respondent 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 a page that are asserted to contain confidential proprietary information must be noted as such. However, note that ONLY pages or specific information that are/is legitimately confidential should be marked confidential and proprietary. CCHHS will return submittals that mark all pages Confidential or are copyrighted. All submittals submitted to CCHHS are the property of CCHHS.

Further, the Respondent is on notice that any part of its Submittal or any other material marked as confidential, proprietary, or trade secret, can only be protected to the extent permitted by Illinois law, including but not limited to the Illinois Freedom of Information Act [5 ILCS 140 *et seq.*]

7.17. Awards

CCH may, at its discretion evaluate all responsive submittals. CCH reserves the right to make the award on an all or partial basis or split the award to multiple Respondents based on the highest rated Respondent and best value to CCH meeting the specifications, terms and conditions in accordance with the evaluation criteria set for in this RFQ. If a split award impacts the outcome of the project it must be so stated in the submittal.

7.18. 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 Respondent, to accept any item in the offer. CCH also reserves the right to accept or reject all or part of your RFQ, in any combination that is in the best interest of CCH.

7.19. Cancellation of RFQ; Requests for New or Updated Information

CCH, in its sole discretion, may cancel the RFQ at any time and may elect to reissue the RFQ later. CCH may also issue an Addendum modifying the RFQ and may request supplemental RFQ or updated or new RFQ.

8. Definitions

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 Submittal or provides additional information.

Appeal means a request for review of a decision made by Respondent with respect to an Action, the following definitions shall apply to this RFQ:

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

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

Contractor(s) and "Selected Respondent" shall mean the individuals, businesses, or entities that have submitted a Submittal 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 RFQ.

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 website. "Submittal" shall mean the document(s) submitted by Respondent(s) in response to this RFQ that constitute a Respondent's offer to enter into contract with CCH under terms consistent with this RFQ, subject to the negotiation of a contract and approval by the Board.

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

Respondent(s) shall mean the individuals or business entities, if any, submitting a Submittal in response to this RFQ.

Request for Qualification or "RFQ" shall refer to this solicitation of submittals by CCH that may lead to the negotiation of a Contract

9. Appendix A – RFQ Receipt Acknowledgement Form
RFQ 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 RFQ Number and Title, Respondent’s Name, Respondents Address, and Point of Contact RFQ. 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): _____ P.M _____ A.M

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

Time Stamp Here



RFQ 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 RFQ Number and Title, Respondent’s Name, Respondents Address, and Point of Contact RFQ. 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): _____ P.M _____ A.M

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

Time Stamp Here

10. List of Attachments

The following Attachments are included electronically to this RFQ.

11. List of Attachments

The following Appendices are included electronically to this RFP.

Proposer(s) may access the following attachments by:

- 1) Downloading and saving this RFP file to a local drive
- 2) Opening the RFP document using Adobe application
- 3) Expanding the navigation pane (left of window) and click on the paper-clip icon.

Attachment A - MBE/WBE Utilization Plan

Proposer(s) may review the MBE/WBE Special Conditions, file name CCH_MWBE_Utilization_Forms.pdf.

Attachment B – CCH Master Services Agreement

Proposer(s) may review a representative Master Services Agreement, file name CCH General Terms-Conditions.pdf. Proposer's redlined response to the CCH General Terms Conditions is required at the time of RFP submission..

Attachment C - Economic and Disclosures Statement

Proposer(s) may review Economic and Disclosures Statement, file name CCH_EDS_Form.pdf.