

# **Documents Distributed to the County Board at the Meeting**

## **Committee of the Whole January 18, 2011**

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# Champaign County Electronic Ticketing Solution

## Electronic Traffic Citations

### Increased Officer Safety

- Clear traffic stops faster
- Reduce contact with offenders



## Electronic Traffic Citations

### Increased Productivity

- Reduce redundant data entry
- Eliminate data transcription errors
- Potential to add hours of patrol time per year
- Focus on law enforcement, not administration

## Electronic Traffic Citations

### Increased Accuracy

- Print in legible type
- Recover lost revenue from citation errors
- Potential to increase revenue

## Electronic Traffic Citations

### Increased Efficiency

- Data easily transferred electronically to any location
- Eliminates manual data entry at the agency and Circuit Clerk's office
- Ensures no lost or misplaced forms/reports



## Electronic Traffic Citations

### Overall Benefits

- Available for all county policing agencies
- Designed and tested by law enforcement officers
- 30,000 officers nationwide use software every day
- Integrates with agencies' software and hardware
- Mobile computer and handheld use same user interface
- No change in police field operations
- Eliminates agency data entry
- Eliminates Circuit Clerk scanning traffic tickets
- Standardized process between all agencies

## Electronic Traffic Citations

- Boone
- Cook
- DeKalb\*
- DuPage\*
- Kane\*
- Kankakee
- Lake
- Madison\*
- McHenry
- Mclean
- Will\*
- Winnebago\*

\* JANO Counties

## Electronic Traffic Citations

### Screen 1 – Driver Information

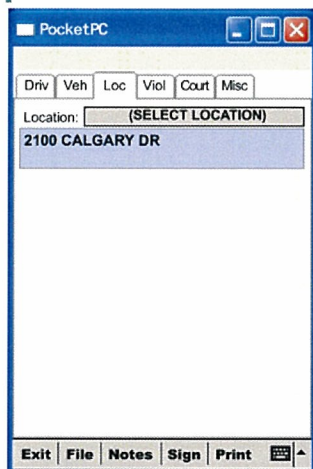
Can be automatically populated by magnetic strip or barcode reader. All fields can be edited/updated.

### Screen 2 – Vehicle Information

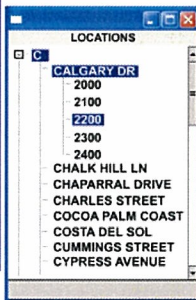
Vehicle information is entered via drop-down menus and/or electronic keyboard

## Electronic Traffic Citations

### Screen 3 – Location Information

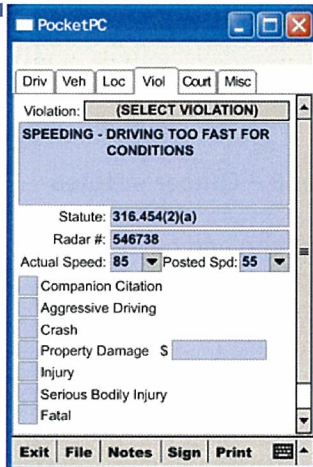


Location can be manually entered or selected from a drop-down and can be set automatically at the beginning of the officer's shift.

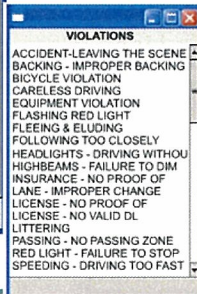


## Electronic Traffic Citations

### Screen 4 – Violation Information



Name of violation selected from drop-down menu. Statute number, fine amount and court information are automatically entered, eliminating potential for officer error.



## Electronic Traffic Citations

Driv Veh Loc Viol Court Misc

Criminal Violation, Court Required  
 Infraction, Court Required  
 Infraction, Court NOT Required

Name: SOUTH TRAFFIC COURT  
Address: 123 MAIN STREET  
City: MIAMI  
State/Zip: FL 33301  
Telephone: 305-555-1405  
Misc:  
Date/Time: 01/15/05 1:30  
Fine: \$281

Exit File Notes Sign Print

### Screen 5 – Court Information

Court and fine information are automatically entered when the violation is selected.

Driv Veh Loc Viol Court Misc

Agency Name: DELRAY BEACH POLICE  
Agency Type: POLICE  
County: PALM BEACH  
City: DELRAY BEACH  
County Code: 06 City Code: 40  
Officer Name: JONES  
Officer ID: 505  
Troop/Unit:  
Misc:  
Case Number:  
Citation #: 0692-AAA

Exit File Notes Sign Print

### Screen 6 – Misc. Information

Agency and officer information remain the same unless modified by the officer.

Citation number automatically generated for each ticket/citation.

## Electronic Traffic Citations

Viol: SPEEDING - DRIVING TOO FAST FOR CONDITIONS 316.454(2)(a)

I agree and promise to comply with the charges and instructions specified in this citation. Willful refusal to accept and sign the citation may result in arrest. I understand my signature is not an admission of guilt or waiver of rights.

*Jeffrey Hutchinson*

OK

### Screen 7 – Electronic Signatures

Application can capture electronic signatures of both the officer/deputy and the violator.

Text Voice Diag

CLEAR

DRIVER STATED HE WAS TALKING ON CELL PHONE AND DID NOT SEE SPEED LIMIT SIGN

Exit

### Screen 8 – Officer's Notes

Officers can add notes via text, voice and/or sketches and diagrams.

# Electronic Traffic Citations



## Printed Ticket

- Legible and easy to read
- 100% accurate

**COURT COPY**  
 IN THE CIRCUIT COURT OF COPEL COUNTY, ILLINOIS, FIRST JUDICIAL DISTRICT  
 Chicago and the number of this

PLAINTIFF: **TILLMAN** vs. DEFENDANT: **PETER HUBBARD**

Case No: **149335222**

Case No: **149335222** Date: **06/17/2008** Time: **12:18 AM**

Address: **215 DEEREN ROAD**

City: **LA SALLE** State: **IA** Zip: **50452**

Offense: **333824**

Amount: **200**

Case No: **TX-000-007**

Other Complaints Issued:

Signature of Officer: **[Signature]** City Code: **[Code]** County Code: **[Code]**

# Electronic Traffic Citations

**ILLINOIS CITATION AND COMPLAINT** No 153976

URBANA POLICE DEPARTMENT

CHAMPAIGN, ILLINOIS

OFFENSE: **11-401022**

DATE: **DEC 15 2010**

COURT APPEARANCE REQUIRED

COURTROOM L 101 E. MAIN STREET

URBANA, ILLINOIS 61801

Signature: **[Signature]**



## Financial Plan

- Initial software purchase will be funded by Circuit Clerk's Document Storage Fund and Court Automation Fund
- Ongoing maintenance costs
  - 705 ILCS 105/27.3e - \$5 electronic citation fee effective 1/1/11
    - Paid by defendants in traffic, misdemeanor, ordinance, or conservation cases
    - \$3 to the Circuit Clerk, \$2 to the local agency
    - Agreement with local agencies to use their share
  - Increase Document Storage Fee
    - Currently at \$5, statutory maximum fee is \$15



SHERIFF DAN WALSH  
CHAMPAIGN COUNTY SHERIFF'S OFFICE

204 E. Main Street  
Urbana, Illinois 61801-2702  
(217) 384-1204

**Dan Walsh**

*Sheriff*

ph (217) 384-1205  
fax (217) 384-3023

**Chief Deputy**

**Kris Bolt**

ph (217) 384-1222  
fax (217) 384-1219

**Capt. Tim Voges**

ph (217) 384-1207  
fax (217) 384-1219

**Jail Superintendent**

**Michael Moore**

ph (217) 384-1243  
fax (217) 384-1272

**Jail Information**

ph (217) 384-1243  
fax (217) 384-1272

**Investigations**

ph (217) 384-1213  
fax (217) 384-1219

**Civil Process**

ph (217) 384-1204  
fax (217) 384-1219

**Records/Warrants**

ph (217) 384-1233

January 18, 2011

Champaign County Board  
Committee of the Whole – Finance/Policy/Justice  
1776 East Washington Street  
Urbana, Illinois 61801

**RE: E-Ticketing**

I am sorry that I cannot make your meeting this evening. For months, State's Attorney Rietz has been working with a vendor which has been providing electronic ticketing throughout various states including several counties in Illinois.

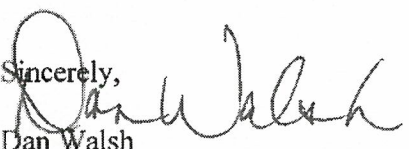
Locally we have been discussing a county-wide project and most of the local police agencies are very interested. There would be several advantages including:

1. Simple legibility – a violator will be able to read his copies.
2. Less officer time spent writing tickets, especially multiple tickets.
3. Reduced clerical time – presently the tickets are hand written by the officer, re-entered into the law enforcement agency (including CCSO) records and re-entered again by the Circuit Clerk.

Depending upon the details, and the costs, I am hopeful something can be put together in the near future.

Thank you.

Sincerely,

  
Dan Walsh  
Sheriff

DJW:tss

**FY2010 General Corporate Fund Revenue Final Report**

January 18, 2011

SIGNIFICANT REVENUE LINE ITEMS/CATEGORIES	FY2009 BUDGET 12/1/2008	FY2009 ACTUAL 12/31/2009	FY2010 BUDGET 12/1/2009	FY2010 YTD 11/30/2010	Projected % to be Received	Projected \$\$ to be Received	\$ Difference to Original Budget
PROPERTY TAXES (CURRENT)	\$7,924,927	\$7,861,688	\$8,089,543	\$8,043,992	99%	\$8,043,992	-\$45,551
PROPERTY TAXES (ESCROW)				\$0	0%	\$0	\$0
PROPERTY TAXES (BACK)	\$2,824	\$6,227	\$5,200	\$14,554	280%	\$14,554	\$9,354
MOBILE HOME TAXES	\$10,544	\$9,191	\$10,000	\$8,996	90%	\$8,996	-\$1,004
PAYMENT IN LIEU OF TAXES	\$3,337	\$4,623	\$4,479	\$7,501	167%	\$7,501	\$3,022
COUNTY HOTEL/MOTEL TAX	\$19,300	\$31,857	\$31,000	\$27,580	89%	\$27,580	-\$3,420
COUNTY AUTO RENTAL TAX	\$19,500	\$15,137	\$17,500	\$14,552	83%	\$14,552	-\$2,948
PENALTIES ON TAXES	\$549,500	\$754,106	\$575,000	\$640,898	111%	\$640,898	\$65,898
BUSINESS LICENSES & PERMITS	\$41,680	\$40,258	\$41,980	\$32,164	77%	\$32,164	-\$9,816
NON-BUSINESS LIC. & PERMITS	\$1,287,700	\$865,418	\$691,216	\$816,498	118%	\$816,498	\$125,282
FEDERAL GRANTS	\$521,957	\$421,206	\$633,084	\$489,301	77%	\$489,301	-\$143,783
STATE GRANTS	\$225,023	\$221,386	\$234,625	\$201,248	86%	\$201,248	-\$33,377
<b>STATE SHARED REVENUE</b>							
CORP. PERS. PROP. REPL. TAX	\$1,030,241	\$782,058	\$812,347	\$852,937	105%	\$852,937	\$40,590
1% SALES TAX (UNINCORPOR.)	\$1,043,102	\$1,038,170	\$1,165,705	\$1,063,758	91%	\$1,063,758	-\$101,947
1/4% SALES TAX (ALL COUNTY)	\$4,908,879	\$4,750,176	\$4,887,487	\$4,857,463	99%	\$4,857,463	-\$30,024
USE TAX	\$465,578	\$417,999	\$456,266	\$399,249	88%	\$399,249	-\$57,017
INHERITANCE TAX	\$263,520	\$143,520	\$165,709	\$334,125	202%	\$334,125	\$168,416
STATE REIMBURSEMENT	\$1,878,695	\$1,782,018	\$1,196,402	\$1,263,204	106%	\$1,263,204	\$66,802
SALARY REIMBURSEMENT	\$304,856	\$248,501	\$305,186	\$371,302	122%	\$371,302	\$66,116
STATE REV./SALARY STIPENDS	\$42,000	\$43,125	\$43,196	\$38,159	88%	\$38,159	-\$5,037
INCOME TAX	\$3,024,396	\$2,243,895	\$2,650,000	\$2,167,472	82%	\$2,167,472	-\$482,528
CHARITABLE GAMES LIC/TAX	\$0	\$0		\$1,098	0%	\$1,098	\$0
OFF-TRACK BETTING	\$85,000	\$79,841	\$87,500	\$58,112	66%	\$58,112	-\$29,388
<b>LOCAL GOVERNMENT REVENUE</b>	\$213,000	\$572,184	\$587,698	\$728,644	124%	\$728,644	\$140,946
LOCAL GOVERNMENT REIMBURSE.	\$890,498	\$685,313	\$534,300	\$494,694	93%	\$494,694	-\$39,606
GENERAL GOVERNMENT	\$4,086,598	\$4,226,052	\$4,782,912	\$4,151,842	87%	\$4,151,842	-\$631,070
FINES	\$930,670	\$954,634	\$997,500	\$1,051,402	105%	\$1,051,402	\$53,902
FORFEITURES	\$11,000	\$39,059	\$8,000	\$18,706	234%	\$18,706	\$10,706
INTEREST EARNINGS	\$157,500	\$80,710	\$73,000	\$49,718	68%	\$49,718	-\$23,282
RENTS & ROYALTIES	\$526,806	\$864,684	\$553,677	\$587,699	106%	\$587,699	\$34,022
GIFTS & DONATIONS	\$12,600	\$12,600	\$18,004	\$23,002	128%	\$23,002	\$4,998
OTHR FIN. SOURCES--FIX. ASSETS	\$10,500	\$24,738	\$8,000	\$15,692	196%	\$15,692	\$7,692
OTHR. MISC. REVENUE	\$1,124,850	\$1,135,477	\$95,450	\$82,117	86%	\$82,117	-\$13,333
INTERFUND TRANSFERS	\$2,186,031	\$1,732,784	\$1,827,378	\$1,876,282	103%	\$1,876,282	\$48,904
INTERFUND REIMBURSEMENTS	\$115,717	\$122,374	\$423,923	\$404,054	95%	\$404,054	-\$19,869
OTHER FINANCING SOURCES							
<b>TOTALS</b>	<b>\$33,918,329</b>	<b>\$32,211,010</b>	<b>\$32,013,267</b>	<b>\$31,188,014</b>	<b>97%</b>	<b>\$31,188,014</b>	<b>-\$826,351</b>

**FY2010 General Corporate Fund Expenditure Final Report**

<b>SIGNIFICANT EXPENDITURE LINE ITEMS/CATEGORIES</b>	<b>FY2009 BUDGET 11/30/2009</b>	<b>FY2009 ACTUAL 12/31/2009</b>	<b>FY2010 BUDGET 11/30/2010</b>	<b>FY2010 ACTUAL 11/30/2010</b>	<b>PROJECTED % TO BE SPENT</b>	<b>PROJECTED \$ TO BE SPENT</b>	<b>\$ Difference to Original BUDGET (+/-)</b>
<b>PERSONNEL</b>							
Regular Salaries & Wages	\$13,598,414	\$13,365,032	\$12,539,297	\$12,393,248	98.84%	\$12,393,248	-\$146,049
SLEP Salaries	\$7,024,926	\$6,912,877	\$6,890,184	\$6,887,878	99.97%	\$6,887,878	-\$2,306
SLEP Overtime	\$419,411	\$335,372	\$381,773	\$303,605	79.52%	\$303,605	-\$78,168
Fringe Benefits	\$2,505,239	\$2,471,406	\$2,504,008	\$2,460,951	98.28%	\$2,460,951	-\$43,057
<b>COMMODITIES</b>							
Postage	\$242,892	\$231,062	\$222,666	\$168,377	75.62%	\$168,377	-\$54,289
Purchase Document Stamps	\$630,000	\$480,000	\$535,700	\$495,800	92.55%	\$495,800	-\$39,900
Gasoline & Oil	\$210,396	\$155,018	\$201,432	\$166,864	82.84%	\$166,864	-\$34,568
All Other Commodities	\$784,787	\$677,248	\$591,338	\$497,956	84.21%	\$497,956	-\$93,382
<b>SERVICES</b>							
Gas Service	\$542,387	\$410,906	\$536,293	\$400,422	74.66%	\$400,422	-\$135,871
Electric Service	\$964,650	\$879,648	\$974,737	\$898,374	92.17%	\$898,374	-\$76,363
Medical/Professional Services	\$1,203,546	\$1,157,842	\$1,207,668	\$1,147,926	95.05%	\$1,147,926	-\$59,742
All Other Services	\$4,058,310	\$3,815,806	\$3,593,918	\$3,490,196	97.11%	\$3,490,196	-\$103,722
<b>CAPITAL</b>							
Vehicles	\$85,437	\$79,692	\$19,140	\$19,140	100.00%	\$19,140	\$0
All Other Capital	\$280,631	\$206,728	\$213,713	\$173,007	80.95%	\$173,007	-\$40,706
<b>TRANSFERS</b>							
To Capital Improvement Fund	\$61,993	\$58,934	\$148,668	\$137,020	92.17%	\$137,020	-\$11,648
To Public Health Fund	\$45,000	\$45,000	\$0	\$0	0.00%	\$0	\$0
All Other Transfers	\$1,114,365	\$1,114,364	\$177,657	\$172,845	97.29%	\$172,845	-\$4,812
<b>DEBT REPAYMENT</b>	\$357,928	\$357,928	\$363,206	\$361,741	99.60%	\$361,741	-\$1,465
<b>TOTAL</b>	<b>\$34,130,312</b>	<b>\$32,754,865</b>	<b>\$31,101,398</b>	<b>\$30,175,350</b>	<b>97.02%</b>	<b>\$30,175,350</b>	<b>-\$926,048</b>

**FY2010 General Corporate Fund Final Summary Report**

	<b>Actual</b>	<b>Fund Balance Less Loan</b>
FUND BALANCE 11/30/09	\$1,853,899	\$1,520,772
BEGINNING FUND BALANCE % OF BUDGET -	5.96%	4.89%
	<b><i>Budgeted</i></b>	<b><i>Projected</i></b>
FY2010 REVENUE	\$32,013,267	\$31,188,014
FY2010 EXPENDITURE	\$31,101,398	\$30,175,350
<b><i>Revenue to Expenditure Difference</i></b>	<b>\$911,869</b>	<b>\$1,012,664</b>
<b><i>FUND BALANCE PROJECTION - 11/30/10</i></b>	<b>\$2,765,768</b>	<b>\$2,866,563</b>
<b><i>% OF 2011 Expenditure Budget of \$30,920,984</i></b>	<b>8.94%</b>	<b>9.27%</b>
<b><i>Outstanding Loan to Nursing Home</i></b>	<b>-\$333,127</b>	<b>-\$333,127</b>
<b>Unreserved Fund Balance Projection - 11/30/10</b>	<b>\$2,432,641</b>	<b>\$2,533,436</b>
<b>% of FY2010 Budget</b>	<b>7.87%</b>	<b>8.19%</b>

## GENERAL CORPORATE FUND - FY2010 BUDGET CHANGE REPORT

General Corporate Fund Original Budget As Of: 12/1/2009

Expenditure	\$31,453,939
Revenue	\$31,454,611
Revenue/Expenditure Difference	\$672

General Corporate Fund Budget As Of: 1/18/2011

Expenditure	\$31,101,398	% Inc/Dec	-1.12%	Revenue/Exp.
Revenue	\$32,013,267	% Inc/Dec	1.78%	\$911,869

### EXPENDITURE CHANGES

Department	Description	Expenditure Change	Revenue Change	Difference
EMA	Homeland Security Grant	\$54,000	\$54,000	\$0
Physical Plant	Re-encumber Coroner Office Move Funds	\$1,400	\$0	(\$1,400)
Court Services	Re-Instatement of AOIC Revenue for 2 Positions	\$84,559	\$95,500	\$10,941
General County	Increase Health Insurance for 2 Re-instated Court Services Positions	\$10,941	\$0	(\$10,941)
Physical Plant	Re-encumber Funds for County Clerk Election Storage Space Remodel	\$5,299	\$0	(\$5,299)
Physical Plant	Courthouse Parking Lot Pay Station	\$15,000	\$0	(\$15,000)
General County	Nursing Home Arbitration	\$30,000	\$0	(\$30,000)
Physical Plant	Coroner Move	\$10,110	\$0	(\$10,110)
Administrative Services	Internet Access Services	\$13,123	\$0	(\$13,123)
Supv of Assmts	Salary correction	\$5,884	\$0	(\$5,884)
Planning & Zoning	Re-appropriate funds for LRMP	\$16,998	\$0	(\$16,998)
Mid-Year Amendment	Budget Cuts due to Declined Revenues	(\$945,804)	\$37,305	\$983,109
Auditor	Auditor Stipend	\$4,196	\$4,196	\$0
EMA	Equipment Grant	\$140,149	\$140,149	\$0
Physical Plant	Energy Efficiency Grant	\$5,799	\$5,799	\$0
State's Attorney Support	Benefit Payout & Reimbursement	\$5,060	\$5,060	\$0
Physical Plant	AE Contract for Design Build RFP	\$13,300	\$0	(\$13,300)
County Clerk	Election Grant & Expenses	\$56,868	\$56,868	\$0
Recorder	Revenue Stamps	\$80,000	\$120,000	\$40,000
Recorder	Rental Housing Support Fee	\$35,000	\$38,500	\$3,500
Board of Review	Pay-out of Retiring Bd Mbr	\$4,298	\$0	(\$4,298)
General County	Pay-out of Tax Distribution	\$1,279	\$1,279	\$0
<b>TOTAL</b>		<b>(\$352,541)</b>	<b>\$558,656</b>	<b>\$911,197</b>

Changes Attributable to Recurring Costs (\$716,297) \$291,305 \$1,007,602

Changes Attributable to 1-Time Expenses \$363,756 \$267,351 (\$96,405)



## CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

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1776 EAST WASHINGTON  
URBANA, IL 61802  
(217) 384-3776  
(217) 384-3765 – PHYSICAL PLANT  
(217) 384-3896 – FAX  
(217) 384-3864 – TDD  
Website: [www.co.champaign.il.us](http://www.co.champaign.il.us)

ADMINISTRATIVE SUPPORT  
INFORMATION TECHNOLOGY  
MICROGRAPHICS  
PURCHASING  
PHYSICAL PLANT  
SALARY ADMINISTRATION

### **FINANCE AGENDA ITEM C-4**

At the January 12<sup>th</sup> meeting, the Redistricting Commission requested access to a computer terminal and redistricting software for the commission members to use during the process of developing maps for County Board consideration. This resource will be used to enable Commission Members to become more familiar with the redistricting data and mapping options. The request can be accommodated by setting up a computer terminal in the Brookens Administrative Center with access to the software and data, with the opportunity for members to schedule time to use the computer during regular office business hours.

Please consider this addition to the request for resources to be allocated to the Redistricting Commission, as documented on pages 28-37 of the Finance Portion of the Committee of the Whole Agenda for January 18, 2011.

## FOR COUNTY BOARD APPROVAL

1/27/10

## PURCHASES NOT FOLLOWING THE PURCHASING POLICY, AND EMERGENCY PURCHASES

DEPARTMENT	APPROPRIATION #	VR#/PO#	VR/PO DATE	DESCRIPTION	VENDOR	AMOUNT
<b>FY2010 OVERDRAWN LINES AT END OF YEAR</b>						
IMRF	088-044-513.02	VR#088-89	12/27/10	Dec FY10 NH employer IMRF	CCT-IMRF advance wire	\$ 2,772.89
IMRF	088-073-513.02	VR#088-89	12/27/10	Dec FY10 employer IMRF	CCT-IMRF advance wire	\$ 19,612.86
IMRF	088-073-513.03	VR#088-89	12/27/10	Dec FY10 SLEP employer IMRF	CCT-IMRF advance wire	\$ 16,347.58
<b>CREDIT CARD BILL PAID WITHOUT RECEIPTS</b>						
** Sheriff	080-040-533.95	VR#040-021	12/29/10	American flight change 12/3	Visa Cardmember Service	\$ 348.00
** Sheriff	080-040-522.07	VR#040-021	12/29/10	Canon USA purchase 11/18	Visa Cardmember Service	\$ 186.14
** Sheriff	080-040-522.90	VR#040-021	12/29/10	Brownell's purchase 11/24	Visa Cardmember Service	\$ 271.53
<b>FY2010 EXPENDITURES PAID IN FY2011</b>						
** RPC	075-733-533.07	VR#029-184	12/29/10	Payment to move/setup desks	Stocks	\$ 220.00
** RPC	075-828-533.var	VR#029-192	12/29/10	Nov phone & internet service	AT&T	\$ 34.97
** RPC	075-var-533.33	VR#029-193	12/29/10	Nov phone service	SPOC LLC	\$ 573.07
** RPC	075-var-533.87	VR#029-194	12/29/10	Jul-Nov indirect charges	CCT-GIS Fund 850	\$ 3,827.64
** RPC	075-862-various	VR#029-197	12/30/10	Nov weatherization work	Mobile Home Stuff Store	\$ 4,949.49
** RPC	075-862-534-var	VR#029-200	12/30/10	Nov weatherization work	E's Construction	\$ 2,299.50
** RPC	075-various	VR#029-210	01/03/11	Nov credit card purchases	Visa Cardmember Services	\$ 1,216.50
** RPC	075-710-534.31	VR#029-217	01/04/11	Nov client utility payments	Ameren IP-Hardship Pmt	\$ 10,800.00
** RPC	075-733-533.var	VR#029-221	01/05/11	Jul-Nov maintenance & rental	Pitney Bowes	\$ 512.45
** RPC	075-var-533.33	VR#029-228	01/05/11	Nov phone calls	Verizon Wireless	\$ 1.11
** RPC	075-var-533.33	VR#029-230	01/05/11	Nov phone calls	Verizon Wireless	\$ 30.10
** RPC	075-862-various	VR#029-242	01/06/11	Nov weatherization work	Bernardi Construction	\$ 2,293.15
** RPC	075-862-various	VR#029-245	01/06/11	Nov weatherization work	E's Construction	\$ 2,536.75
** GIS	850-623-533.33	VR#850-006	12/29/10	Nov phone service	SPOC LLC	\$ 50.78
** GIS	850-623-533.87	VR#850-009	01/04/11	Nov indirect charges	CCT-RPC	\$ 7,501.14
** Highway	083-060-533.06	VR#083-033	01/05/11	Drug test 10/28	Carle Physician Group	\$ 35.70
** Highway	083-060-533.31	VR#083-034	01/05/11	November electric service	Eastern Illini Electric	\$ 10.16
** Highway	083-060-533.31	VR#083-035	01/05/11	November electric service	Ameren Illinois	\$ 189.05
** Highway	083-060-533.31	VR#083-036	01/05/11	November electric service	Integrays Energy Services	\$ 1,738.53
** Highway	083-060-533.32	VR#083-037	01/05/11	November water service	IL American Water	\$ 79.82
** County Bridge	084-060-533.04	VR#084-002	01/05/11	November engineering fees	Cummin Engineering Corp	\$ 4,870.85
** County Bridge	084-060-533.04	VR#084-003	01/05/11	November engineering fees	Sodemann & Associates	\$ 53.14
** County Motor Fuel Tax	085-060-various	VR#085-008	01/05/11	Curtis Road 11/28/09-11/08/10	City of Champaign	\$ 877,701.19
** County Motor Fuel Tax	085-060-544.11	VR#085-009	01/05/11	Monticello Road 11/30	Open Road Paving	\$ 5,246.38
** County Motor Fuel Tax	085-060-533.04	VR#085-010	01/06/11	St Mary's Road engineering Nov	Sodemann & Associates	\$ 2,440.29
** Public Properties	080-071-533.31	VR#071-099	01/05/11	November electric service	Integrays Energy Service	\$ 7,698.84
** Recorder Automation	614-023-533.29	VR#614-008	01/04/11	Nov tapestry computer services	Fidlar Technologies	\$ 2,507.09
** Circuit Court	080-031-533.07	VR#031-034	01/06/11	Interpreter fee 10/27-11/29	David Lin	\$ 180.00



1/27/10

## PURCHASES NOT FOLLOWING THE PURCHASING POLICY, AND EMERGENCY PURCHASES

DEPARTMENT	APPROPRIATION #	VR#/PO#	VR/PO DATE	DESCRIPTION	VENDOR	AMOUNT
** Circuit Court	080-031-533.03	VR#031-037	01/06/11	Attorney fee 1/5/10-11/30/10	Larry Silkwood	\$ 2,853.23
** Sheriff	080-040-522.var	VR#040-021	12/29/10	November purchases	Visa Cardmember Service	\$ 1,298.13
** State's Attorney	080-041-533.12	VR#041-037	12/30/10	November mileage	Andrea Bergstrom	\$ 26.05
** State's Attorney	080-041-533.12	VR#041-038	12/30/10	November mileage	Scott Larson	\$ 72.15
** EMA	080-043-533.33	VR#043-010	01/03/11	November phone calls	Verizon Wireless	\$ 4.69
** EMA	080-043-533.33	VR#043-011	01/03/11	November phone calls	Verizon Wireless	\$ 4.13
** JDC	080-051-522.15	VR#051-015	12/29/10	November gas purchases	Exxon Mobil Fleet	\$ 89.05
** Court Services	080-052-522.15	VR#052-006	12/29/10	November gas purchases	Exxon Mobil Fleet	\$ 151.79
** Nursing Home	081-450-522.var	VR#044-046	12/27/10	November purchases	Waugh Foods	\$ 12,615.96
** Nursing Home	081-430-534.65	VR#044-050	12/30/10	November contract nursing	Amerisource Funding	\$ 5,785.08
** Nursing Home	081-430-534.83	VR#044-054	12/30/10	Medical service 8/19	Christie Clinic	\$ 28.79
** Nursing Home	081-various	VR#044-058	12/30/10	Supplies & equip maint Nov	Direct Supply Equipment	\$ 1,375.13
** Nursing Home	081-430-522.93	VR#044-059	12/30/10	Medical supplies Oct-Nov	Direct Supply Equipment	\$ 3,636.96
** Nursing Home	081-430 various	VR#044-069	12/30/10	Wound vac suppl & rental	KCI, USA	\$ 3,002.78
** Nursing Home	081-425-522.22	VR#044-071	12/30/10	Maintenance supplies Oct-Nov	Lawson Products	\$ 352.30
** Nursing Home	081-430-534.65	VR#044-075	12/30/10	Contract nursing 11/15	Medical Staffing Network	\$ 5,655.10
** Nursing Home	081-410-522.93	VR#044-078	12/30/10	Office supplies 11/19	Office Depot	\$ 191.41
** Nursing Home	081-410-533.03	VR#044-079	12/30/10	Legal services 11/30	Polsinelli Shughart PC	\$ 4,600.13
** Nursing Home	081-410-522.93	VR#044-080	12/30/10	Cartridges 11/18	Rogards	\$ 247.84
** Nursing Home	081-410-533.01	VR#044-083	12/30/16	2010 Auditor billing	CCT-Gen Corp Fund 080	\$ 32,288.46
** Nursing Home	081-410-various	VR#044-086	01/05/11	Contract nursing & F/C Oct	Alpha-Care Health Prof	\$ 29,912.26
** Nursing Home	081-430-533.22	VR#044-087	01/05/11	Medical lab service 10/05	Alverno Clinical Labs	\$ 16.10
** Nursing Home	081-410-513.21	VR#044-088	01/05/11	Employee physicals 10/7	Carle Foundation Hospital	\$ 1,400.00
** Nursing Home	081-430-534.65	VR#044-089	01/05/11	Contract nursing 10/7	Fidelity on Call	\$ 2,105.67
** Nursing Home	081-430-522.var	VR#044-090	01/05/11	Drugs, briefs, & med suppl 10/7	McKesson Medical-Surgical	\$ 3,890.21
** Nursing Home	081-410-522.93	VR#044-091	01/05/11	Stationary paper 10/4	Upclose Graphics	\$ 99.00
*1 Nursing Home	081-430-534.65	VR#044-092	01/05/11	Contract nursing 10/14	Alpha-Care Health Prof	\$ 4,577.99
** Nursing Home	081-430-various	VR#044-093	01/05/11	Med suppl & equip rental 10/11	Carle Medical Supply	\$ 1,540.30
** Nursing Home	081-410-533.07	VR#044-094	01/05/11	Satisfaction survey 10/15	Pinnacle Consulting	\$ 350.00
** Nursing Home	081-450-522.var	VR#044-095	01/05/11	Food & dietary suppl 10/12-15	Waugh Foods	\$ 8,614.03
** Nursing Home	081-430-534.65	VR#044-096	01/05/11	Contract nursing 11/26	Amerisource Funding Inc	\$ 2,010.92

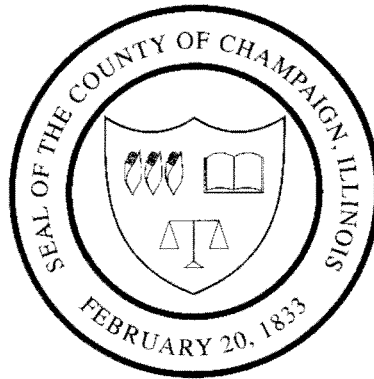
PURCHASES NOT FOLLOWING THE PURCHASING POLICY, AND EMERGENCY PURCHASES

DEPARTMENT	APPROPRIATION #	VR#/PO#	VR/PO DATE	DESCRIPTION	VENDOR	AMOUNT
** Nursing Home	081-430-534.83	VR#044-097	01/05/11	Medical service 9/10	Carle Foundation Hospital	\$ 303.60
** Nursing Home	081-430-534.83	VR#044-098	01/05/11	Medical services Apr-Oct	Carle Physician Group	\$ 6,807.50
** Nursing Home	081-various	VR#044-102	01/05/11	Suppl & equip repair 11/22-24	Direct Supply Equipment	\$ 637.54
** Nursing Home	081-415-533.31	VR#044-109	01/05/11	November electric service	Integrays Energy Service	\$ 6,086.58
** Nursing Home	081-430-534.65	VR#044-113	01/05/11	Contract nursing 11/22	Medical Staffing Network	\$ 10,147.88
** Nursing Home	081-410-522.var	VR#044-116	01/05/11	Paper, toner, trays 11/23-24	Office Depot	\$ 461.33
** Nursing Home	081-430-534.83	VR#044-117	01/05/11	Medical service 8/05/09	Provena Covenant Med Ctr	\$ 12.12
** Nursing Home	081-425-533.40	VR#044-121	01/05/11	Van maintenance 11/23	United Access of Champaign	\$ 155.00
** Nursing Home	081-430-533.51	VR#044-134	01/07/11	Cylinder rental 10/15	Depke Welding Supplies	\$ 17.40
** Mental Health	090-053-533.92	VR#053-034	12/28/10	CY10 audit expense	Champaign-Urb Area Project	\$ 2,500.00
** Mental Health	090-053-various	VR#053-053	01/06/11	Computer & maintenance 11/30	BP Computer Services	\$ 2,487.50
** Access Initiative Grant	641-053-various	VR#641-012	01/06/11	Computer & labor 6/16-7/20	BP Computer Services	\$ 1,614.50
** Animal Control	091-047-533.42	VR#091-017	01/03/11	November radio maintenance	St of IL Communication	\$ 53.04
** Head Start	104-var-533.85	VR#104-078	12/15/10	November copier service	Xerox Corporation	\$ 230.65
** Head Start	104-var-533.85	VR#104-079	12/15/10	November copier service	Xerox Corporation	\$ 230.65
** Head Start	104-var-533.85	VR#104-080	12/15/10	November copier service	Xerox Corporation	\$ 230.65
** Head Start	104-835-533.85	VR#104-081	12/15/10	November copier service	Xerox Corporation	\$ 344.00
** Head Start	104-var-533.33	VR#104-132	01/04/11	November phone service	Verizon Wireless	\$ 16.59
** Head Start	104-var-533.33	VR#104-135	01/04/11	November phone calls	Qwest	\$ 1.20
** Head Start	104-835-533.33	VR#104-136	01/04/11	November phone calls	Qwest	\$ 1.20
** Head Start	104-var-533.33	VR#104-147	1/4/2011	November phone service	SPOC LLC	\$ 101.56
** Head Start	104-var-533.70	VR#104-148	01/04/11	November yellow page fee	Dex One	\$ 41.42
** Head Start	104-var-533.30	VR#104-149	01/04/11	Nov gas & electric service	Ameren Illinois	\$ 406.49
** Head Start	104-var-522.15	VR#104-157	01/06/11	November gas purchases	Exxon Mobil Fleet	\$ 1,688.31
** Head Start	104-var-533.33	VR#104-163	01/06/11	November phone service	Frontier	\$ 102.19
** Head Start	104-var-533.33	VR#104-170	01/06/11	August phone service	Qwest	\$ 5.50
** Head Start	104-var-533.33	VR#104-193	01/07/11	November water service	IL American Water	\$ 8.34
** Head Start	104-835-534.46	VR#104-236	01/11/11	Oct-Nov sanitary service	UC Sanitary District	\$ 241.15
** Admin Services	county billing	VR#016-013	12/22/10	November long distance	SPOC LLC	\$ 505.52
** Self-Funded Insurance	476-118-534.81	VR#118-007	12/28/10	Ambulance service 8/5	Arrow Medical Service	\$ 627.50
** Self-Funded Insurance	476-118-534.81	VR#118-009	01/05/11	Emergency room charge 8/5	Shemauger Emerg Physician	\$ 769.00
** Health Insurance	075-732-513.06	VR#620-018	01/06/11	HRA expense for plan year 2010	CCT-Health Ins Fund	\$ 604.21

\*\*\*\*\*According to Illinois Attorney General and Champaign County State's Attorney,  
the Purchasing Policy does not apply to the office of elected officials.\*\*\*\*\*

\*\* Paid- For Information Only

# CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES



**REQUEST FOR PROPOSAL: 2011 - 002**

CHAMPAIGN COUNTY ADMININSTRATIVE SERVICES

FIBER OPTICS & STRUCTURED CABLING

***Sealed Proposals Due Date: 2:00 P.M., February 9, 2011***

REQUEST FOR PROPOSAL: 2011 - 002

CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES  
FIBER OPTICS & STRUCTURED CABLING

On behalf of the Champaign County Board, I invite you to furnish a proposal in accordance with the guidelines for the Fiber Optics & Structured Cabling outlined herein. Carefully read the attached documents and follow the procedures as outlined in order to be considered for this project.

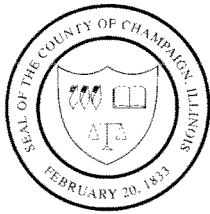
All information is required to be submitted as outlined. Receipt of your response must be received on or before Wednesday, **February 9, 2011**. Forward your response to the following address:

Attn.: Debra Busey  
Brookens Administration Center  
1776 E. Washington St.  
Urbana, Illinois 61802  
T: (217) 384 - 3776  
E-mail: [dbusey@co.champaign.il.us](mailto:dbusey@co.champaign.il.us)

Questions regarding this project are directed to Alan Reinhart at (217)-384-3765.

Cordially yours,

Deb Busey,  
County Administrator



## CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

### NOTICE TO VENDORS

#### RFP DATA

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**PROPOSAL NUMBER:** 2011-002

**TITLE:** Fiber Optics & Structured Cabling

**CONTACT:** Alan Reinhart

**PHONE #:** 217-384-3765

**FAX #:** 217-384-3896

**E-MAIL:** areinhart@co.champaign.il.us

#### PROPOSAL DUE DATE/TIME

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**DUE DAY/DATE:** Wednesday, February 9, 2010

**TIME:** 2:00 P.M.

**MAILING ADDRESS:** Brookens Administration Center  
Attn.: Alan Reinhart, Facilities Director  
1776 E. Washington Street  
Urbana, Illinois 61802

**DIRECTIONS:** In Urbana, take Main Street east to Lierman Ave. Turn right (south) on Lierman Ave. At stop sign, turn left (east) on Washington St. ½ Block turn left into Brookens Parking lot.  
  
Proceed to main entrance and Reception Counter.

**NOTICE TO VENDORS – AMENDMENTS**

Notice is hereby given that sealed information responses will be received in the Champaign County Brookens Administration Center, 1776 E. Washington St., Urbana, Illinois 61802 until 2:00 P.M., (Local Time) on:

**Wednesday, February 9, 2011**

The purpose of this RFP is to solicit responses from qualified Contractors to furnish and install underground conduits with fiber optic cabling and structured cabling (phone/data) inside the new building located at 202 Art Bartell Road. There may be one or more amendments to this document. If you desire to receive copies or notices of any such amendments, you must provide the information requested below to Champaign County Administrator. Please send this information to Alan Reinhart, via fax at 217-384-3896 or by e-mail to areinhart@co.champaign.il.us. Champaign County will send amendments only to those firms that timely complete and return this form via fax or provide the requested information by timely e-mail.

RFP number	2011 - 002
Vendor name	
Mailing address	
Phone number	
Fax number	
Contact person	
E-mail address	
<b>WE WILL NOT BE ABLE TO SUBMIT A PROPOSAL FOR THIS PROJECT DUE TO THE FOLLOWING REASONS:</b>	

*Send amendments by (check one):*       fax     e-mail

E-mailed amendments may be sent in a Microsoft Word format. Any alterations to the document made by the Vendor are grounds for rejection of proposal, cancellation of any subsequent award, or any other legal remedies available to Champaign County Board.

**Amendments also will be posted on the Champaign County Government web site [www.co.champaign.il.us](http://www.co.champaign.il.us).**





## CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 EAST WASHINGTON  
URBANA, IL 61802  
(217) 384-3776  
(217) 384-3765 – PHYSICAL PLANT  
(217) 384-3896 – FAX  
(217) 384-3864 – TDD  
Website: www.co.champaign.il.us

ADMINISTRATIVE SUPPORT  
DATA PROCESSING  
MICROGRAPHICS  
PURCHASING  
PHYSICAL PLANT  
SALARY ADMINISTRATION

### REQUEST FOR PROPOSAL: 2011 - 002

#### SECTION 1. GUIDELINES & OVERVIEW

##### PROJECT SCOPE:

1. **GENERAL:** Champaign County Administrative Services, on behalf of the Champaign County Board, is soliciting proposals from professionals qualified to install fiber optic cabling, structured cabling for phone/data with associated equipment and terminations. Within this RFP is included Paragraph No. 20, Outline Specifications,- Site Plan S.1, S.2 and Special System E2.2. The Project shall otherwise meet or exceed minimum applicable Building Code Standards.
2. **ADDENDA:** Addenda are written instruments issued by Administrative Services prior to the date of receipt of information, which modify or interpret the RFP by addition, deletions, clarifications, or corrections. In the event a Vendor discovers any ambiguity, conflict, discrepancy, or other error in the Request for Proposal, it shall immediately notify Administrative Services of such error in writing and request modification, clarification, explanation, interpretation or correction of the document. Administrative Services will make modifications by issuing a written revision, addenda, and will give written notice to all parties who have submitted the "Notice to Vendors" to Champaign County Administrative Services.
  - A. Each vendor shall ascertain prior to submitting a proposal that all addenda issued have been received, and by submission of a proposal, such act shall be taken to mean that such Vendor has received and understands fully the contents of the addenda. The County will not be responsible for any statements, clarifications, representations, explanations or interpretations of the proposal documents not in written addenda.
  - B. Any inquiries regarding this RFP should be referred to the following individual:

ATTEN: Alan Reinhart  
Brookens Administration Center  
1776 E. Washington St.  
Urbana, Illinois 61802  
Telephone: (217) 384-3765/Fax: (217) 384-3896  
e-mail: areinhart@co.champaign.il.us
  - C. E-mail and fax are acceptable; e-mail is preferable. Responses will be issued by the County in the form of an Addendum to this RFP.
3. **RESPONSES:** Response must be submitted in a sealed envelope labeled "**RFP: 2011 - 002, Fiber Optic/Structured Cabling**"  
**Opening Date/Time - Wednesday, February 9, 2011 @ 2 P.M.**. Response not submitted in the proper format will be considered unqualified, unresponsive, and will not be considered for award of contract.



- A. **Vendor Failure:** Failure to provide detailed responses will result in the vendor being eliminated from consideration. The unreasonable failure of a vendor to promptly supply information in connection with respect to responsibility may be grounds for a determination of being non-responsive.
  - B. **Signature:** The responding party must sign in the firm or corporate name and must bear the original longhand signature of a principal legally authorized to sign contracts. The name of each person signing should be typed or printed below the signature. Both issues must be in compliance for the proposal to be accepted and considered valid.
  - C. **Corrections:** The individual signing the document for the proposing financial organization shall initial all erasures or corrections.
  - D. **Variations/Exceptions:** All variations to the County specifications must be described in detail (free from ambiguity) on the "Exceptions to Specifications" sheet. Variations to specifications not listed will not be accepted.
  - E. **Illinois Business License:** All Vendors must be appropriately licensed and authorized to conduct business within the State of Illinois.
  - F. **Vendor Cost:** The County is not liable for any costs incurred by the vendor in preparation, submission, and presentation of his/ her information. These costs may not be due to the County as part of the services provided.
  - G. **Clarifications:** Champaign County reserves the right to request clarifications or corrections to information. Requests for clarification of technical response must be in writing.
  - H. **Addenda:** Any addenda issued during the time of the process shall become part of the response.
4. **SUBMISSION OF RESPONSE & CLOSING DATE:** Sealed responses are due on or before but no later than 2:00 P.M., **Wednesday, February 9, 2011.** Champaign County will not accept any response received after 2:00 P.M. and shall return such late response to the Vendor.

Sealed responses are to be delivered to the following address:

Champaign County Brookens Administration Center  
 1776 E. Washington  
 Urbana, Illinois 61802  
 ATTN: Alan Reinhart, Facilities Director

- A. **Comprehensive Response:** The Vendor shall carefully examine the RFP. The Vendor shall familiarize himself with all the local conditions affecting this project. Response shall provide a straightforward, concise delineation of your capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content. Any proposal which is incomplete, conditional, obscure, or which contains additions not called for or irregularities of any kind, may be the cause for rejection of the proposal, at the discretion of the County Administrator.
- B. **Late Responses.** Response must be received by the date/time shown. **Requests for time extensions will not be granted.** Late Requests for response will not be considered. Responses or unsolicited amendments to proposals received by the County after the closing date will not be considered.
  - i. Vendors mailing response should allow for normal mail time to ensure receipt of their response by Administrative Services prior to the time fixed for the receipt of the proposal. The vendor shall bear all risks associated with delays in the U.S. mail or delivery service.

- C. **Project Contract Documents:** Vendors at the time of the submission of information must include in their response package all applicable contract documents in which Champaign County and vendor could potentially use as a contract.
- i. The contents of the response submitted and this RFP will become a part of any contract awarded as a result of these specifications.
- D. **Response Withdrawal:** Vendors **may provide written request** to withdraw their response *after* the RFP closing date and any time prior to selection and notice of award. Written request shall detail explanation for said appeal. The County shall have sole authority to grant or deny such a request.
- i. **Prior to Opening Date/Time:** Vendor may withdraw their response any time *prior* to the RFP closing date. The following parameters must be followed:
    - ii. Withdrawal of a response by telegraphic or electronic transmission is **NOT** acceptable. A response must be withdrawn in person by the Vendor or authorized representative. Identification must be supplied and a receipt will be provided for the information response, but only if the withdrawal is made prior to the exact time set for receipt.
    - iii. All material submitted regarding this RFP becomes the property of the County and will only be returned to the vendor at the County's option.
    - iv. Any person may review all vendors' responses after final selection and award.
    - v. Negligence on the part of the vendor in preparing the proposal confers no right of withdrawal after the time fixed for the receipt of the information.
- E. **County/Vendor Discussions.** Discussions may be conducted with Vendors who submit response determined to have a reasonable likelihood of being selected for award. However, response may be accepted without such discussions. Therefore, all information requested and necessary for the County to evaluate this RFP should be included in your response.
- F. **Vendor Errors:** Vendor will be responsible for all errors resulting from failure or neglect to comply with these instructions.
- G. **County Provided Information:** All information provided by the County in this RFP is offered in good faith and without liability. Individual items are subject to change at any time. The County makes no certification that any item is without error. The County is not responsible or liable for any use of the information, or for any claims attempted to be asserted.
- i. The County of Champaign does not provide a guarantee, either expressed or implied, that the conditions indicated are representative of those existing throughout the work area, or that unanticipated developments may not occur.
- H. **Proprietary Information.** If the vendor needs to submit proprietary information with their packet, the Vendor shall ensure that it is enclosed in a separate envelope and that it is clearly designated and conspicuously labeled as such. Proprietary status shall not affect the County's right of use; provided, however, that the County will, in good faith, honor any Vendor information that is clearly designated and conspicuously labeled as proprietary, and the County concurs that the information is proprietary, that trade secrets or other proprietary data contained in the proposal documents shall be maintained as confidential in accordance with limitations in Illinois or Federal law. Pricing information cannot be considered proprietary. The County shall not be liable in any manner or in any amount for disclosing proprietary information if such information is not clearly so designated and conspicuously so labeled. The County shall likewise not be liable if it did not know or could not have reasonably known that such information was proprietary.
- I. **Vendor Expenses:** Champaign County shall not be financially responsible for any cost(s) incurred by vendors in the preparation of this information, demonstration, and presentation or resulting contracts.

6. **RFP RESPONSE OPENING:** The County Administrator or its designee will open and read the responses at **2:00 P.M., Wednesday, February 9, 2011.** Sealed responses received after the designated proposal due time and date will not be accepted for consideration. Responses that are not withdrawn and returned prior to award of contract become the property of Champaign County, Illinois.
7. **GENERAL TERMS & CONDITIONS:** The following minimal terms and conditions will apply specifically to enterprise management software.

**A. Award of Contract**

The Champaign County Board intends to award this contract in whole to the lowest responsive and responsible vendor that is in compliance with all specifications, terms and conditions contained herein. The Vendor shall have specific experience supplying similar products, on a satisfactory basis, to other government/institutional clients of similar size and facility requirements. The Champaign County Board reserves the right to consider services, fees/charges, references, successful service history, financial capability, qualifications, value added services and other related factors in the award decision. The Champaign County Board reserves the right to request additional information subsequent to the award date for evaluation purposes.

**B. Use of County Name**

The awarded vendor shall not use the County name in advertising unless the request is received in writing by the County Board. Approval, if granted, will be approved in writing by the County Board Chair or County Administrator with an agreed upon amount of compensation to the County.

**C. Transfer of ownership or assignment of contract**

Awarded Vendor shall not transfer the resulting contract or performance of contract to another individual or firm; nor shall the awarded Vendor change or sub contract any portion of the awarded contract, during the contract period. Both parties in writing must agree upon any change in personnel assigned to the project. The County of Champaign shall have right of first refusal.

The terms and conditions of this contract shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

**D. Champaign County Board Rights**

Champaign County reserves the right; to reject any or all proposals, waive any or all irregularities, to negotiate for the modification of any proposal with the mutual consent of the Vendor, to re-advertise for response if desired, and to accept the proposal which in the judgment of the Champaign County Board provides the best solution and in the best interest of the County consistent with applicable law.

- i. Champaign County retains the authority to eliminate any service features that are deemed too costly or unnecessary.
- ii. The County may seek clarification from a Vendor at any time and failure to respond promptly is cause for rejection.
- iii. The County may require submission of best and final offers. The County reserves the absolute right to conduct such investigations as it deems necessary to assist in the evaluation of any proposal and to establish the experience, responsibility, reliability, references, reputation, business ethics, history, qualifications and financial ability of the proposed awarded Vendor. The purpose of such investigation is to satisfy the County that the Vendor has the experience, resources and commercial reputation necessary to perform its obligations under the Contract.

**E. Additional General Conditions**

- i. Champaign County requires all Vendors (s) to comply with the Equal Opportunity Affirmative Action and Fair Employment Practices regulations of the County of Illinois and Federal Government.
- ii. **Tax Exempt Status:** Champaign County is exempt from federal excise and transportation taxes.

Champaign County is also exempt from payment of Illinois Sales Tax.

**TAX EXEMPTION IDENTIFICATION NUMBER: E9998-5942-06.**

(A copy of the Tax Exemption Letter will be provided to the awarded Vendor).

- iii. **Prevailing Wage Act:** For applicable projects, the awarded Vendor and any sub-awarded Vendor associated with this project must pay applicable prevailing wages as dictated by the Prevailing Wage Ordinance adopted by the Champaign County Board. The current ordinance is provided. Awarded Vendor shall pay all current and applicable City, County, State and Federal Taxes, licenses and assessments, including Federal Excise Taxes, due on this project including those required by the Federal Insurance Contributions Act and the Federal and County Unemployment Tax Acts.
  1. If the Champaign County Board has not determined the prevailing wage for any job classification which will be affected by the award of for any job classification which will be affected by the award of contract, all contracts for this project will be drawn in accordance with prevailing wage requirements of the Prevailing Wage Act, 820 ILCS 130/0.01 et seq.
- iv. **Recycle Policy:**
  1. **Procurement:** The Administrative Services/Purchasing Division is encouraged to cooperate to the greatest extent feasible with other government bodies in the joint procurement of recycled products and products designed to be recycled, and in the procurement or sale of other goods and services, upon approval of the Champaign County Board.
  2. **Awarding Purchase Orders/Proposals-Proposals/Contracts:** It is the policy of the Champaign County Board to help maintain stable markets for recycled and recyclable products.
- v. **Vendor Competency:** The Champaign County Board reserves the right to determine whether a Vendor has the ability, capacity, and resources necessary to perform in full any contract resulting from this RFP. The County may request from Vendors', information it deems necessary to evaluate such Vendors' qualifications and capacities to deliver the products and/or services sought hereunder. The County may reject any Vendor's proposal for which such information has been requested but which the Vendor has not provided. To allow the County to evaluate the competency and financial responsibility of a Vendor, the vendor shall, when requested by the County, furnish the following information sworn to under oath:
  1. Financial resources
  2. Personnel resources
  3. Physical resources
  4. Internal financial, operating, quality assurance, and other similar controls and policies
  5. Resumes of key executives, officers, and other personnel pertinent to the requirements of the RFP
  6. Customer references.
  7. Disclosures of complaints or pending actions, legal or otherwise, against the Vendor
  8. Address and description of Vendors place of business.
  9. Name and/or Articles of co-partnership of incorporation.
  10. Itemized list of equipment available for use on the Vendors' awarded project.
  11. Such additional information as may be required that will satisfy the County that the Vendor is adequately prepared in technical experience, or otherwise to fulfill the contract.
  12. Documents to ensure that the Vendor is in compliance with the current Fair Employment Practice requirement of the County.

- vi. **Disqualification of Vendors:** Any of the following may be considered sufficient for the disqualification of an Vendor and the rejection of his/her proposal(s):
  1. Evidence of collusion among Vendors.
  2. Lack of expertise and poor workmanship as shown by performance history.
  3. Uncompleted work under other contracts which in the judgment of the County, might hinder or prevent the prompt completion of additional work is awarded.
  4. Being in arrears on existing contracts, in litigation with the County, or having defaulted on a previous contract.

F. **Termination of Contract:** Either party may terminate contract by providing sixty (60) days written notification. Written notification must detail reason for termination. In case of such termination, the Awarded Vendor shall be entitled to receive payment from the County for work completed to the termination date in accordance with the terms and conditions of this contract. In the event that this Contract is terminated due to Awarded Vendor's default, the County shall be entitled to purchase substitute items and/or services elsewhere and charge the Awarded Vendor with any or all losses incurred, including attorney's fees and expenses.

- i. **Convenience.** The County reserves the right to terminate the Contract in whole or in part at any time when in the best interests of the County without penalty or recourse. Upon receipt of the written notice, the Successful Vendor shall immediately stop all work as directed in the notice, notify all awarded Vendors of the effective date of the termination and minimize all further costs to the County. In the event of termination under this provision, all documents, data and reports prepared by the Successful Vendor under the Contract shall become the property of and delivered to the County. The contracted Vendor shall be entitled to receive just and equitable compensation for work in progress, work completed and materials accepted before the effective date of termination. Such compensation shall be the contracted Vendors sole remedy against the County in the event of termination under this provision.
- ii. **Default.** The County reserves the right to terminate the Contract in whole or in part due to the failure of the awarded Vendor to comply with any term or condition of the Contract, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the Contract. The County shall provide written notice of the termination and the reasons therefore to the contracted Vendor. Upon termination under this provision, all goods, materials, documents, data and reports prepared by the contracted Vendor under the Contract shall become the property of and be delivered to the County on demand. The County may, upon termination of the Contract, procure, on terms and in the manner that it deems appropriate, materials or services to replace those under the Contract. The contracted Vendor shall be liable to the County for any excess costs incurred by the County in re-procuring the materials or services.
- iii. **Gratuities.** The County may, by written notice to the awarded Vendor, cancel the Contract if it is discovered by the County that gratuities, in the form of entertainment, gifts or other were offered or given by the contracted Vendor, or any agent or representative of the contracted Vendor, to any officer or employee of the County with a view toward securing a Contract or securing favorable result with respect to the awarding or amending, or the making of any determinations with respect to the performing of such Contract. In the event the Contract is canceled by the County pursuant to this provision, County shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by contracted Vendor in providing such gratuities.
- iv. **Insolvency.** The County shall have the right to terminate the Contract at any time in the event awarded Vendor files a bankruptcy petition; or is adjudicated bankrupt; or if a bankruptcy petition is filed against Successful Vendor and not due within thirty (30) days; or if awarded Vendor becomes insolvent or makes an assignment for the benefit of its creditors or an arrangement pursuant to any bankruptcy law; or if a receiver is appointed for awarded Vendor or its business.

- v. **Lack of Funding.** The Contract may be canceled without further obligation on the part of the Champaign County Board in the event that sufficient appropriated funding is unavailable to assure full performance of the terms. The contracted Vendor shall be notified in writing of such non-appropriation as soon as reasonably possible. No penalty shall accrue to the Champaign County Board in the event this cancellation provision is exercised. This cancellation provision shall not be construed so as to permit the County to terminate the Contract in order to acquire similar equipment, material, supplies or services from another party.
- vi. **Suspension or Debarment.** The County may by written notice to the contracted Vendor immediately terminate the Contract if the County determines that the contracted Vendor has been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as an awarded Vendor.
- vii. **Continuation of Performance through Termination.** The contracted Vendor shall continue to perform, in accordance with the requirements of Contract, up to the date of termination, as directed in the termination notice.
- viii. **Cancellation:** The County reserves the right to cancel the whole or any part of this contract (1) upon 60 day written notice, without cause, or (2) upon 60 day written notice due to failure by the Vendor to carry out any obligation, term or condition of this contract. The County will issue written notice to the Vendor for acting or failing to act as in any of the following:

- 1. The Vendor fails to adequately perform the services set forth of this contract
- 2. The Vendor fails to complete the work required or to furnish the materials required within the time stipulated in the contract;
- 3. The Vendor provides material that does not meet the specifications of this contract;
- 4. The Vendor fails to progress in the performance of this contract and/or gives the County reason to believe that the Vendor will not or cannot perform the requirements of the contract.
- 5. Upon receipt of the written notice of concern, the Vendor shall have ten (10) days to provide a satisfactory, written response to the County. Failure on the part of the Vendor to adequately address all issues of concern may result in the County resorting to any single or combination of the following remedies:
  - a. Cancel the contract;
  - b. Reserve all rights or claims of damage for breach or any covenants of the contract;

G. **Project Payments** - Payment to awarded Vendor will be made in accordance with the Local Government Prompt Payment Act. (50 ILCS 505/1 et seq)

H. **Drug Free Workplace:** The Awarded Vendor (whether an individual or Vendor) agrees to provide a drug free workplace as provided for in 30 ILCS 580/1 et seq.

I. **Force Majeure:** The County of Champaign shall not hold Awarded Vendor liable for an extraordinary interruption of events, or damage of County property, by a natural cause that cannot be reasonably foreseen or prevented; i.e. droughts, floods, severe weather phenomena, etc.

J. **Law Governing:** All State of Illinois and/or Federal Laws shall be hereby specifically made a part of this contract as set forth herein. Jurisdiction and venue shall be exclusively found in the 6<sup>th</sup> Judicial Circuit Court, Champaign County of Illinois

- K. Commencement of Work:** The successful Vendor must not commence any billable work prior to the County's execution of the contract or until any required documents have been submitted. Work done prior to these circumstances shall be at the Vendor's risk.
- L. Indemnification:** The awarded Vendor shall indemnify, defend, and hold harmless the Champaign County Board, its officers, agents, and employees from any and all claims, demands, suits, actions, proceedings, loss, cost, and damages of every kind and description, including attorneys' fees and/or litigation expenses, which may be brought or made against or incurred on account of loss of or damage to any property or for injuries to or death of any person, caused by, arising out of, or contributed to, in whole or in part, by reasons of any act, or Information Technology, professional error, fault, or negligence of awarded Vendor, its employees, agents, representatives, or awarded Vendor's, their employees, agents, or representatives in connection with or incident to the performance of the contract, or arising out of Workers Compensation claims, Unemployment Compensation claims, or Unemployment Disability Compensation claims of employees of awarded Vendor and/or its awarded Vendors of claims under similar such laws and obligations. The awarded Vendor obligation under this provision shall not extend to any liability caused by the sole negligence of the Champaign County Board or its officers, agents, and employees. Such indemnification shall specifically include infringement claims made against any and all intellectual property supplied by the awarded Vendor and third parties.
- M. Facility Inspections & Examination/Audit of Records:** The County reserves the right to visit and inspect the records and operation of any Vendor.
- i. Examination of Records.** The Awarded Vendor's records which shall include, but not be limited to, accounting records (hard copy, as well as computer readable data), written policies and procedures, awarded Vendor files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction by the County Auditor, or a duly authorized representative from the County, at the County's expense. The awarded Vendor shall preserve all such records for a period of three years, unless per Information Technology to destroy them is granted by the County, or for such longer period as may be required by law, after the final payment. Information regarding the awarded Vendors operations obtained during audits will be kept confidential.
- N. Sub Vendor:** No sub Vendor shall be used.
- O. Third Party Contract:** The County shall not enter into a third party contract and reserves the right to disqualify a Vendor so proposing.
- P. Change in Ownership/Financial Viability Status:** The awarded Vendor shall notify Champaign County immediately of any change in its status resulting from any of the following: (a) Vendor is acquired by another party; (b) Vendor becomes insolvent; (c) Vendor, voluntarily or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) Vendor ceases to conduct its operations in normal course of business. Champaign County shall have the option to terminate its contract with the Vendor immediately on written notice based on any such change in status.
- Q. Collusion/Conflict of Interest Prohibited:** Vendor collusion with other Vendors or employees thereof, or with any employee of the County, is prohibited and may result in Vendor disqualification and/or cancellation of award. Any attempt by the Vendor, whether successful or not, to subvert or skirt the principles of open and fair competition may result in Vendor disqualification and/or cancellation of award. Such disqualification and/or cancellation shall be at no fault or liability whatsoever to the County.

No officer, employee, or their dependent or person residing in and sharing the expenses of their household, shall have a financial interest in the sale to the County of any real or personal property, equipment, material, supplies, or services. This rule also applies to subcontracts with the County. Soliciting or accepting any gift, gratuity favor, entertainment, kick-back or any items of monetary value from any person who has or is seeking to do business with the County of Champaign is prohibited. Any Vendor aware of this type of activity is encouraged to report to the County Administrator. In connection with this RFP each Vendor shall ensure that no improper, unethical, or illegal conflict of interest exists between or among the Vendor, the County, and any other party to this RFP.

The County reserves the right to determine the materiality of such relationships, when discovered or disclosed, whether intended or not; and to determine whether or not Vendor disqualification and/or cancellation of award shall result. Such disqualification and/or cancellation shall be at no fault or liability whatsoever to the County.

- R. **Confidentiality:** After award of the contract, all responses, documents, and materials submitted by Vendor pertaining to this RFP will be considered public information and will be made available for inspection, unless otherwise determined by the County Administrator. All data, documentation and innovations developed as a result of these contractual services shall become the property of the County. Based upon the public nature of these RFPs, a Vendor must inform the County, in writing, of the exact materials in the offer which cannot be made a part of the public record in accordance with the Illinois Freedom of Information Act.
- S. **Non-Discrimination:** Awarded Vendor shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 11, Part 750 (Appendix A), which is incorporated herein by reference. Furthermore, the Awarded Vendor shall comply the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended.
- T. **Americans with Disabilities Act** It shall be a condition that any Vendor, firm or corporation supplying goods or services, must be in compliance with the appropriate areas of the Americans With Disabilities Act of 1990 as enacted, and from time to time amended, and any other applicable Federal regulation. A signed, written certificate stating compliance with the Americans with Disabilities Act may be required, upon request by the County.
- U. **No Waiver of Rights** In the event the Champaign County Board should waive an awarded Vendor breach of their contract, it shall not be construed as a waiver of future breach(s). The Champaign County Board will continue to insist on strict performance of all tenets of the contract.
- V. **Independent Awarded Vendor** The awarded Vendor will be an independent awarded Vendor. The awarded Vendor is not, and will not be, an employee or agent of Champaign County.

## 8. **SCHEDULE OF EVENTS**

- A. January 19, 2011 .....RFP Available
- B. January 31, 2011 .....Pre-Proposal Meeting, 2:00P.M. Lyle Shields Meeting Room, Brookens Admin. Building
- C. February 9, 2011 .....RFP due 2:00 P.M. , Brookens Administration Building
- D. February 9, 2011 .....Proposal Opening, 2:00P.M. Lyle Shields Meeting Room, Brookens Administration Building
- E. February 11, 2011 .....Evaluation Committee Recommendation to the County Board
- F. February 24, 2011 .....Award of Contract, Champaign County Board

## 9. **MINORITY PARTICIPATION**

- A. The Champaign County Board is committed to promoting the broadest possible participation of contractors, subcontractors, or material suppliers for its construction projects. Minority-Owned Business Enterprises or Female-Owned Business Enterprises are encouraged to participate in this project. To be complete, each Proposal shall be accompanied by a "Minority Participation Documentation" form. This document is required as an informational tool only to review the bidding process after a contract is awarded. It shall be submitted in a separate, sealed envelope, and shall not be opened or considered until after the contract is awarded. The Champaign County Board is an Equal Opportunity Employer.

## 10. **PROCUREMENT OF GREEN PRODUCTS AND TECHNOLOGIES**

- A. It is in the interest of public health, safety and welfare and the conservation of energy and natural resources to use and promote environmentally responsible products. The County should strive to influence private purchases through the



example of using government specifications and standards that are green or environmentally friendly when making its purchases.

- B. Whenever available and cost-justified, the County should purchase those materials including the purchase of recycled products containing post-consumer materials rather than residual materials resulting from the processing of manufacturing from another product. To the extent practicable, all products standards shall emphasize functional or performance criteria which do not discriminate against the use of recycled materials.

11. **PROCUREMENT OF PRODUCTS THAT ARE ENERGY STAR QUALIFIED**

- A. Champaign County shall select, where life cycle and cost-effective, ENERGY STAR and other energy efficient products, when acquiring energy-using products. This information will be required by the awarded Vendor in their design and construction document submittals.

12. **EVALUATION CRITERIA** The evaluation committee selected and approved by the Champaign County Board will make its recommendation for award of contract on the following criteria:

- A. Total Project cost.
- B. Project Completion Date
- C. References of Work Done of a Similar Nature and Size

13. **BID BOND:** Bidders will be required to provide a **Bid Bond**, certified check, or a cashier's check, drawn on a bank authorized to do business in Illinois, in a dollar amount of not less the **five percent (5%)** of the sum of the computed total amount of the proposal.

14. **PERFORMANCE ASSURANCE:** A **Performance and Payment Bond** will be required by the accepted Proposer as described below.

- A. Payment and Performance Bond shall be in the amount of 110% of the propose value. Any additional scope value during the project must be covered by the Payment and Performance Bond.
- B. Oblige is County of Champaign, project owner for the Payment and Performance Bonds.
- C. Payment and Performance Bonds must be signed by an official of the bonding company and accompanied by the bonding agents' written Power of Attorney.
- D. Three (3) copies of each of the bonds and the Power of Attorney must be provided in order that one copy of each may be attached to each copy of the contract agreement. Bonds must be submitted to Champaign County within two (2) weeks on the notice of award, if start of construction is sooner, then bonds must be submitted a minimum of two (2) days prior.
- E. Date of Agreement and Dates of Payment and Performance Bonds shall be the same.
- F. Such Payment and Performance Bonds shall be issued by a surety listed on the Department of Treasury's listing as approved sureties with an A.M. Best Rating of "A" or better which is licensed in the State of Illinois and must be acceptable to the design-builder.

15. **BUILDING PERMITS:** The **Awarded Contractor** shall be responsible for all required permits for the construction and completion of this project up to and including final inspections.

16. **DOCUMENTATION:** The Contractor will be responsible to provide Champaign County with a set of **As-Built** plans and shall include but not be limited to; Specifications and any other documentation required to accurately convey the completed scope of work and equipment supplied.
17. **WARRANTY:** Contractor shall supply a minimum of one (1) year warranty for all parts and labor. Contractor warrants and guarantees to the County that all materials furnished under this Agreement will be new unless otherwise specified, and that all work will be of good quality, free from faults and defects and in conformance with the contract documents. All work not so conforming to these standards may be considered defective.
18. **SUBMITTAL REQUIREMENTS:** Interested companies shall submit the following information included in their proposal:
  - A. **Proposal Sheet** (included herein)
    - i. **Acknowledgement of Addenda**
  - B. **Reference Page** (included herein)
  - C. **Bid Bond**
  - D. **Statement of Non-Collusion** (included herein)
19. **PRE-RFP MEETING:** A Pre-RFP meeting will be held on January 31, 2011, at 2:00 p.m. (CST). The meeting shall begin at the Brookens Administrative Center, 1776 East Washington Street, Urbana, IL in the Lyle Shields Meeting Room. A visit to the Project Sites will follow for those interested. Attendance at the Pre-RFP meeting is recommended but not mandatory.
20. **OUTLINE SPECIFICATIONS:**

**Note:** At no time will the existing Phone or Data service to any County Building associated with this Contract be interrupted! Any planned outage shall be discussed and approved by the County with at-least 48 hours prior notice. All cables will be tested for proper installation, continuity, polarity, crosses and opens. All cables will be labeled at each end on the cable and at the termination. All data and phone wall plates will be labeled showing termination circuit number.

### Fiber Optics

#### Fiber Optic Cables Specifications

12-Fiber Multimode, exterior grade  
 Bandwith-4.5/3.5 dB/km  
 Fiber Type- 62.5um core 125-um cladding  
 Maximum Attenuation-3.75 dB/km @ 850 nm, 1.5 dB/km @ 1300 nm  
 Minimum Bandwith-160Hz-km @ 850 nm, 500 Hz-km @ 1300 nm  
 Fiber Patch Panels as Specified

Fiber Optic conduits shall be minimum 2"

- A. **FIBER OPTIC #1:** Brookens Administration Center to Champaign County Nursing Home.  
 Bore new conduit from Brookens Administration Center to existing Junction Box located southwest of Nursing Home. Install J.B. as needed on County Property. New fiber terminated in Brookens Room A318A, run fiber above ceiling to new conduit installed to between Brookens and Nursing Home. Fiber will be installed in existing conduit at Nursing Home and terminated in room B022.
  - i. Brookens: 12 port rack mount fiber patch panel with ST connectors
  - ii. Nursing Home: 12 port rack mount fiber patch panel with ST connectors
- B. **FIBER OPTIC #2:** ILEAS to EOC.  
 Bore new conduit from existing J.B. located west of new building at 202 Art Bartell Road to area way on south side of southwest corner of EOC. Install new fiber from basement room # B041A to above ceiling in wing C to existing conduit outside of Wing

C to existing J.B., to new fiber to EOC. Fiber will be terminated in south west corner mechanical room #114.

- i. ILEAS: 24 port rack mount fiber patch panel with ST connectors
- ii. EOC: 12 port rack mount fiber patch panel with ST connectors

C. **FIBER OPTIC #3:** EOC to 202 Art Bartell Road.

Back pull existing fiber in EOC (from JDC) from building to existing J.B. and then feed to new building at 202 Art Bartell Road. Install new fiber from EOC to new building at 202 Art Bartell Road. Terminate new fiber at 202 Art Bartell in Telecom room.

- i. 202 Art Bartell Road: 24 port rack mount fiber patch panel with ST connectors

D. **FIBER OPTIC #4:** ILEAS to 1707 Metal Building.

Bore new conduit from area way on south side of EOC to north side, northeast corner of 1707. Install fiber from basement room # #B14 to 1707 thru new conduit.

- i. 1707: 24 port wall mount fiber patch panel with ST connectors

E. **FIBER OPTIC #5:** 1707 Metal Building to 1709 Metal Building.

Bore new conduit from 1707 north side, northeast corner to 1709 east side of middle of east wall. Install fiber from 1707 to 1709.

- i. 1709: 12 port wall mount fiber patch panel with ST connectors

### Structured Cabling

#### Structured Cabling Specifications

Cat. 5-E non-plenum rated 4 pair, 24 ga. conductors

Patch Panels - 48 port, EIA/TIA T568B

Patch Cords - Cat. 5e - 4 pair, 24 ga. 3' and 6' for every data jack installed.

Wall Jacks - RJ45 - Cat 5e modular wall jacks, Panduit CJ588 EIA/TIA T568B

Color - "Orange" = Data, "Gray" = Phone

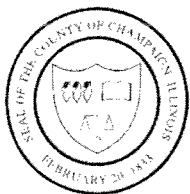
Free Standing Floor Mount Rack

Data patch panels as needed to terminate all data cabling, plus 50% for expansion

Supply and install phone and data cables in new structure at 202 Art Bartell Road as shown on attached schedule and drawing Special Systems E2.2. Conduits are provided for use under a different contract. Where cables are install above suspended ceilings, between cable trays and conduit stubs, cables will be properly supported and routed together in bundles away from all light fixtures, sound system and security systems cables. Phone & Data will be terminated in Telecom room. Supply, install and terminate all racks, patch panels, patch cords, phone blocks, wall jacks, cover plates and accessories necessary for a complete installation.

Install cable tray from above ceiling Clerks Suite 120, across Drive Through 121, into Telecom 122. Cable tray must be located above overhead door clearance requirements.

21. **FORM OF AGREEMENT:** AIA Document A141-2004, Standard Form Agreement Between Owner and Design-Builder including AIA Document A141 - 2004, Exhibit A Terms and Conditions shall be the form of agreement used on the Project.



1776 EAST WASHINGTON  
URBANA, IL 61802  
(217) 384-3776  
(217) 384-3765 – PHYSICAL PLANT  
(217) 384-3896 – FAX  
(217) 384-3864 – TDD  
Website: [www.co.champaign.il.us](http://www.co.champaign.il.us)

ADMINISTRATIVE SUPPORT  
DATA PROCESSING  
MICROGRAPHICS  
PURCHASING  
PHYSICAL PLANT  
SALARY ADMINISTRATION

### STATEMENT OF NON-COLLUSION

The undersigned affirms that they are dully authorized to submit requested information, that this Vendor, corporation, firm, partnership or individual has not prepared this “RFP” in collusion with any other respondent, and that the contents of this “RFP” have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this RFP.

Date \_\_\_\_\_

Vendor \_\_\_\_\_

Address \_\_\_\_\_

Phone/Fax \_\_\_\_\_

#### Respondent

(Signature) \_\_\_\_\_

(Print Name) \_\_\_\_\_

Position with Vendor \_\_\_\_\_

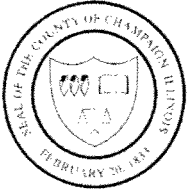
Signature of Official Authorizing This Information: \_\_\_\_\_

(Print Name) \_\_\_\_\_

Official Position \_\_\_\_\_

*SUBMIT "STATEMENT OF NON-COLLUSION" FORM WITH RESPONSE PACKAGE*

**LATE INFORMATION CANNOT BE ACCEPTED**



CHAMPAIGN COUNTY  
PROPOSAL SHEET  
2011-002

PROPOSAL FROM: \_\_\_\_\_  
(name)  
\_\_\_\_\_  
(address)  
\_\_\_\_\_  
(date)

STIPULATED SUM BID: Bidder agrees to perform all Work shown or specified in the bidding documents for the sum of:  
\_\_\_\_\_ DOLLARS  
(Written)  
(\$ \_\_\_\_\_)

STRUCTURED CABLING \$ \_\_\_\_\_  
FIBER OPTICS A - C \$ \_\_\_\_\_  
FIBER OPTICS D & E \$ \_\_\_\_\_

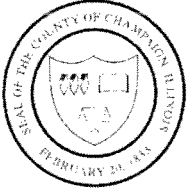
ACKNOWLEDGE OF ADDENDA: No. \_\_\_\_\_, Dated \_\_\_\_\_  
No. \_\_\_\_\_, Dated \_\_\_\_\_  
No. \_\_\_\_\_, Dated \_\_\_\_\_  
No. \_\_\_\_\_, Dated \_\_\_\_\_  
No. \_\_\_\_\_, Dated \_\_\_\_\_

BY: \_\_\_\_\_  
(name)

If by Corporation: Attest \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
(bidder's representative, signature and title)

(Seal)



# CHAMPAIGN COUNTY REFERENCES SHEET

2011-002

ENTITY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ENTITY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ENTITY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_



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ADMINISTRATIVE SUPPORT  
DATA PROCESSING  
MICROGRAPHICS  
PURCHASING  
PHYSICAL PLANT  
SALARY ADMINISTRATION

## CHAMPAIGN COUNTY INSURANCE GUIDELINES

### 1. Binder/Certificates of Endorsements/ Endorsements/ Coverage Verification:

All vendors submitting bids must provide binders or certificates of endorsement insurance forms as completed by authorized agent or broker. (Use our forms - attached). The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. Champaign County reserves the right to require complete, certified copies of all required insurance policies at any time. If subcontractors are to be utilized, vendors shall include them as insured's and shall furnish separate certificates of insurance and endorsements for each subcontractor.

### 2. Adjustments to Insurance Policy:

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after twenty (20) days prior written notice by certified mail, return receipt requested, has been given to Champaign County.

### 3. Minimum Limits of Insurance:

Vendors shall maintain each category of insurance and its corresponding minimums -

#### a. Broad Form Comprehensive General Liability:

\$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage, Contractual Liability, Broad Form Property Damage, Products and Completed Operations Liability insurance is to be carried in sufficient aggregate value as to sufficiently cover this project.

#### 1. Policies are to contain the following provisions:

- a. Champaign County, its officials and employees shall be covered as insured for: liability arising out of activities performed by or on the behalf of the vendor; products and completed operations of the vendor, or all automobiles utilized by the vendor. The coverage shall contain no special limitations on the scope of protection afforded to Champaign County, its officials or employees.
- b. The vendor's insurance coverage shall be primary insurance for Champaign County, its officials and employees. Any insurance issued to Champaign County, its officials or employees shall be in excess of that vendor's insurance and shall in no way reduce the Venders Liability.



# CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

## CERTIFICATE OF INSURANCE

RETURN CERTIFICATE TO:

BID PROPOSAL 2011-002

BROOKENS ADMINISTRATIVE CENTER  
 ADMINISTRATIVE SERVICES  
 1776 EAST WASHINGTON STREET  
 URBANA, ILLINOIS 61802-4581  
 ATTN: DEBRA BUSEY, COUNTY ADMINISTRATOR

This certifies that the following policies have been issued to the Insured named below and are in at this time.

INSURED: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

Description of operations / locations / products insured: (Provide Contract Name / Number)

POLICIES & INSURERS	LIMITS	BODILY INJURY	PROPERTY DAMAGE	POLICY NO.	EXP. DATE
WORKERS' COMPENSATION  _____ (NAME OF INSURER)  BEST'S RATING	EMPLOYERS LIABILITY:  \$ _____				
(CHECK POLICY TYPE)  COMPREHENSIVE GENERAL LIABILITY: _____ OR  COMMERCIAL GENERAL LIABILITY: _____ (NAME OF INSURER)  BEST'S RATING:	CLAIMS MADE:  OCCURRENCE:  EACH OCCURRENCE:  AGGREGATE OR COMBINED SINGLE LIMIT:  AGGREGATE:	_____  _____  _____  _____	_____  _____  _____  _____		
BUSINESS AUTO POLICY  LIABILITY COVERAGE SYMBOL:  COMMERCIAL GENERAL LIABILITY: _____ (NAME OF INSURER)  BEST'S RATING:	EACH PERSON  EACH ACCIDENT: OR COMBINED SINGLE LIMIT:  AGGREGATE:	_____  _____  _____	_____  _____  _____		
UMBRELLA LIABILITY  _____ (NAME OF INSURER)  BEST'S RATING:	CLAIMS MADE:  OCCURRENCE:  OCCURRENCE/ AGGREGATE:  SELF-INSURED RETENTION:	_____  _____  _____	_____  _____  _____		





**CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES**  
**Fiber Optic & Structured Cabling**  
**BID / PROPOSAL 2011-002**

THE FOLLOWING COVERAGE OR CONDITIONS ARE IN EFFECT:

	YES	NO
1. The Agency, its officials, and employees are named on all liability policies described above as insured's as respects: (a) Activities performed for the Agency by or on behalf of the named insured, (b) Products and completed operations of the Named Insured and (c) Premises, owned leased or used by the Named Insured		
2. Products and completed Operations.		
3. Cross Liability Clause (or equivalent wording).		
4. Personal Injury, Perils A, B, and C.		
5. Broad Form Property Damage.		
6. X, C, U Hazards included		
7. Contractual Liability Coverage applying to this Contract.		
8. Liquor Liability		
9. Coverage afforded the Agency, it's officials, employees and volunteers as insured applies as primary and not excess or contributing to any insurance used in the name of the Agency.		
10. Waive of subrogation from Workers' Compensation insurer.		
11. The undersigned will mail to the Agency 30 days written notice of cancellation or reduction of coverage of limits.		

This certificate is issued as a matter of information. This certificate is not an insurance policy and does not amend, extend or alter the coverage afforded by the policies listed herein. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate of insurance may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the term, exclusions and conditions of such policies.

\_\_\_\_\_  
 Brokerage or Agency

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Person to be Contacted

\_\_\_\_\_  
 Telephone Number

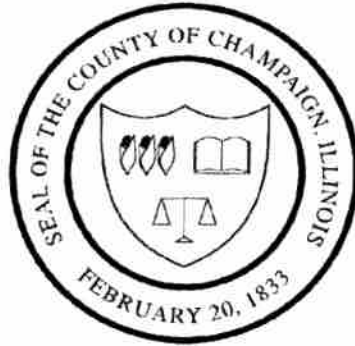
\_\_\_\_\_  
 Insurance Company

\_\_\_\_\_  
 Home Office

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Date

# CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES



**REQUEST FOR PROPOSAL: 2011-003**

**FOOD & BEVERAGE VENDING MACHINE SERVICE**

***Sealed Proposal Due Date: Tuesday, February 15, 2011 – 10:30 a.m.***

**REQUEST FOR PROPOSAL: 2011-003  
FOOD and BEVERAGE VENDING MACHINE SERVICES**

January 19, 2011

On behalf of the County Board, I invite you to furnish a proposal in accordance with the General Requirements and Submittal Request requirements as documented herein. Carefully read the attached documents and follow the procedures as outlined in order to be considered for award of contract for this project.

**Sealed Proposals:** All technical proposals are to be submitted as outlined. To be considered for the award of contract, vendors will deliver one (1) original and four (4) hard copies, and one electronic copy on CD, to the following address:

Champaign County Administrative Services  
Brookens Administrative Center  
1776 East Washington Street  
Attn.: Debra Busey, County Administrator  
Urbana, Illinois 61802

**By 10:30am on Tuesday, February 15, 2011.**

**All proposals shall be delivered in a sealed envelope clearly marked “SEALED PROPOSAL – RFP 2011-003 – Food, & Beverage Vending Machine Services”**

**The proposal shall include the entire response to this Request for Proposal document and any amendments which may subsequently be issued.**

**Proposals received after the above stated time will be considered a late quote and will not be accepted.**

Please direct questions regarding the proposal package to Evelyn Boatz, Executive Assistant to the County Administrator, at 217-384-3776 or [eboatz@co.champaign.il.us](mailto:eboatz@co.champaign.il.us).

Cordially yours,

Debra Busey  
County Administrator

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## I. INTRODUCTION

The Champaign County Board hereby solicits a proposal for furnishing all equipment, materials, supplies, and labor to provide for the supply and service of vending machines for food, snacks, and non-alcoholic beverages to serve staff and visitors at various locations throughout the County.

The county is looking for a contractor who will provide such services and be willing to share in the profits from the venture.

This is a Request for Proposal, and as such, the County Board reserves the right to clarify, negotiate, and correct errors that are noted during this process.

Throughout the term of the resultant contract, the County Board reserves the right to increase or decrease the number of vending machines at each site, services requested, and/or to expand the services to other Champaign County Office sites. Such changes to the contract, or additional contracts, shall be at the same prices, terms, and conditions provided herein.

- Definitions:**
- “County”** - is the Champaign County Board, Champaign County, Illinois
  - “Proposer”** - The terms “vendor”, “concessionaire”, “contractor”, “seller”, “supplier”, “offeror” are used interchangeably herein and refer to the same entity, the provider of goods and services to the County.

### **Purpose of Proposal:**

The purpose of this Request for Proposal (RFP) is to invite businesses who meet the qualifications to submit proposals to supply, install and service vending machines within the buildings owned and operated by the Champaign County Board.

1. **PROJECT BACKGROUND** - Champaign County has vending machines in various buildings throughout the county and filled/serviced by one vendor. Attachment A will provide you a list of all the buildings, and what vending machines are currently in the building. Attachment B lists the current pricing we pay for our products in each machine. Champaign County would like to offer the lowest prices to its employees as well as a commission to be received by the County from the vendor.
2. **PROJECT SCHEDULE** - The following project timetable should be used as a working guide for planning purposes. Champaign County reserves the right to adjust this timetable as required during the course of the RFP process.

<u>Event</u>	<u>Date/Time</u>
RFP2011-003 Issued	Wednesday, January 19, 2011
Pre-Proposal Meeting	Tuesday, January 25, 2011 – 10:00am
Deadline for Submittal of Questions	Thursday, January 27, 2011
Amendment Issued	Friday, January 28, 2011
Proposals Due	Tuesday, February 15, 2011 – 10:30am
Award of Contract	Thursday, March 17, 2011
Begin to Provide Service	Friday, April 1, 2011

## II. GENERAL REQUIREMENTS

1. **CONTRACT PERIOD:** The contract period shall commence approximately **Friday, April 1, 2011** through **March 31, 2014** (a thirty-six (36) month term). The County Board, at its sole option, reserves the right to extend the contract for an additional twenty-four (24) months in two (2) twelve-(12) month increments. The County will notify the contractor at least sixty (60) days prior to the contract end of its decision to extend or cancel the additional extension period. In the event the above option is not exercised and additional time is required by the County to initiate a new contract, Contractor agrees to continue providing services to the County on a month-to-month basis for a period not to exceed six (6) months at the same prices, terms and conditions of the original contract.
2. **PRE-PROPOSAL MEETING & TOUR:** A mandatory pre-proposal meeting and facility tour will be conducted beginning at **10:00am, Tuesday, January 25, 2011**. The tour will begin at the Brookens Administrative Center, Lyle Shields Meeting Room, 1776 East Washington Street, Urbana, Illinois. Interested Proposers will meet and discuss this project with key County officials.
3. **USAGE:** Vending machine locations by type of machines are listed on Attachment A.
4. **PRICING and COMMISSION**
  - a. **Commission Structure:** The commission structure rate will be substantiated in the contract as basis for award.
  - b. **Price Adjustments:** If price changes on food products and beverages occur, they must be substantial changes in cost of new Materials or Products only. The County Administrator must approve any price adjustment prior to its effective date.
  - c. **Monthly Commission Payments.** The Contractor shall pay commissions within twenty-one (21) days following the end of each reporting period (calendar month unless otherwise stated). For example, a sales report for the month of October (on November 1<sup>st</sup>), a total commission must be paid to Champaign County by November 21<sup>st</sup>.
    - i. Contractor shall issue a check payable to "Champaign County", sent to County Administrator, Brookens Administrative Center, 1776 East Washington, Urbana, IL 61802.
    - ii. Commission check shall be accompanied by a statement showing sales and commissions for each food/beverage category for each machine for each location associated with the account.
    - iii. Commission payments should be accompanied by gross sales information/report per machine per location.
    - iv. The County reserves the right to audit the contractor's books and collected vending revenues at any time in order to verify sales volumes.
5. **SPECIFICATIONS**
  - a. **SCOPE OF WORK:** Contractor will install and manage vending machines at various Champaign County facilities and locations. It shall be the Contractor's responsibility to operate a vending machine business at optimum professional and food safety standards and to provide high quality products at all times. Contractor shall ensure that machines are in good operating condition at all times, which includes maintenance, servicing, temperature monitoring and the replenishment of items dispensed by the machines. Contractor will install the following types of vending machines:

- i. **Cold Drink**
- ii. **Coffee/Hot Drinks**
- iii. **Snack (non-perishable)**
- iv. **Cold Food (perishable)**

b. **EQUIPMENT**

- i. **Installation:** Contractor will provide machine implementation schedule to be operational on 4/1/11 at all locations. Equipment must be suitable to operate with the existing physical plant, layout, utility and outlet locations to avoid blow-outs of utilities.
- ii. **Model:** The vending equipment shall be a modern, unused model in good operating condition. The equipment shall be attractive, functional, and resistant to rough usage. The vending services equipment shall be free-standing and provide for easy access. All vending machines must accept coins and be equipped with a bill validator in order to accept bills.
- iii. **Ownership:** The vending equipment will be owned throughout the contract period by the awarded Vendor. There shall be no charge to Champaign County for the adding or removal of vending machines. Removal of equipment upon contract termination, including restoring the location to pre-installation condition, is the responsibility of the Contractor.
- iv. **Energy Rating:** The installed vending equipment is required to be energy efficient with “Energy Star” equivalent or equipped with an energy miser.

c. **SERVICE**

- i. **Repairs:** Contractor shall provide machine maintenance and repair service between the hours of 8:00am and 4:30pm – Monday through Friday. Service technician shall arrive promptly at the site of any machine reported as malfunctioning within twenty-four (24) hours of malfunction notification.
- ii. **Customer Refunds:** Each machine will be clearly marked with the Vendor’s name, address and phone number for requests for repairs and refunds. In addition, the contractor shall reimburse the County for cash refunds the County has paid to customers, due to empty, jammed or otherwise inoperable machines.
- iii. **Staffing and Background Security Checks:** Prior to providing services under this contract, the Contractor shall provide to the County Administrator a list of all personnel who will be accessing County facilities on this project. The County understands that personnel changes are a part of everyday business operation. Therefore, the inclusive list shall also contain personnel who will have access to cover vacations and sick leave. The names will be forwarded to the Champaign County Sheriff for review. Any individual failing a background screening or not on the approved roster will not be allowed access to the county’s facilities. The Office of the Sheriff and County Administrator shall be notified immediately of deletions/additions to the approved personnel list. Failure to comply with this requirement will be sufficient grounds for contract termination by the County.
- iv. **Uniform/Photo ID:** Contractor personnel will wear firm’s uniforms and display photo identification.
- v. **Service Schedule:** Contractor will fill machines twice per week or as needed. Deliveries and restocking of machines must be scheduled by Contractor to not occur or interfere with County Office Hours start and closing times.

- vi. **Cleaning and Sanitizing:** Contractor shall be responsible for establishing a regular schedule for cleaning and sanitizing vending equipment.

**d. VENDING ITEMS**

- i. **Container/Packaging Approval:** Due to security concerns, the Champaign County Sheriff shall have final approval on food/drink containers, packaging, delivery schedule, and delivery process.
- ii. **Vending Offerings:** Contractor is to provide its mix of carbonated soft drinks, iced teas, 100% fruit juice, fruit based drinks, flavored water, bottled water, sports drinks and flavored milks, salads, packaged sandwiches, desserts, candy, coffee, snacks, gum, cookies, etc. Contractor shall maintain a product balance of 30% low fat/low carb product in all vending machines. Merchandise, food products, and beverages shall consist predominantly of popular, national, well-accepted brands. Pepsi-Cola and Coca-Cola brand beverages are to be used in soda machines. Offered products will have a proven sales record in the private market place prior to vending. Contractor shall inform the County of any products that were removed from machines as a result of a food or product recall by the manufacturer or the appropriate government agency such as the Food and Drug Administration.

- 6. **GENERAL CONDITIONS** – The terms and conditions outlined in this RFP will apply to any resulting contract.

**a. PRODUCT LIABILITY INDEMNITY PROVISION**

- i. Contractor shall fully indemnify, defend, and hold harmless the County from and against any and all claims, actions, and liability, for injury, death and property damage, arising out of the dispensing or use of any of the Contractor's product provided under authorized county direction. In addition to the liability imposed by law on the Contractor for damage or injury (including death) to persons or property by reason of the negligence, willful acts or omissions, or strict liability of the Contractor or his agents, which liability is not impaired or otherwise affected hereby, the Contractor hereby assumes liability for and agrees to save County harmless and indemnify it from every expense, liability or payment by reason of any damage or injury (including death) to persons or property suffered or claimed to have been suffered through any act or omission of the contractor.
- ii. The County agrees to provide Contractor with prompt notice of any such claims and to permit Contractor to defend any claim or suit, and that it will cooperate fully in such defense.

- b. **RECORD KEEPING and AUDITING** – The contractor's records which shall include, but not be limited to, accounting records, written policies and procedures, files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction by the County Auditor, or a duly authorized representative from the County, at the County's expense. The Contractor shall preserve all such records for a period of three years, unless permission to destroy them is granted by the County, or for such longer period as may be required by law, after the final payment. Information regarding the contractor's operations obtained during audits will be kept confidential.

- c. **SUB-CONTRACTING** – No sub-contractor shall be used.



- d. **RELATION of PARTIES** – Contractor is an independent contractor, and no agency or employment relationship shall be created by any contract with the County.
- e. **INSURANCE**
- i. **Binders, Certificates of Endorsements/Endorsements/Coverage Verification:** All vendors submitting bids must provide binders or certificates of endorsement insurance forms as completed by authorized agent or broker. Insurance coverage must be placed with an insurance provider with at least an A rating according to Best's Insurance Reports. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. Champaign County reserves the right to require complete, certified copies of all required insurance policies at any time.
  - ii. **Adjustment to Insurance Policy:** Each insurance policy required by this clause shall be endorsed to County that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after twenty (20) days prior written notice by certified mail, return receipt requested, has been given to Champaign County.
  - iii. **Minimum Limits of Insurance:** Vendors shall maintain each category of insurance and its corresponding minimums.
  - iv. **Broad Form Comprehensive General Liability:** \$1 million combined single limit per occurrence for bodily injury, personal injury, and property damage. Contractual Liability Broad Form Property Damage, Products and Completed Operations Liability Insurance is to be carried in sufficient aggregate value as to sufficiently cover this project. Policies are to contain the following provisions:
    - a. **Champaign County,** its officials and employees are to be covered as insured as respects liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; or all automobiles utilized by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to Champaign County and its officials.
    - b. **Automobile Liability Insurance:** Code 1 coverage is required. \$1 million combined single limit per accident for bodily injury and property damage.
    - c. **Worker's Compensation and Employers Liability Coverage:** As required by the State of Illinois. The insurer shall agree to waive all right of subrogation against Champaign County, its officials and employees for losses arising from work performed by the Contractor for Champaign County.
- f. **TERMINATION of CONTRACT**
- i. Either party may terminate contract by providing sixty (60) days written notification. Written notification must detail reason for termination. In case of such termination, the Contractor shall be entitled to receive payment from the County for work completed to the termination date in accordance with the terms and conditions of this contract. In the event that this Contract is terminated due to Contractor's default, the County shall be entitled to purchase substitute items and/or services elsewhere and charge the Contractor with any or all losses incurred, including attorney's fees and expenses.
  - ii. **Convenience.** The County reserves the right to terminate the Contract in whole or in part at any time when in the best interests of the County without penalty or recourse. Upon

receipt of the written notice, the Contractor shall immediately stop all work as directed in the notice, and minimize all further costs to the County. In the event of termination under this provision, all documents, data and reports prepared by the Contractor under the contract shall become the property of and delivered to the County. The contractor shall be entitled to receive just and equitable compensation for work in progress, work completed and materials accepted before the effective date of termination. Such compensation shall be the Contractor's sole remedy against the county in the event of termination under this provision.

- iii. **Default.** The County reserves the right to terminate the contract in whole or in part due to the failure of the contractor to comply with any term or condition of the contract, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the contract. The County shall provide written notice of the termination and the reasons for it to the contractor. Upon termination under this provision, all goods, materials, documents, data and reports prepared by the Contractor under the contract shall become the property of and be delivered to the County. The County may, upon termination of the contract, procure, on terms and in the manner that it deems appropriate, materials or services to replace those under the contract. The Contractor shall be liable to the County for any excess costs incurred by the County in re-procuring the materials or services.
  
- g. **PROPRIETARY INFORMATION** – If the Proposer needs to submit proprietary information with the proposal, the Proposer shall ensure that it is enclosed in a separate envelope from the proposal and that it is clearly designated and conspicuously labeled as such and shall not affect the County's right of use. Provided, however, that the County will, in good faith, honor any Proposer information that is clearly designated and conspicuously labeled as proprietary, and the County concurs that the information is proprietary, that trade secrets or other proprietary data contained in the proposal documents shall be maintained as confidential in accordance with limitations in Illinois or Federal law. Pricing information cannot be considered proprietary. The County shall not be liable in any manner or in any amount for disclosing proprietary information if such information is not clearly so designated and conspicuously so labeled.
  
- h. **COLLUSION/CONFLICT of INTEREST PROHIBITED** – Proposer collusion with other Proposers or employees thereof, or with any employee of the county, is prohibited and may result in Provider disqualification and/or cancellation of award. Any attempt by the Proposer, whether successful or not, to subvert or skirt the principles of open and fair competition may result in Proposer disqualification and/or cancellation of award. Such disqualification and/or cancellation shall be at no fault or liability to the County.
  
- i. **PREVAILING WAGE ACT** – The Contractor must pay applicable prevailing wages as dictated by the Champaign County Prevailing Wage Ordinance Number 866 adopted in June 2010, and any subsequent Prevailing Wage Ordinances adopted by the County Board during the term of this contract.
  
- j. **LAW GOVERNING** – All State of Illinois and/or Federal Laws shall be hereby specifically made a part of this contract. Jurisdiction and venue shall be exclusively with the Sixth Judicial Circuit Court, Champaign County, Illinois.

### III. INSTRUCTIONS TO PROPOSERS

1. Responsive Proposals shall meet or exceed all conditions specified herein.
2. Required Information and Data shall be furnished as requested. As a condition of participation in this Request for Proposal your proposal response must be valid for 120 days from the Request for Proposal closing date. The Proposer certifies that the prices, commissions, and terms specified in the Proposal Response represent the most favorable that will be offered for any Champaign County location.
3. Caution to Proposers: Proposer is cautioned not to delete or make changes in provisions, terms or specifications/agreements of this request for proposal, as such changes may render your proposal non-responsive.
4. Proposal Withdrawal or Modification of Proposals: Proposals may be withdrawn or modified by a written, faxed or emailed request from Proposer up to the time specified for Sealed Proposals to be due. Champaign County may, by written notice to all Proposers, revise or amend the Request for Proposal prior to the due date for proposals. If, in the opinion of the County, the revision(s) or amendment(s) will require changes in the proposal responses, the due date may be extended to all participants.
5. Questions relating to the interpretation of the proposal documents may be directed to:  
Champaign County Administrative Services  
Brookens Administrative Center  
1776 East Washington  
Urbana, IL 61802  
Attn: Evelyn Boatz  
Ph: (217) 384-3776; FAX: (217)384-3896  
e-mail: [eboatz@co.champaign.il.us](mailto:eboatz@co.champaign.il.us)

### IV. EVALUATION FACTORS & BASIS OF AWARD

1. **Proposal Evaluation** – While the County is under no obligation to contact companies for clarifications, it reserves the right to do so. Depending on the number and quality of the proposals submitted, the County at its sole discretion may elect to interview all or some of the companies during the selection process. Submission of a proposal confers no rights to the Proposer to a selection or to a subsequent contract. This RFP process is for the County's benefit only and is intended to provide the County with competitive information to assist in selection of services. All decisions on compliance, evaluation, terms and conditions shall be made solely at the County's discretion and shall be made to favor the County. The evaluation committee shall rank the Proposers based on their written proposals based upon the following:

**Cost of Product & Commission Percent Paid to County**  
**Varied Product Offerings**  
**Quality Standards in Services**  
**Types of Vending Machines**  
**References**

If contract is terminated for breach of contract within ninety (90) days of the effective date of the contract, the County will award the balance of the contract period to the next highest scoring Proposer considered responsive to this RFP.

2. **Reference checks** – Proposer must have satisfactory reference checks or satisfactory past performance to qualify for a contract. Proposers who have not furnished similar goods or services to the County in the last three (3) years shall furnish a minimum of four (4) references. Provide name, address, telephone number, email address, and full contact name for each reference given. Unsatisfactory response from one (1) source may result in rejection of Proposer’s proposal or offer without further consideration. The County shall be the sole judge in this evaluation. Proposer must give reference contacts permission to speak with a representative of the County to verify services rendered.

References will be evaluated on the basis of regular and timely restocking of machines, freshness of products, cleanliness of machines, prompt repair or replacement of malfunctioning machines, promptness and accuracy of reports and commission checks, ability to generate detailed commission reports by machine and location, and prompt refund of customers’ money when machine malfunctions.

3. **Selection of Proposals** - Champaign County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Vendor’s qualifications and capabilities to provide the specified service, and other factors which Champaign County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that provider whose proposal is deemed to best meet the County’s specifications and needs.

The County reserves the right to reject any or all proposals, to waive or not waive informalities or irregularities in proposals or proposal procedures, and to accept or further negotiate cost, terms, or conditions of any proposal determined by the County to be in the best interests of the County, even though not the lowest proposal response.

Proposals should be prepared simply and economically providing a straightforward, concise description of the vendor’s ability to meet the requirements of this RFP.

## **V. SUBMITTAL REQUEST**

**Please submit Proposal for Food & Beverage Vending Services to:**

**Debra Busey, County Administrator  
Brookens Administrative Center  
1776 East Washington Street  
Urbana, IL 61802**

### **1. COMPANY INFORMATION**

- a. Company name/address/telephone/fax numbers/e-mail address
- b. Identify name, address, telephone and e-mail of key team members and what role they will play.
- c. Identify the key contact person and sign that he/she has read this RFP on Proposal Certification Form – Attachment C
- d. Provide details on staffing/management structure
- e. Provide your company’s mission statement

- f. Provide narrative and description of relevant comparable vending contracts

**2. FINANCIAL/LEGAL INFORMATION**

- a. Provide evidence of financial resources with a minimum of two (2) financial references (Attachment D), and previous two (2) years of audited financial statements.
- b. Provide insurance coverage certification.
- c. Provide statement of current pending legal actions relating to current or past projects.
- d. Provide a start-up plan – installation of vending machines and replenishment schedule.

**3. MARKETING and CUSTOMER SERVICE PLAN**

- a. Provide a marketing plan for promoting vending.
- b. Describe your philosophy as it related to customer service in your profession and provide methods for managing customer service.
- c. How will business opportunities for local, small, socially and economically disadvantaged, and women owned businesses be provided for vending operations?

**4. PRODUCT and PRICING**

- a. Enclose copy of your current price list.
- b. Enclose copy of your current product list which shows each item by its registered trademark name, net weight, and manufacturer's name.
- c. Enclose copy of your proposed product line and pricing for each category listed as well as other offerings you are capable of supporting.
- d. Document the revenue sharing proposal through commission to be paid to the County.

**5. EQUIPMENT**

- a. Enclose copy of manufacturer cut sheets of the vending machines.
- b. Enclose photos of machine types that are available.

- 6. REFERENCES** – As requested in Part IV – Section 2 of this RFP, Proposers who have not furnished similar goods or services to the County during the last three (3) years shall furnish a minimum of four (4) references. Provide name, address, telephone number, email address, and full contact name for each reference given. (Use Attachment D “References Form”)

- 7. CONTRACT** – Proposer shall furnish a proposed form of contract, incorporating the terms and conditions of this RFP, with their Submittal Request.

**ATTACHMENT A - List of Current Buildings Machines**

**32 VENDING MACHINES AT 9 LOCATIONS**

**CURRENT VENDING MACHINES AND LOCATIONS:**

<b>1 SATELLITE JAIL</b>		502 S. LIERMAN AVENUE, URBANA			
	1 SNACK				
ALL LOCATED IN THEIR BREAK ROOM	2 COLD DRINK(INCLUDES MILK)				
	3 SANDWICH				
<b>2 DOWNTOWN JAIL</b>		204 E. MAIN STREET, URBANA			
	1 COLD DRINK				
	2 SNACK				
	3 DRINK				
<b>3 COURTHOUSE</b>		101 E. MAIN STREET, URBANA			
FIRST FLOOR	1 COFFEE/HOT DRINKS				
FIRST FLOOR	2 SNACK				
FIRST FLOOR	3 COLD DRINK				
FIRST FLOOR	4 COLD DRINK				
SECOND FLOOR	5 COLD DRINK				
	6 COLD DRINK				
	7 SNACK				
	8 SANDWICH/FOOD (to be added)				
<b>4 BROOKENS(FRONT)</b>	1 COLD DRINK	1776 E. WASHINGTON, URBANA			
	2 COLD DRINK				
	3 SNACK				
BROOKENS (EAST)	4 COLD DRINK				
	5 SANDWICH/FOOD(INCLUDES MILK)				
	6 SNACK				
BROOKENS(PARK)	7 COLD DRINK				
<b>5 HIGHWAY/FLEET MAINTENANCE</b>	1 COLD DRINK	1605 E. MAIN STREET - URBANA			
	2 SNACK				
<b>6 Coroner/Storage Facility</b>	1 COLD DRINK	202 Art Bartell Drive, Urbana			
<b>7 METCAD</b>	1 COLD DRINK	1905 E. MAIN STREET - URBANA			
	2 SNACK				
<b>8 JUVENILE DETENTION CENTER</b>	1 COLD DRINK	400 S. ART BARTELL DRIVE - URBANA			
	2 SNACK				
<b>9 NURSING HOME</b>	1 POP -12 OZ CANS	500 S. ART BARTELL DRIVE - URBANA			
ALL 4 MACHINES ARE LOCATED IN	2 POP-12 OZ BTL.				
THEIR STAFF BREAK ROOM	3 SANDWICH				
	4 SNACKS				

## ATTACHMENT B - CURRENT PRICE LISTING

<u>DESCRIPTION</u>	<u>Unit Price</u>
<b>BEVERAGES</b>	
20 oz. bottles	\$1.00 Carbonated soft drinks, Gatorade, water, juice and tea
12 oz. cans	\$0.55 Carbonated soft drinks
8 oz. Coffee	\$0.35
<b>SNACKS (non-perishable)</b>	
Large chips	\$0.75
Small chips	\$0.50
Pastries	\$0.80
Peanuts & Crackers	\$0.50
Candies	\$0.70
Pop-Tarts	\$0.75
Cookies	\$0.65
Gum	\$0.50
<b>SNACKS (perishable)</b>	
Extra Large Sandwich	\$2.00
Large Sandwich	\$1.75
Medium Sandwich	\$1.50
Small Sandwich	\$1.00
Milk	\$1.00

**ATTACHMENT C – PROPOSER REFERENCES**

**REFERENCES:**

**NAME OF PROPOSER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

*Proposers must provide references, as required by Champaign County RFP2011-003, using the form below. Up to six copies of this form may be required to provide the references requested pursuant to the instructions in the RFP.*

Reference Number \_\_\_\_\_ :

Customer Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Contact Name/Title: \_\_\_\_\_ eMail: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_

Contract Period: from \_\_\_\_\_ to \_\_\_\_\_

Description of services (include size of area)

\_\_\_\_\_

\_\_\_\_\_

Permission given by Reference/Customer to speak to Champaign County regarding Contractor's contract performance and vending services.

Yes \_\_\_\_\_ No \_\_\_\_\_

***Proposer MUST SUBMIT the completed reference sheets in bid response.***



**ATTACHMENT D**

**PROPOSER CERTIFICATION**

The undersigned, as Authorized Proposer, certifies that the only persons or parties interested in this Request for Submittal as principals are those named herein; that this Submittal is made without collusion with any other person, firm, or corporation; and in submitting a Response to this Request, Proposer has examined instructions, specifications, and terms and conditions of the Request. The undersigned proposes and agrees to execute and fully perform in accordance with the instructions, specifications, and terms and conditions of this Request for Submittal.

As a supplier of goods or services to the County of Champaign, Illinois, I/we certify that I/we undertake specifically; to maintain employment policies and practices that affirmatively promote equality of opportunity for minority group persons and women; to take affirmative steps to hire and promote women and minority group persons at all job levels and in all aspects of employment; to communicate this policy to all persons concerned within the company, with outside recruiting services, and the minority community at large. I/we agree to provide the at the County's request a breakdown of our total labor force by ethnic group, sex, and job category, and to discuss with the County our policies and practices relating to our affirmative action program. I/we certify that we understand that all work performed for the County must adhere to the Champaign County Prevailing Wage Ordinances..

\_\_\_\_\_  
Business Name of Proposer (type)

\_\_\_\_\_  
Business Address (type)

\_\_\_\_\_  
Authorized Signature

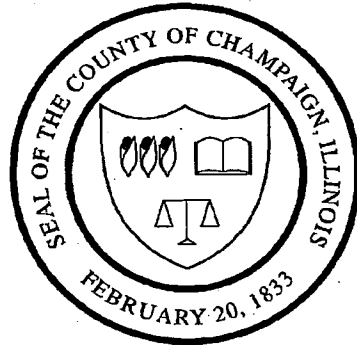
\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Signatory (type)

\_\_\_\_\_  
Title or Signature (type)

***Vendor MUST SUBMIT this completed sheet in bid response.***

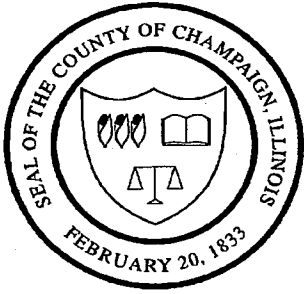
# CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES



**REQUEST FOR QUALIFICATIONS (RFQ): 2011-004**

**EMPLOYEE HEALTH INSURANCE & RELATED BENEFITS  
BROKER/CONSULTANT SERVICES**

**Sealed Proposal Due Date: Tuesday, February 15, 2011 – 3:30pm**



**REQUEST FOR QUALIFICATIONS: 2011-004**  
**EMPLOYEE HEALTH INSURANCE BROKER/CONSULTANT SERVICES**

January 21, 2011

On behalf of the County Board, I invite you to furnish a proposal in accordance with the General Requirements and Proposal Format requirements as documented herein. Carefully read the attached documents and follow the procedures as outlined in order to be considered for selection for this project.

**Sealed Proposals:** All proposals are to be submitted as outlined. To be considered for the award of contract, vendors will deliver one (1) original and six (6) hard copies, and one electronic copy (Microsoft Office or PDF format) on CD, to the following address:

Attn.: Debra Busey, County Administrator  
Champaign County Administrative Services  
Brookens Administrative Center  
1776 East Washington Street  
Urbana, Illinois 61802

**By 3:30pm on Tuesday, February 15, 2011.**

**All proposals shall be delivered in a sealed envelope clearly marked "SEALED PROPOSAL – RFQ 2011-004 – Employee Health Insurance Broker/Consultant Services".**

**The proposal shall include the entire response to this Request for Qualifications document and any amendments which may subsequently be issued.**

**Proposals received after the above stated time will be considered a late quote and will not be accepted.**

Please direct questions regarding the proposal package to Debbie Chow, Insurance Specialist, at 217-384-3776 or [dchow@co.champaign.il.us](mailto:dchow@co.champaign.il.us).

Cordially yours,

Debra Busey  
County Administrator

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## I. INTRODUCTION

The County of Champaign is requesting Statements of Qualifications from professional insurance agents who have significant experience in the public entity insurance market. The County will be reviewing these qualifications and selecting a licensed qualified Agent to provide specified services related to selection and placement of employee health, dental, vision, and life insurance coverage.

The County of Champaign prefers to place health insurance coverage through one Agent and to establish a close working relationship with that Agent. Our intent is to obtain not only reasonable premiums, but also stable and financially sound insurers, as well as, the most responsible and competent Agent to service our account.

The Agent selected will need to be available to advise, instruct and educate the County on all insurance matters related to health and ancillary policies for our employees. The selected Agent will work with the Insurance Specialist and/or other County staff on a daily basis to assure that the most effective and efficient health insurance program is operating on behalf of the County of Champaign.

## II. INSTRUCTIONS TO PROPOSERS

1. All proposals must be submitted to:  
Debra Busey, County Administrator  
Brookens Administrative Center  
1776 East Washington  
Urbana, IL 61802

All questions regarding the proposal shall be directed in writing to (FAX or e-mail accepted):

Debbie Chow, Insurance Specialist  
Brookens Administrative Center,  
1776 East Washington  
Urbana, IL 61802  
FAX: 217-384-3896  
e-mail: [dchow@co.champaign.il.us](mailto:dchow@co.champaign.il.us)

2. All responses to this RFQ must be delivered in a sealed envelope clearly labeled “**RFQ 2011-004 – Employee Health Insurance Broker/Consultant Services**”. All proposals must be received by 3:30pm on Tuesday, February 15, 2011. One (1) original and six (6) hard copies of your response, and one digital/electronic copy of your response to this RFQ must be submitted. Proposals arriving after the deadline will not be accepted.
3. Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the RFQ. Emphasis should be on completeness and clarity of content.
4. An authorized representative of the firm must complete and sign the proposal.

5. The County Administrator or her representative will notify appropriate Agents if the County wishes to interview them and will establish the timeline for those interviews.
6. Failure to comply with any part of the RFQ may result in rejection of the proposal as non-responsive.
7. In submitting qualifications, it is understood by the undersigned that the right is reserved by the County of Champaign to accept any qualifications, to reject any and all qualifications, and to waive any irregularities or informalities which are in the best interest of the County of Champaign.

### **III. MINIMUM QUALIFICATIONS**

The County encourages proposals from all insurance Agents meeting the following minimum qualifications: (verification of these qualifications is attested through completion of this RFQ.)

1. Licensed as an insurance Agent in the State of Illinois.
2. Five years continuous operation in the State of Illinois.
3. Three years experience with public entities.
4. Experience with public entities with an annual health insurance premium in excess of \$2.5 million.
5. Experience in providing Agent services similar to those outlined in this RFQ.
6. Key personnel assigned to Champaign County account. The proposal should include the professional qualifications and experience of at least two (2) key personnel.
7. Be able to provide, upon request, proof of coverage for General Liability, Employers Liability, Workers' Compensation and Errors and Omissions.
8. Ability to recognize and report conditions in the insurance market which are pertinent to Champaign County and suggest alternatives.
9. Ability and commitment to provide continuous professional daily service.

### **IV. TERMS and CONDITIONS**

1. The County reserves the right, at its sole discretion, to terminate this process at any time, or reject any and all proposals without penalty, prior to the execution of a contract acceptable to the County. Final selection will be based on the proposal which best meets the requirements set forth in the RFQ and are in the best interest of Champaign County.
2. The County reserves the right to request clarification of information submitted and to request additional information of one or more applicants.

3. Any proposal may be withdrawn up until the date and time set above for the opening of proposals. Any proposal not so withdrawn shall constitute an irrevocable offer, for a period of 90 days, to provide the County the services set forth in the attached specifications, or until one or more of the proposals have been approved by the County, whichever occurs first.
4. Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied or approved by the County and shall contain, as a minimum, all applicable provisions of the RFQ. The County reserves the right to reject any agreement that does not conform to the RFQ and any County requirements for agreements and contracts.
5. The County shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to the request for qualifications.
6. The successful Proposer may be required to provide evidence of insurance for General Liability, Employers Liability, and Errors and Omissions Insurance. The firm will also be required to provide workers' compensation insurance in accordance with Illinois State Law.
7. **THIS INVITATION TO SUBMIT A REQUEST FOR QUALIFICATIONS IS NOT AN AUTHORIZATION TO APPROACH THE INSURANCE MARKETPLACE OR SERVICE AGENCIES ON BEHALF OF THE COUNTY. THE COUNTY SPECIFICALLY DIRECTS THAT NO CONTACT OR SOLICITATION OF INSURANCE MARKETS, OR MARKET RESERVATION, BE MADE ON BEHALF OF THE COUNTY. FAILURE TO COMPLY WITH THIS CONDITION WILL BE GROUNDS FOR DISQUALIFICATION.**

<b>V. SELECTION CRITERIA</b>
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The County will screen all proposals and generally evaluate them on the criteria outlined below:

1. Responsiveness: The County will consider the material submitted by the proposer to determine whether the proposer is in compliance with the RFQ.
2. Responsibility: The County will consider the material submitted by the proposer and other evidence it may obtain to determine the firm's demonstrated ability to market and administer a program for a county the size of Champaign with similar scope of activities.
3. The accuracy of the firms' perception of the County's needs in the Health Insurance and areas of related employee benefit plans, and the firm's proposal(s) for meeting those needs.
4. The qualifications, experience, and familiarity with local government risk management issues of the service team to be assigned to the County's account.
5. Satisfactory local government experience and references.
6. The availability of other related support services.
7. Any other information provided that the County deems valuable.

**VI. BACKGROUND INFORMATION**

The County of Champaign has a population of 195,671 according to 2009 U.S. Census data estimates. The County employs 704 full time employees. The County currently has Health Insurance coverage through Health Alliance Medical Plans. Enrollment is as follows:

	<u><b>Number Enrolled:</b></u>
Single Employee Coverage Only	<b>496</b>
Family/Dependent Coverage	<b>128</b>
Retiree – Pre-Medicare	<b>18 single/6 family</b>
Retiree – Medicare	<b>33</b>

The County provides \$20,000 in life insurance to all full-time employees through Lincoln Financial Group.

Optional voluntary insurance programs which County employees may select and participate in at their own expense are as follows:

- Delta Dental PPO – current number of enrollees: **185**
- Delta Dental Premier Plan – current number of enrollees: **167**
- AllState Insurance Company Voluntary Group Accident Insurance – current number of enrollees: **186**
- AllState Insurance Company Group Cancer Insurance – current number of enrollees: **89**

The policy making body is the twenty-seven (27) member county board. The FY2011 approved General Corporate Fund operating budget is \$30,920,984. The County's fiscal year is from December 1<sup>st</sup> through November 30<sup>th</sup>.

**VII. SCOPE of SERVICES DESIRED**

Services in advising and coordinating with the County include, but are not limited to the following:

1. Assist the County with negotiating favorable contracts with the County's existing and future Insurance carriers for Health, Major Medical, Prescription, Life, Dental, Accident, Cancer, and any other appropriate ancillary coverage.
2. As directed by the County, prepare Requests for Proposals (RFP's) for Employee Insurance plans.
3. Evaluate proposals received from the RFP's for accuracy and make specific recommendations.
4. Negotiate rates from respondents to the RFP's and secure the most competitive quotes.
5. Communicate to County's officials the results of the various RFP's.
6. Review existing labor contracts and confirm that the benefits agreed to have been properly secured.
7. Assist the County with implementing any plan changes agreed to during negotiations with their employees (including employee meetings).



8. Provide the County's Management Team with creative ideas on an ongoing basis as new products and services become available.
9. Assist the County with development of health benefit plan design and cost matrices as required by the County.
10. Assist the County with plan design changes or options to reduce or contain health insurance cost.
11. Assist the County employees in settling claims or grievances relating to insurance benefits issues.
12. Assist the County with health benefit plan administration, wellness and preventive insurance management and provide advice and guidance on new laws, regulations and procedures in the area of health benefit administration.
13. Assist the County, upon request, with developing information for employees regarding health insurance cost history as well as past, current and future medical trends.
14. Assist the County's personnel in processing of enrollments, terminations, changes, COBRA notification process and applications, and other forms for administration and claims.
15. Provide the County administration with reasonable preliminary renewal figures during the budget process.
16. Provide open enrollment support, including, but not limited to, developing timeline, assisting with the development of open enrollment materials and coordinating and participating in open enrollment meetings.
17. Provide technical assistance during the course of labor negotiations.
18. Provide service for day-to-day contact on insurance matters.
19. Provide other services that are normally and customarily required of a public entity Insurance Agent.

<b>VIII. PROPOSAL FORMAT</b>
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The proposal **must** be presented in the order as described below. To be considered substantive, the proposal must respond to all requirements of this part of the RFQ. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal.

1. Provide a brief company history and description including size and number of employees.
2. **A response to each item as set forth in the "Scope of Services Desired" in Section VII and a description of how your firm will approach delivery of those services.**
3. Resumes of the service team that would be assigned to Champaign County's account.
4. At least three references from **current** public sector clients, including contact names, addresses and telephone numbers.

5. Information on the firm's experience in evaluating and developing alternative insurance coverages.
6. A description of services to be provided without additional compensation beyond commissions earned.
7. An explanation of what distinguishes the services the submitting firm can provide from other Agents or firms.