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BID # 2014-54
COURTHOUSE PROGRAMMING RFQ
WILL COUNTY, ILLINOIS

FEBRUARY 5, 2014
ADDENDUM 1

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We received the following questions regarding the bid listed above:

We respectfully submit the following questions, for the purpose of bettering understanding the potential size and scope of the project:

Question # 1: We know that the existing First Midwest Bank is four stories in height. Can you provide information regarding the area of the entire building ... such as the gross building area, or the gross area per floor, etc.?

Answer # 1:

The First Midwest Bank building has been projected as the future site of a downtown Joliet main courthouse. However, for this RFQ this information is not necessary. The selected vendor will work with the County to review all old planning data and determine the scope of work for future projects. Detailed information on existing county facilities will be provided at that time.

Question # 2: Is the project scope envisioned to include the entire existing building?

Answer # 2:

The scope of the next step of the Courthouse planning has not yet been finalized. Once a vendor has been selected the County will work with the vendor to finalize a scope of work and to what extent it goes on a variety of court related planning.

Question # 3: The Statement of Qualification Inclusions in the subject RFQ (page 17), states that we need to provide a:

- Completion of Certification of Compliance with Illinois Drug Free Workplace Act (item 17) and
- Completion of Certificate Regarding Sexual Harassment Policy (Item 18).

These certificates were not included in the RFQ that I received. Do you have a specific certifications you want us to complete or do you want us to submit our policies covering these items?

Also, we need to have these certifications executed by our consulting partners, along with the litigation lists (Item 16)?

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Answer # 3: The Drug Free Workplace form is attached for your use, for item 17. Please disregard request for item 18.

Question # 4: Also should I assume pages 3 thru 11 were not included on purpose?

Answer # 4: The RFQ pages were accidentally mis-numbered. There are **no** pages 3 through 11 for this RFQ in the original document. The RFQ consists of a total of twelve (12) pages.

**STATE OF ILLINOIS
DRUG FREE WORKPLACE CERTIFICATION**

This certification is required by the Drug Free Workplace Act (111. Rev. Stat., Ch. 127, par. 152.31 1). The Drug Free Workplace Act, effective January 1, 1992, requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or services from the State unless that grantee or contractor has certified to the State that the grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of the contract or grant and debarment of contracting or grant opportunities with the State for at least one (1) year but not more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership, or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division, or other unit thereof; directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- (A) Publishing a statement:
 - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
 - (2) Specifying the actions that will be taken against employees for violations of such prohibition.
 - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (a) abide by the terms of the statement; and
 - (b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- (B) Establish a drug free awareness program to inform employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the grantee's or contractor's policy of maintaining a drug free workplace;
 - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) the penalties that may be imposed upon an employee for drug violations.
- (C) Providing a copy of the statement required by subparagraph (A) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- (D) Notifying the contracting or granting agency within ten (10) days after receiving notice under part (b) of Paragraph (3) of subsection (A) above from an employee or otherwise receiving actual notice of such conviction.
- (E) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by section 5 of the Drug Free Workplace Act.
- (F) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.
- (G) Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

THE UNDERSIGNED AFFIRMS, UNDER PENALTIES OF PERJURY, THAT HE OR SHE IS AUTHORIZED TO EXECUTE THIS CERTIFICATION ON BEHALF OF THE DESIGNATED ORGANIZATION.

Printed Name of Organization

Signature of Authorized Representative

Printed Name and Title

Date