



OFFICE OF THE WILL COUNTY EXECUTIVE
LAWRENCE M. WALSH

Rita Weiss
Purchasing Director

(815) 740-4605
Fax (815) 740-4604
rweiss@willcountyllinois.com

August 19, 2015

To Whom It May Concern:

You are invited to submit your credentials in response to this:

Request for Qualifications (RFQ) for Bond Underwriting Co-Managers

The County of Will, Illinois, is seeking to assemble an underwriting team for future bond issues. This request for qualifications (RFQ) is for firms interested in being appointed to an underwriting team where Wells Fargo is the senior manager.

Interested firms should submit their responses to this RFQ to the Purchasing Department, 2nd floor, Will County Office Building, 302 North Chicago Street, Joliet, IL 60432, **not later than 3:00 p.m. Friday, October 2, 2015. "as so indicated by the time stamp clock of Will County"**.

The respondent acknowledges the right of the County of Will to reject any or all responses and to waive non-material informality or irregularity in any statement of qualifications received in whole or part as may be specified in the solicitation.

Should you have any questions regarding this RFQ, please contact Rita Weiss, Purchasing Director, at rweiss@willcountyllinois.com.

We welcome your response to this solicitation.

Sincerely,

Rita Weiss
Purchasing Director

ADVERTISEMENT OF REQUEST FOR QUALIFICATIONS (RFQ):
Request for Qualifications for Bond Underwriting Co-Managers

SEALED RESPONSES TO THIS REQUEST FOR QUALIFICATIONS (RFQ) FOR BOND UNDERWRITING CO-MANAGERS LICENSED TO DO BUSINESS IN THE STATE OF ILLINOIS; AND, THOSE HAVING VERIFIABLE QUALIFICATIONS AND EXPERIENCE WILL BE RECEIVED AT THE WILL COUNTY PURCHASING DEPARTMENT, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, UNTIL THE HOUR OF 3:00 P.M., FRIDAY, OCTOBER 2, 2015.

THE TERMS AND CONDITIONS OF THE RFQ ARE AVAILABLE AT www.demandstar.com OR www.willcountyillinois.com OR FROM THE PURCHASING DEPARTMENT, 2ND FLOOR, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, AND purchasing@willcountyillinois.com.

THE TENDERING OF A RESPONSE TO THE COUNTY SHALL BE CONSTRUED AS ACCEPTANCE OF THE STATED TERMS AND CONDITIONS. THE RESPONDENT ACKNOWLEDGES THE RIGHT OF THE COUNTY OF WILL TO REJECT ANY OR ALL RESPONSES AND TO WAIVE NON-MATERIAL INFORMALITY OR IRREGULARITY IN ANY RFQ RESPONSE RECEIVED IN WHOLE OR IN PART, AS SPECIFIED IN THE SOLICITATION.

BY ORDER OF THE WILL COUNTY EXECUTIVE, LAWRENCE M. WALSH.

INSTRUCTIONS TO RESPONDENTS

GENERAL REQUIREMENTS:

You are invited to submit your statement of qualifications to this Request for Qualifications (RFQ) for Bond Underwriting Co-Managers.

Respondents to this RFQ must be licensed to do business in the state of Illinois; and, demonstrate verifiable qualifications and experience with the successful completion of municipal law enforcement facilities.

RESPONSES:

Sealed statements of qualifications will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432, **not later than 3:00 P.M. Friday, October 2, 2015, "as so indicated by the time stamp clock of Will County"**. **STATEMENTS OF QUALIFICATIONS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.**

Sealed statements of qualifications must be made in accordance with the instructions contained herein.

Statements of qualifications shall be submitted to the County of Will in a sealed package marked with the respondent's name and address and the notation:

SEALED RESPONSES: **RFQ FOR Qualifications for Bond Underwriting Co-Managers**

RESPONSES DUE: **Friday, October 2, 2015 - 3:00 P.M.**

Sealed statements of qualifications shall be addressed to the Will County Purchasing Department, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432.

SIGNATURE OF AUTHORIZED PERSONNEL:

The signature on statement of qualifications documents shall be that of an authorized representative of the firm, an officer or agent of the business entity who is empowered to bind the firm in a contract shall sign the statements of qualifications and any clarifications thereto. The County of Will shall bear no responsibility in determining that signatory is so authorized or empowered.

Each respondent, by producing and signing a statement of qualifications, represents that he/she has read and understands the solicitation documents. **Any statement of qualifications not containing said signed documents shall be non-conforming and shall be rejected.**

PROCEDURES:

1. The statement of qualifications must be prepared as requested in the “Response to RFQ” section. One (1) original, fifteen (15) copies and one (1) digital copy as a searchable PDF on a USB smart drive must be included in the sealed response package.
2. A statement of qualifications is invalid if it has not been deposited at the designated location prior to the time and date for receipt of RFQ indicated in the Advertisement for RFQ or prior to any extension thereof issued by the County of Will.
3. Each respondent shall carefully examine all documents and all addenda thereto; and, shall thoroughly familiarize itself with the detailed requirements thereof prior to submitting a statement of qualifications. Should a respondent find discrepancies, ambiguities or omissions in documents; or, be in doubt as to meaning, shall at once, and in any event not later than seven (7) days prior to RFQ due date, notify the County of Will. If necessary, the County of Will shall issue a written addendum to all respondents. The County of Will is not responsible for any oral instructions. All inquiries shall be directed to Rita Weiss in writing at: rweiss@willcountyillinois.com. After responses are received by the County, the respondent will make no allowance for oversight.

REJECTION OF RESPONSES:

The respondent acknowledges the right of the County of Will to reject any or all statements of qualifications, to waive any non-material informality or irregularity in any statements of qualifications received, and to accept the statements of qualifications deemed most favorable to the interest of the County of Will after all have been examined and evaluated. In addition, the respondent recognizes the right of the County of Will to reject a statement of qualifications if it is in any way incomplete or irregular.

NON-DISCRIMINATION:

The respondent shall at all times observe and comply with any applicable laws, statutes, regulations or the like relating in any way to civil rights including but not limited to the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq.

DEFAULT:

In case of default by the successful respondent, the County of Will may procure the services from other sources and may deduct from the unpaid balance due the successful respondent any of its costs resulting from the default, and the prices paid by the County of Will shall be considered the prevailing market price at the time such purchase is made. In addition, should such unpaid balance not cover the increased cost of procurement, the successful respondent shall be responsible for the excess amount.

HOLD HARMLESS CLAUSE:

The respondent will save and hold harmless the County of Will from and against all causes of action, liabilities, claims, demands and damages of whatsoever kind or nature arising out of or connected with the performance of services by the respondent, whether such injury, death, loss or damage shall have been occasioned by the negligence of the respondent, or a sub-consultant of the respondent, or their employees, or otherwise. The respondent will defend at its own expense any actions based thereon and shall pay all charges of reasonable attorneys, all costs, damages and other expenses arising therefrom. Nothing herein shall prohibit the County of Will from participating in its own defense or selecting counsel.

TAX EXEMPTION:

The County of Will is exempt from Federal, State and Municipal Taxes.

RESPONSE EVALUATIONS:

The respondent acknowledges the right of the County of Will to reject any statements of qualifications not in compliance with the RFQ and the right to reject all statements of qualifications and the right to waive any non-material informalities or irregularities for any statements of qualifications received; and, to accept the most responsible, responsive statements of qualifications after all responses have been examined and evaluated.

Rankings of the respondents deemed most qualified and experienced based upon their respective statements of qualifications are expected to be presented to the Will County Board Executive Committee. The respondent deemed most qualified and experienced by the Evaluation Committee shall be assigned the highest ranking, [the number one (1)]; and, the remaining respondents shall be ranked accordingly in ascending numeric order.

CHOICE OF LAW

Responses to this RFQ and any agreement connected herewith shall be governed by the laws of the State of Illinois, without regard to conflict of law provisions.

VENUE

Venue for any cause of action related to this RFQ and any agreement connected herewith shall be the Twelfth Judicial Circuit, Will County, Illinois.

ILLINOIS FREEDOM OF INFORMATION ACT

Any and all submissions to the County of Will become the property of the County of Will and these and any late submissions will not be returned. Responses will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140) and other applicable laws and rules, unless you request in your response that we treat certain information as exempt. We will not honor requests to exempt entire responses. You must show the specific grounds in FOIA or other law or rule that support exempt treatment. If you request exempt treatment, you must submit an additional copy of the response with exempt information deleted. This copy must tell the general nature of the material removed and shall retain as much of the response as possible. In the event the County of Will receives a request for a document submitted, the County of Will shall provide notice to the respondent, as soon as practicable. Regardless, the respondent will be responsible for any costs or damages associated with defending any request for exempt treatment. Furthermore, respondent warrants that County of Will's responses to requests for documents shall not violate the rights of any third party.

Please be advised that if your response is accepted by the County of Will all related records maintained by, provided to, or required to be provided to the County of Will are subject to FOIA, even if they are solely in the possession of the respondent. In the event the County of Will receives a request for a document relating to the respondent, its provision of services, or the arranging for the provision of services, the County of Will shall provide notice to the respondent as soon as practicable; and, within the period available under FOIA, respondent may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, respondent will be responsible for any costs or damages associated with defending the request for exempt treatment. Furthermore, respondent will warrant that County of Will's responses to requests for a document relating to the respondent, its provision of services, or the arranging for the provision of services, will not violate the rights of any third party.

Please be advised also that FOIA provides that any record in the possession of a party with whom the County of Will has an agreement to perform a governmental function on behalf of the County of Will, and that directly relates to the governmental function and is not otherwise exempt under FOIA is considered a public record of the County of Will for purposes of FOIA.

5 ILCS 140/7(2). As such, upon request by the County of Will (or any of its officers, agents, employees or officials), the respondent shall provide to the County of Will at no cost and within the timeframes of FOIA, a copy of any "public record" as required by FOIA and in compliance with the provisions of FOIA. After request by the County of Will, the respondent may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, the respondent will be responsible for any costs or damages associated with defending the request for exempt treatment and any fines or fees related to such treatment.

SUBMITTAL REQUIREMENTS:

Each of the following items shall be submitted by the time mentioned herein in order for the response to be considered:

1. One (1) complete original plus fifteen (15) copies; and, one (1) digital copy as a searchable PDF of all submitted materials, on a USB smart drive
2. Signed Copy of RFQ Form
3. Signed Copy of Addenda Form (if Addendum is issued)
4. Signed Prime Contractor Certification Form

**REQUEST FOR QUALIFICATIONS (RFQ) FOR:
BOND UNDERWRITING CO-MANAGERS**

OVERVIEW:

The County of Will, Illinois, is seeking to assemble an underwriting team for future bond issues. This request for qualifications (RFQ) is for firms interested in being appointed to an underwriting team where Wells Fargo is the senior manager.

Will County is in the early planning stages of a new courthouse complex that is expected to be funded with alternate bonds over the next several years. The total financing is expected to be in the area of \$150,000,000 to \$250,000,000.

The County is seeking to qualify a small group of financial firms to participate in the financing(s), as needed. Wells Fargo is the County's senior managing underwriter. Speer Financial, Inc. is the County's Independent Registered Municipal Advisor.

Please include the following:

- a) Information on sales capacity, including detail on sales force by institutional and retail roles.
- b) Experience with Illinois alternate bond issues in the \$25M to \$30M range.
- c) Any other relevant information you wish to include.

TENTATIVE DATES / SELECTION PROCESS / ESTIMATED MILESTONES:

August 19, 2015	Distribution of RFQ to potential respondents
Sept 25, 2015	Deadline for receipt of written questions, submit to rweiss@willcountyillinois.com
Sept 28, 2015	Issuance of addenda responding to written questions
Oct 2, 2015	One (1) original, fifteen (15) copies, and one (1) digital copy as a searchable PDF of all submitted materials on USB smart drive by 3:00 pm to:

Will County Purchasing Department
302 North Chicago Street
Joliet, IL 60432

Oct 6, 2015	Qualifications distributed to Evaluation Committee
Oct 19-23, 2015	Interviews scheduled (if needed)
Nov 3, 2015	Evaluation Committee results presented to Will County Finance Committee.
Nov 19, 2015	Final List of Bond Co-Managers submitted for Will County Board for review and approval.

The three (3) to five (5) firms receiving the highest ranking by the Evaluation Committee will be notified and will be asked to participate as co-managers in future bond underwriting following approval by the Will County Board.

PRIME CONTRACTOR CERTIFICATION:

The undersigned hereby certifies that _____

Company Name

Is not barred from contracting with any unit of State or local government as a result of a violation of either Section 33E-3 or 33E-4 of the Criminal Code of 1961.

Name of Authorized Representative

Title

Signature

Date

Note: A person who makes a false certificate commits a Class 3 Felony.

Sections 33E-3 and 33E-4 provide as follows:

33E-3. Bid-rigging. A person commits the offense of bid-rigging when he knowingly agrees with any person who is, or but for such agreement would be, a competitor of such person concerning any bid submitted or not submitted by such person or another to a unit of State or local government when with the intent that the bid submitted or not submitted will result in the award of a Contract to such person or another and he either (1) provides such person or receives from another information concerning the price or other material term or terms of the bid which would otherwise not be disclosed to a competitor in an independent noncollusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted.

Bid-rigging is a Class 3 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

33E-4 Bid rotating. A person commits the offense of bid rotating when, pursuant to any collusive scheme or agreement with another, he engages in a pattern over time (which, for the purposes of this Section, shall include at least 3 Contract bids within a period of 10 years, the most recent of which occurs after the effective date of this amendatory Act of 1988) of submitting sealed bids to units of State or local government with the intent that the award of such bids rotates, or is distributed among, persons or business entities which submit bids on a substantial number of the same Contracts. Bid rotating is a Class 2 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from Contracting with any unit of State or local government. No corporation shall be barred from Contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to Contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

Possible violations of Section 33 can be reported to the Office of the Will County State's Attorney at (815) 727-8453.

RFQ FORM SUBMIT TO:

WILL COUNTY
PURCHASING DEPARTMENT
302 N. CHICAGO STREET
JOLIET, IL 60432

Date Released: August 19, 2015
Due: Oct 2, 2015, 3:00 P.M.

#2015-61 RFQ
for Bond Co-Managers

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ Please Check One:

CONTACT: _____ Minority Vendor
Yes _____ No _____

PHONE: _____ FAX: _____ SOC. SEC # or
FEIN: _____

EMAIL: _____

Agency Name and Delivery Address:	WILL COUNTY BOARD 302 N. CHICAGO STREET, JOLIET, IL 60432
For Additional information contact:	RITA WEISS, PURCHASING DIRECTOR, rweiss@willcountyillinois.com

Signed By: _____

Title: _____ Authorized Representative of Company

Receipt of Addenda Form:
WILL COUNTY
PURCHASING DEPARTMENT
302 N. CHICAGO ST
JOLIET, IL. 60432

Date Released: August 19, 2015
Due: Oct 2, 2015, 3:00 P.M.

#2015-61 RFQ
for Bond Co-Managers

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ Please Check One:

CONTACT: _____ Minority Vendor
Yes _____ No _____

PHONE: _____ FAX: _____ SOC. SEC # or
FEIN: _____

EMAIL: _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

**LATE RESPONSES CANNOT BE
ACCEPTED!**

<u>Respondents Name & Address (From):</u>	
<u>RFQ #:</u>	2015-61 RFQ for Bond Co-Managers
<u>DUE DATE:</u>	Oct 2, 2015
<u>DUE:</u>	3:00 P.M.
DATED MATERIAL-DELIVER IMMEDIATELY	
WILL COUNTY PURCHASING DEPARTMENT 302 N. CHICAGO ST., 2ND FLOOR JOLIET, IL 60432	

PLEASE
CUT OUT AND AFFIX THIS BID LABEL (ABOVE) TO
THE OUTERMOST PACKAGE OF YOUR SEALED RESPONSE
TO HELP ENSURE PROPER DELIVERY!

**LATE RESPONSES CANNOT BE
ACCEPTED!**