



**OFFICE OF WILL COUNTY EXECUTIVE**  
**LAWRENCE M. WALSH**

**Rita Weiss**  
Purchasing Director

(815) 740-4605  
Fax (815) 740-4604  
[rweiss@willcountyillinois.com](mailto:rweiss@willcountyillinois.com)

September 15, 2015

To Whom It May Concern:

You are invited to submit your proposal to the Request for Proposals (RFP) for a new Land Permit and Case System that will integrate the records of the Land Use Department, allowing for the automatic dissemination of information critical to the workflow, thus increasing the ease of use for both employees and the public.

Proposals will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 North Chicago Street, Joliet, IL 60432, not later than **2:00 PM, Thursday, October 1, 2015** “as so indicated by the time stamp clock of Will County.” **Proposals received after this time will not be accepted.**

Proposals will be opened publicly and read by the Will County Executive or his representative at **2:10 P.M. Thursday, October 1, 2015** at the Will County Office Building, 302 N. Chicago Street, 2<sup>nd</sup> fl., Joliet, IL. 60432.

The bidder acknowledges the right of the County of Will to reject all proposals, and to waive non-material informality or irregularity in any proposal received as may be specified in the solicitation.

Should you have any questions regarding this RFP, please contact Rita Weiss, Purchasing Director at [rweiss@willcountyillinois.com](mailto:rweiss@willcountyillinois.com).

We welcome your proposal.

Sincerely,

*Rita Weiss*

Rita Weiss  
Purchasing Director

**ADVERTISEMENT OF REQUEST FOR PROPOSALS  
FOR A NEW LAND USE PERMIT AND CASE SYSTEM**

SEALED REQUEST-FOR-PROPOSALS (RFP) FOR A NEW LAND USE PERMIT SYSTEM WILL BE RECEIVED AT THE WILL COUNTY PURCHASING DEPARTMENT, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, UNTIL THE HOUR OF 2:00 P.M., THURSDAY, OCTOBER 1, 2015.

BIDS WILL BE PUBLICLY OPENED AND READ BY THE WILL COUNTY EXECUTIVE OR HIS REPRESENTATIVE AT 2:10 P.M., THURSDAY, OCTOBER 1, 2015 AT THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., 2ND FLOOR, JOLIET, IL 60432.

SPECIFICATIONS AND CONDITIONS OF THE RFP ARE AVAILABLE AT [www.demandstar.com](http://www.demandstar.com) OR [www.willcountyillinois.com](http://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](mailto:purchasing@willcountyillinois.com).

THE TENDERING OF A PROPOSAL TO THE COUNTY SHALL BE CONSTRUED AS ACCEPTANCE OF THE SPECIFICATIONS. THE BIDDER ACKNOWLEDGES THE RIGHT OF THE COUNTY OF WILL TO REJECT ANY OR ALL PROPOSALS AND TO WAIVE NON-MATERIAL INFORMALITY OR IRREGULARITY IN ANY RFP RECEIVED IN WHOLE OR IN PART, AS SPECIFIED IN THE SOLICITATION.

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

**INSTRUCTIONS TO VENDORS  
REQUEST FOR PROPOSAL NEW LAND USE PERMIT AND CASE SYSTEM**

**GENERAL SPECIFICATIONS:**

Vendors are invited to submit their proposals to the Request for Proposals (RFP) for a new Land Permit and Case System that will integrate the records of the Land Use Department, allowing for the automatic dissemination of information critical to the workflow, thus increasing the ease of use for both employees and the public.

**SEALED PROPOSALS:**

Sealed proposals will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432, **not later than 2:00 PM, Thursday, October 1, 2015, "as so indicated by the time stamp clock of Will County"**. **PROPOSALS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.**

Sealed proposals will be publicly opened and read aloud by the Will County Executive or his representative at **2:10 PM, Thursday, October 1, 2015** at the Will County Office Building, 302 N. Chicago Street, 2<sup>nd</sup> Floor, Joliet, IL, 60432.

Proposals must be made in accordance with the instructions contained herein.

Bid forms shall be completely filled out either typewritten or in ink and shall not be detached from this binding. The **complete set of Contract Documents shall be submitted** with the proposal, with **ONE (1) COMPLETE ORIGINAL AND FIVE (5) COPIES, CLEARLY MARKED, AND ONE (1) ELECTRONIC COPY, EITHER CD OR FLASH DRIVE.**

Proposals shall be submitted on the forms furnished by the County of Will in a sealed package, plainly marked, with the bidder's name, address, and the notation:

**SEALED PROPOSAL:**            **2015-63 LAND USE PERMIT & CASE SYSTEM RFP**

**PROPOSALS DUE:**            **Thursday, October 1, 2015 - 2:00 P.M.**

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

**SIGNATURE OF PROPOSALS:**

The signature on proposal documents shall be that of an authorized representative of vendor. An officer or agent of the offering vendor who is empowered to bind the vendor in a contract shall sign the proposal and any clarifications to that proposal. Each vendor, by making and signing his proposal, represents that he has read and understands the proposal documents. **Any proposal not containing said signed documents shall be non-conforming and shall be rejected.**

## **PROCEDURES:**

1. All statement of qualifications must be prepared as requested in the “Response to RFP” section and submit One (1) original and Four (4) copies, clearly marked, and one (1) Electronic Copy, Cd Or Flash Drive, of all submitted materials.
1. A proposal is invalid if it has not been deposited at the designated location prior to the time and date for receipt of RFP indicated in the Advertisement for RFP or prior to any extension thereof issued to the vendors.
2. Unless otherwise provided in any supplement to the instructions to vendors, no vendor shall modify, withdraw or cancel his proposal, or any part thereof, for sixty (60) days after the time designated for the receipt of proposals in the Request for Proposals.
3. Changes or corrections may be made in the proposal documents after they have been issued and before proposals are received. In such cases, a written addendum describing the change or correction will be issued by the County of Will to all vendors recorded by the County of Will as having received the proposal documents and will be available for inspection wherever issued. Such addendum shall take precedence over that portion of the document concerned, and shall become part of the proposal documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of Bids.
4. Each vendor shall carefully examine all proposal documents and all addenda thereto, and shall thoroughly familiarize himself with the detailed requirements thereof prior to submitting a proposal. Should a vendor find discrepancies or ambiguities in, or omission from documents, or should he be in doubt as to their meaning, he shall at once, and in any event not later than seven (7) days prior to bid due date, notify the County of Will, who will, if necessary, send written addendum to all bidders. The County of Will will not be responsible for any oral instructions and expressly disclaims any such instructions. All inquiries shall be directed to Rita Weiss, [rweiss@willcountyllinois.com](mailto:rweiss@willcountyllinois.com). After Proposals are received, no allowance will be made for oversight by the vendor.

## **REJECTION OF RFP'S:**

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

## **CONTRACT DURATION:**

The contract is expected to commence on or after November 19, 2015.

## **PRIME CONTRACTOR CERTIFICATION:**

Included in this packet is a prime contractor certification form. This form **must** be filled out, signed and returned with your proposal or it will not be considered.

**PERFORMANCE BOND:**

A Performance Bond for the amount of the Contract will be required from the successful bidder and shall be valid throughout the life of the Contract. The Performance Bond will be returned at the completion of the Contract. If it is difficult to acquire a Performance Bond by the time the Contract is to commence, the County of Will will accept a letter notarized by the Insurance Carrier showing that such Bond is being processed at this time.

**WORDS AND FIGURES:**

Where amounts are given in both words and figures, the words shall govern. If the amount is not written in words the unit cost will take precedence over the extended price in case of a discrepancy in the multiplication.

**PAYMENT PERIOD:**

Awarded vendor, once signed contract documents are received, shall receive two (2) payments. One payment upon initiation of work and a final payment will be made upon completion within six (6) weeks of completed and accepted UAT (User Acceptance Testing). Then ongoing payments will be made as determined in the contract.

**APPROPRIATION OF FUNDS:**

In the event the Will County Board fails to appropriate funds for this Agreement, the obligations of both the vendor and the County will cease immediately without any penalty or liquidated damages or any other payments.

**NON-DISCRIMINATION:**

The Contractor shall at all times observe and comply with any law, statute, regulation 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 vendor, the County of Will may procure the articles or services from other sources and may deduct from the unpaid balance due the successful vendor any of its costs resulting from the default, or may collect against the bond or surety for excess costs so paid, and the prices paid by the County of Will shall be considered the prevailing market price at the time such purchase is made.

**HOLD HARMLESS CLAUSE:**

The vendor will save and hold harmless the County of Will from and against all liabilities, claims and demands of whatsoever kind or nature arising out of or connected with the performance of services by the vendor, or on behalf of the County of Will, whether such injury, death, loss or damage shall have been occasioned by the negligence of the vendor, or a subcontractor of the vendor, or their employees; or otherwise. The vendor will defend at its own expense any actions based thereon and shall pay all reasonable attorney's fees and all other costs and expenses arising there from.

**TERMINATION:**

The County of Will may, at any time during the term hereof, terminate the contract, with or without cause, upon thirty (30) days written notice to the Vendor of such termination. At the end of said thirty (30) days notice period, the contract shall be terminated.

Immediately upon the termination of the contract for any reason, all debts, obligations and liabilities theretofore accrued between the vendor and Will County will be considered paid, performed and discharged.

**COMPLIANCE WITH APPLICABLE LAW:**

In all aspects relative to the performance of their respective obligations under this contract, the Vendor and Will County shall conduct their respective businesses in accordance with all applicable federal, state and local laws.

**PRICES:**

Prices shall remain in effect throughout the Contract.

**TAX EXEMPTION:**

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

**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. Your proposal 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 proposal that we treat certain information as exempt. We will not honor requests to exempt entire proposals. 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 proposal with exempt information deleted. This copy must tell the general nature of the material removed and shall retain as much of the proposal as possible. In the event the County of Will receives a request for a document submitted, the County of Will shall provide notice to contractor as soon as practicable. Regardless, contractor will be responsible for any costs or damages associated with defending your request for exempt treatment. Furthermore, contractor warrants that County of Will's responses to requests for a document submitted that is not requested to be exempt will not violate the rights of any third party.

Please be advised that if your proposal is accepted by the County of Will all related records maintained by, provided to, or required to be provided to the County of Will during the contract duration are subject to FOIA. In the event the County of Will receives a request for a document relating to contractor, its provision of services, or the arranging for the provision of services, the County of Will shall provide notice to contractor as soon as practicable and, within the period available under FOIA, contractor 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, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment. Furthermore, contractor will warrant that County of Will's responses to requests for a document relating to contractor, its provision of services, or the arranging for the 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 contracted 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 contractor 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, contractor 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, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment.

**CHOICE OF LAW AND VENUE:**

Any agreement related to this request for proposals shall be governed by the laws of the State of Illinois without regard to conflict of law provisions. Venue for any cause of action related to this bid and the work performed in connection therewith shall be in the Twelfth Judicial Circuit, Will County, Illinois.

**AWARDING OF PROPOSAL:**

The vendor acknowledges the right of the County of Will to reject any proposals not in compliance with the RFP and the right to reject all proposals and the right to waive any non-material informalities or irregularities for any proposal received and to accept the most responsible, responsive proposal after all Proposals have been examined and evaluated.

The Proposal is expected to be awarded at the November 19 2015 meeting of the Will County Board.

**SUBMITTAL REQUIREMENTS:**

Each of the following items shall be submitted by the time mentioned herein in order that the bid will be considered:

2. One (1) Complete original and five (5) copies, clearly marked, and one (1) Electronic Copy, Cd Or Flash Drive, of all submitted materials
3. Signed Copy of Prime Contractor Certification
4. Signed Bid Form
5. Signed Receipt of Addenda
6. References
7. Sample Contract

**PRIME CONTRACTOR CERTIFICATION:**

The undersigned hereby certifies that \_\_\_\_\_  
Name of Bidder

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 Bidder

\_\_\_\_\_  
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.

# WILL COUNTY PERMIT AND CASE SYSTEM SPECIFICATIONS

## Section 1. Scope of Project

To increase efficiency, save money, and increase public access Will County is pursuing a new Permit and Case System that will integrate the records of the Land Use Department, allowing for the automatic dissemination of information critical to the workflow, thus increasing the ease of use for both employees and the public.

## Section 2. System Information

This system will be replacing and combining the functions of the two current Visual FoxPro data systems, as well as a variety of Access databases. The current Visual FoxPro systems store information relating to building permits and receipting in .dbf files. The Access databases currently store information relating to all other types of permits, advertising space (signs), zoning cases, and cell phone tower locations. This data is spread over multiple Access databases. A future system must be able to integrate all of these data sets as thoroughly as possible and be capable of managing other development review processes.

The procured software or service can fall under any of the system types:

- a) A traditional software package running on a stand alone server. If this option is exercised the entire cost of the stand alone hardware should be included in the overall cost. The hardware should be provided by the vendor.
- b) A traditional software package running in Will County's virtual environment. Our current virtual environment currently utilizes multiple VMware 5.0 ESXi hosts.
- c) The system can be SaaS. Provision must be made for an exit process and for full and open transfer of data should the County move away from the vendor in the future.
- d) The system can be Cloud based. Provision must be made for an exit process and for full and open transfer of data should the County move away from the vendor in the future.

Any new system must be able to support up to 45 users in the main office location and in the field.

## Section 3. Base Software Functions

- 1) **Workflow Management** – ability to follow files from application process through to issuance of permit, or approval of entitlement, and creation of historical record. Also the ability to manage and track the workload associated with these files in process.
- 2) **Contractor Registration** – Ability register as and pay the associated fee for Contractor Registration. Maintain record of registered Contractors, including contact information as well as proof of bond and Certificate of Insurance. Must also generate Certificate of Registration and make those records available online for the public.
- 3) **Permissioned Permit Application and Review** – Ability to track permit process for multiple different types of permits, with permissioned access to approve/reject various steps in process. This will include record of owner, contractor, and subcontractor information, as well as documentation of plans if required. Finally, requires generation of permit upon final approval.
- 4) **Inspection Scheduling** – Facilitate scheduling of inspections for permits and assignment to inspectors. Must have the ability for the public to access their inspection schedule,

reschedule their inspections, or request clarification on an issue from inspectors. All functions of inspection scheduling must be fully accessible by the inspectors from the field.

- 5) **Inspection Recording** – Provide online forms for inspectors to fill out, indicating approval or denial of permits, with reasons for decision based on type of permit applied for. Provide ability to generate physical documents when appropriate or necessary.
- 6) **Email/Text/SMS Notifications** – E-mail (and/or other forms of digital notices) notifications to all appropriate and involved officials, staff, and members of the public at appropriate stages of the process.
- 7) **Zoning Documents and Cases** – Must maintain record of zoning related processes, including zoning cases, along with any requests made on cases. Also must generate a meeting schedule based on the dated entries in each file. Possible tracking of conditions and notices on each case file, along with letters of zoning determinations. Should be able to keep a link to related documents on a network drive.
- 8) **Tracking of Advertising Signs** – Must maintain record of permits for advertising signs, annual registration and inspections of advertising signs, dynamic sign display inspections, including company information and dynamic display square footage credits available for use or used with the associated voluntary removal of nonconforming static displays.
- 9) **Letters of Credit and Bonds For Site Development Permits and Subdivisions** – Tracking of submitted letters of credit as well as generate a meeting schedule based on dated entries in the Letter of Credit file.
- 10) **Audit Trail** – Ability to see changes made to documents, logged by date, time, and user.
- 11) **Reporting** – Ability to run reports off any system data, preferably including the ability to build custom reports.
- 12) **Fee Processing** – Cashiering system to process fees (of cash, check, or credit) for permits, registrations, applications, etc. Must tie fee to associated record. This should also include a permissioned system for reviewing and reconciling receipts prior to deposit. Must have a procedure for issuing refund requests. When necessary, the ability to split payments or set up a fee schedule would be preferred. All payments should be available online.
- 13) **Generate Documents in MS Word and PDF Formats**
- 14) **Training** – Should be expansive, including training for support staff and management.
- 15) **Succession Plan** – All data entered by the County or downloaded on behalf of the County into the system, as well as all data developed or gleaned from the County's use of the system shall be owned exclusively by the County. In the event the contract is terminated for any reason you must include in your proposal a procedure or process for transmitting or transferring back to the County, all county owned data in a usable format complete with libraries and definitions. In addition, a monthly cost for the continuation of service during a transition to another system shall be included in the contract.

#### **Section 4. Desired Optional Software Functions**

In addition to the base software functions, there are optional functions that the County would like to see implemented within a new Land Permit and Case System. Please indicate if these functions are available as part of the base software package, or if they are available as part of a modular future expansion.

**1) Data Conversion** – An estimate of the cost to convert five years of previous permit data from existing system.

**2) Inspection Schedule Mapping** – Ability to produce a visual representation of the routing of inspectioners to generate the most efficient inspection schedule for a given day.

## **Section 5. References and Qualifications**

Please provide the number of active users of your system, and include the names of all Illinois counties and Will County municipalities using your system, along with contact information from those governments as references.

## **Section 6. Pricing Model**

Please provide information on your pricing model and price as it relates to Will County. Include any distinction between initial expense and ongoing expenses. The pricing model shall remain in effect throughout the duration of the contact.

## **Section 7. Review Process**

- 1) The submitted responses will be reviewed for their completeness and compliance with Will County purchasing procedures by the Purchasing Department.
- 2) A Selection Committee, made up primarily of County Executive, ICT, and Land Use staff, will review the surviving proposals for compliance with their needs and based on their first review two or three vendors **may** be asked to provide demonstrations of their software.
- 3) Any vendors asked to make demonstrations will then be reviewed after the demonstrations by the Selection Committee using the following criteria:
  - a. Services provided
  - b. Quality of services provided
  - c. Ease of use of the services provided
  - d. Total cost of ownership
  - e. Other criteria as the Selection Committee sees fit
  - f. Review of References
- 4) The Selection Committee will select a vendor and forward to the County Board for the authority to negotiate and enter into a contract or agreement for services.

## **Section 8. Sample Contract**

This proposal shall form the basis of a contract to be signed with the successful bidder after successful negotiations with the County of Will. **Please furnish a sample contract which incorporates the material terms of this proposal.** Award of the bid does not constitute acceptance of the terms of the sample contract. Any added terms that are not included in this Bid will be negotiated and are subject to the final approval of the Will County State's Attorney.

**Bid Let:** 09-15-15  
**Due:** 10-01-15, 2:00 P.M.  
**Open:** 10-01-15, 2:10 P.M.

**PROPOSAL FORM  
COUNTY OF WILL  
PURCHASING DEPARTMENT  
302 N. CHICAGO ST.  
JOLIET, IL. 60432**

**CONTRACT FOR  
#2015-63 LAND USE  
PERMIT & CASE SYSTEM**

COMPANY NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_ FEIN # \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ Please check one  
Minority Vendor  
CONTACT \_\_\_\_\_ yes no  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

***THIS IS NOT AN ORDER***

**Agency Name and Delivery Address:** WILL COUNTY  
302 N CHICAGO STREET, JOLIET, IL 60432  
**For additional information contact:** RITA WEISS, PURCHASING DIRECTION  
[rweiss@willcountyillinois.com](mailto:rweiss@willcountyillinois.com)

QUANTITY	DESCRIPTION	GRAND TOTAL
1	BASE SOFTWARE	\$

**TOTAL CONTRACT AMOUNT FOR BASE SOFTWARE WRITTEN IN WORDS, IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN.**

**Signed By:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Authorized Representative of Company**

**Approved by:** \_\_\_\_\_  
**NICK PALMER, DEPUTY CHIEF OF STAFF**

**Bid Let:** 09-15-15  
**Due:** 10-01-15, 2:00 P.M.  
**Open:** 10-01-15, 2:10 P.M.

**PROPOSAL FORM  
 COUNTY OF WILL  
 PURCHASING DEPARTMENT  
 302 N. CHICAGO ST.  
 JOLIET, IL. 60432**

**CONTRACT FOR  
 #2015-63 LAND USE  
 PERMIT & CASE SYSTEM**

COMPANY NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ FEIN # \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ Please check one  
 CONTACT \_\_\_\_\_ Minority Vendor  
 yes no  
 PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

***THIS IS NOT AN ORDER***

**Agency Name and** WILL COUNTY  
**Delivery Address:** 302 N CHICAGO STREET, JOLIET, IL 60432  
**For additional** RITA WEISS, PURCHASING DIRECTION  
**information contact:** [rweiss@willcountyvillinois.com](mailto:rweiss@willcountyvillinois.com)

\*\*\*\*\*Please use this section for pricing for additional modules that may be available outside the scope of the LAND USE PERMIT & CASE SYSTEM base software\*\*\*\*\*

DESCRIPTION	GRAND TOTAL
i.e.: Online Interface (if not included in base)	\$
i.e.: Inspection Schedule Mapping (if not included in base)	\$
i.e.: Mobile Solutions (if not included in base)	\$
	\$
	\$
	\$
	\$
	\$
	\$

**Signed By:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
 Authorized Representative of Company

**Approved by:** \_\_\_\_\_  
 NICK PALMER, DEPUTY CHIEF OF STAFF

**Bid Let:** 09-15-15  
**Due:** 10-15-15, 2:00 P.M.  
**Open:** 10-15-15, 2:10 P.M.

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

**CONTRACT FOR  
#2015-63 LAND USE  
PERMIT & CASE SYSTEM**

COMPANY NAME \_\_\_\_\_ F.E.I.N. # \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ **Please check one:**

CONTACT \_\_\_\_\_ **Minority Vendor** yes no

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

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

No. \_\_\_\_\_, dated \_\_\_\_\_, signed \_\_\_\_\_

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

No. \_\_\_\_\_, dated \_\_\_\_\_, signed \_\_\_\_\_

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

No. \_\_\_\_\_, dated \_\_\_\_\_, signed \_\_\_\_\_

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

No. \_\_\_\_\_, dated \_\_\_\_\_, signed \_\_\_\_\_

**LATE BIDS CANNOT BE ACCEPTED!**

<u>Vendor Return Address:</u>	
<b><u>SEALED BID DOCUMENT</u></b>	
<b><u>BID #:</u></b>	<b>2015-63 LAND USE PERMIT &amp; CASE SYSTEM</b>
<b><u>DUE DATE:</u></b>	<b>10/01/15</b>
<b><u>DUE:</u></b>	<b>2:00 P.M.</b>
<b>DATED MATERIAL-DELIVER IMMEDIATELY</b>	
<b>WILL COUNTY PURCHASING DEPARTMENT 302 N. CHICAGO ST., 2<sup>ND</sup> FLOOR JOLIET, IL 60432</b>	

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

**LATE BIDS CANNOT BE ACCEPTED!**