



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

JENNIFER BERTINO-TARRANT
WILL COUNTY EXECUTIVE

KEVIN LYNN
DIRECTOR

P. 815-740-4712
F. 815-740-4604
E. klynn@willcountyillinois.com

County Office Building
302 N. Chicago Street
Joliet, IL 60432

September 15, 2022

To Whom It May Concern:

You are invited to submit your sealed bid for Professional Services Required for the Demolition of the Former Will County Courthouse.

Plans and specifications are attached hereto and are considered part of the SEALED BID package.

Sealed bids will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 N. Chicago Street, Joliet, IL, 60432, **NOT LATER THAN 11:00 A.M., Friday, October 14, 2022.**

Bids will be publicly opened and read by the Will County Executive or her representative at **11:05 A.M., Friday, October 14, 2022** at the Will County Office Building, 302 N. Chicago Street, 2nd Floor, County Board Room, Joliet, IL 60432.

The County of Will reserves the right to accept or reject any or all bids received.

Should you have any questions regarding this bid, please submit them in writing to Kevin Lynn, Purchasing Director, at klynn@willcountyillinois.com.

We welcome your bid.

Sincerely,

Kevin Lynn

**REQUEST FOR PROPOSAL (RFP) FOR PROFESSIONAL SERVICES REQUIRED FOR
DEMOLITION OF THE FORMER WILL COUNTY COURTHOUSE LOCATED AT 14 W.
JEFFERSON STREET, JOLIET, ILLINOIS 60432**

RESPONSES TO THIS REQUEST FOR PROPOSAL (RFP) FOR PROFESSIONAL SERVICES REQUIRED FOR THE DEMOLITION OF THE FORMER WILL COUNTY COURTHOUSE WILL BE RECEIVED AT THE PURCHASING DEPARTMENT, 2ND FLOOR OF THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST. JOLIET, IL 60432, UNTIL THE HOUR OF 11:00 A.M., ON FRIDAY, OCTOBER 14, 2022.

RESPONSES TO THIS RFP WILL BE REVIEWED BY THE COUNTY EXECUTIVE OR HER REPRESENTATIVE TEAM WHO RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL RESPONSES RECEIVED AS A RESULT OF THIS SOLICITATION.

THIS RFP IS AVAILABLE IN ELECTRONIC FORMAT AT www.willcountyillinois.com, AND www.demandstar.com, AS WELL AS THE PURCHASING DEPARTMENT, 2ND FLOOR, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, (815) 740-4712 OR BY EMAIL purchasing@willcountyillinois.com.

RESPONSES TO THIS RFP SHALL BE CONSTRUED AS ACCEPTANCE OF THE TERMS AND CONDITIONS INCLUDED WITHIN THIS SOLICITATION. THE COUNTY OF WILL RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL RESPONSES RECEIVED AS A RESULT OF THIS SOLICITATION.

BY ORDER OF THE WILL COUNTY EXECUTIVE, JENNIFER BERTINO-TARRANT.

INSTRUCTIONS TO RESPONDENTS
REQUEST FOR PROPOSAL (RFP) FOR PROFESSIONAL SERVICES REQUIRED FOR
DEMOLITION OF THE FORMER WILL COUNTY COURTHOUSE LOCATED AT 14 W.
JEFFERSON STREET, JOLIET, ILLINOIS 60432

You are invited to submit your proposal to provide professional services to the County of Will to create bid documents for the demolition of the former Will County Courthouse and to provide planning, oversight, and management of the demolition project.

A. SEALED RESPONSES:

Sealed responses will be received in the Purchasing Department, 2nd floor of the Will County Office Building located at 302 N. Chicago Street, Joliet, IL, 60432, **not later than 11:00 A.M., Friday, October 14, 2022.** **RESPONSES RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.**

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

Responses to this RFP must contain one (1) clearly marked original plus four (4) copies and one (1) electronic copy on an electronic storage device. The **RESPONSES WHICH FAIL TO INCLUDE ONE (1) CLEARLY MARKED ORIGINAL, FOUR (4) COPIES AND ONE (1) ELECTRONIC COPY ON AN ELECTRONIC STORAGE DEVICE WILL BE REJECTED, WILL BE NON-CONFORMING, AND WILL NOT BE ACCEPTED.**

Responses shall be submitted in the format prescribed by the County of Will, (herein, "the County") in a sealed package, plainly marked, with the Respondent's name, address, and the notation:

REQUEST FOR PROPOSAL (RFP) FOR PROFESSIONAL SERVICES REQUIRED FOR
DEMOLITION OF THE FORMER WILL COUNTY COURTHOUSE LOCATED AT 14 W.
JEFFERSON STREET, JOLIET, ILLINOIS 60432

RESPONSES DUE: FRIDAY, OCTOBER 14, 2022 - 11:00 A.M.

Responses shall be addressed to the Will County Purchasing Department, Will County Office Building, 302 N. Chicago Street, Joliet, IL, 60432.

B. SIGNATURES:

The **signature on all documents must** be that of an authorized representative of the Respondent. An officer of or agent of the offering respondent who is empowered to bind the firm in a contract shall sign all documents and any clarifications therein.

Each respondent represents that he has read and understands the RFP Submittal Requirements. **Responses not containing a complete set of signed documents shall be deemed non-conforming and will be rejected.**

C. PRIME CONTRACTOR CERTIFICATION:

Included in this RFP is a prime Contractor certification form. This form must be filled out and returned with your sealed response or it **will not be accepted and shall be deemed non-conforming.**

D. SUBMITTAL REQUIREMENTS:

The information submitted for review shall include:

1. Cover Letter, signed by the firm's principal, describing project team and approach
2. Brief History of the Firm
3. Type of Firm (corporation, partnership, LLC, sole proprietor)
4. Number of Employees, technical disciplines, etc.
5. An Organizational Chart identifying key members of the firm that will be proposed for this project
6. The level of involvement/ availability of principals of the firm to work on this project
7. Names and resumes of key personnel proposed for this project
8. Names of specialty sub-consultants planned to be used on this project
9. Proof of professional and general liability insurance
10. A minimum of three (3) but no more than five (5) county and/or municipal projects completed by your firm within the past five (5) years, including current contact information for the owner
11. Information for estimated vs. actual cost for a minimum of three (3) but no more than five (5) similar county or municipal projects completed during the past five (5) years
12. A list of county and/or other municipal references including client name, address, telephone number and contact person for each of the above-named projects provided in accordance with item nos. 10 and 11 above
13. Appropriate visual representations of related project experience
14. A summary of all litigation, court proceedings, mediation, or alternative dispute resolution proceedings involving the firm and/or firm's personnel regarding past project performance
15. Completion of Will County's Prime Contractor Certification Form, RFQ Form, and Addenda Acknowledgement Form (copies included)

E. TAX EXEMPTION:

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

F. REJECTION OF RESPONSES:

The respondent acknowledges the right of the County to accept and/or reject any and all responses received as a result of this solicitation.

G. NON-DISCRIMINATION:

The successful respondent shall observe and comply with any law, statute, regulation or the like relating in any way to civil rights including but not limited to 775 ILCS 10/1.

H. EQUAL EMPLOYMENT OPPORTUNITY:

The successful respondent 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 44, Part 750

I. DEFAULT:

In case of default by the successful respondent, the County 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 shall be considered the prevailing market price at the time such purchase is made.

J. HOLD HARMLESS CLAUSE:

The successful respondent will save and hold harmless the County 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 successful respondent, whether such injury, death, loss or damage shall have been occasioned by the negligence of the successful respondent, or a sub-consultant of the successful respondent, or their employees, or otherwise. The successful 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. All obligations arising from this clause shall survive termination of the agreement resulting from award of a contract derived from this RFP.

K. TERMINATION:

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

The successful respondent may only terminate the contract for cause. In the event of a breach by the County, the successful respondent shall give written notice to the County and the County shall have thirty (30) days to cure such breach. If within the thirty (30) days to cure the breach, the County serves written notice to the successful respondent that County disputes the breach, the Parties shall negotiate in good faith to resolve the dispute. If after thirty (30) days the parties are unable to resolve the dispute suit may be filed in the Twelfth Judicial Circuit of Will County, Illinois.

Immediately upon the termination of the contract for any reason, all obligations, liabilities and undisputed debts theretofore accrued between the successful respondent and the County will be paid, performed and discharged except for the provisions of the Hold Harmless Clause which shall survive any termination of the Agreement resulting from the award of this proposal.

L. COMPLIANCE WITH APPLICABLE LAW:

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

M. CHOICE OF LAW

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

N. VENUE

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

O. 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 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 response is accepted by the County of Will and a contract between the respondent and County of Will results for subsequent negotiations, 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 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 also be advised 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 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.

Request for Proposals

OVERVIEW

The former Will County Courthouse is located at 14 W. Jefferson Street in Joliet, Illinois. This building was vacated in November 2020, upon completion of the new courthouse at 100 W. Jefferson Street.

The bidding process for full building abatement is currently underway, with work scheduled to start in Fall 2022 and finish in Winter 2023.

The County is currently seeking proposals from qualified and experienced firms to develop comprehensive plans and specifications necessary for competitively bidding the demolition of this building and to manage and oversee the demolition project.



Pictured above the former Will County Courthouse opened in 1969 and remained operational through 2020

PROJECT DESCRIPTION AND SCOPE OF SERVICES

The former courthouse, located at 14 W. Jefferson Street, Joliet, IL 60432, consists of 4 stories plus a basement and mechanical penthouse. More specific information is available via the following link:

<https://www.dropbox.com/s/9phjamx1fkzww14/WILL%20COUNTY%20COURT%20HOUSE%20-%20ORIGINAL.pdf?dl=0>

The selected firm shall prepare comprehensive and complete investigatory reports, plans, and specifications to be used for the demolition project in sufficient detail to contain all information necessary to fully inform the County and prospective bidders of the scope of work. All deliverables shall conform with standard professional practices and consist of all architectural and engineering drawings, including profiles and sections, logistics and site plans, plus all other information necessary to fully articulate the scope of the work.

The selected firm shall investigate all existing systems and adjacencies affected by the building demolition project, identifying options and advising the County with recommendations that promote public safety and minimize community disruption to the greatest possible extent. The selected firm shall also prepare a detailed cost estimate for the building demolition project for review and approval by the County prior to the start of the bidding process.

All reports, plans, surveys, or other documents which may be necessary to define the scope of work for performance of the project shall be the responsibility of the selected firm. Proposals shall include a list of permits (with associated costs for each) anticipated as being necessary by the demolition contractor. Survey work required for easements/rights-of-way is not a requirement of the selected firm, nor are Federal Environmental Reviews, State Historic Preservation Office Reviews and Archaeological Reviews. All required sampling, testing and abatement for asbestos containing materials, lead-based paint or other similar hazardous materials shall be the responsibility of others.

Assistance from the selected firm will be necessary during the Pre-Demolition Phase, Demolition Phase and Post-Demolition Phase. Proposals will include a lump-sum fee, itemized to reflect the three (3) aforementioned project phases. The County reserves the right to accept or reject all or any portion of the services proposed by the selected firm. Included but not limited to the items listed below, are the County's expectations for each project phase:

Pre-Demolition Phase Services:

- Attend Pre-Design Meetings, as Required
- Prepare Demolition Plans & Specifications
- Prepare Pre-Bid Demolition Cost Estimate
- Organize and Preside at Pre-Bid Meeting
- Assist County w/ Project Bidding & Award Process
- Review Demolition Bids, Provide Recommendation to WC Executive & WC Board

Demolition Phase Services:

- Develop Pre-Mobilization Guidelines for Use by Contractor
- Review & Approve Site Logistics Plan Developed by Contractor
- Review & Approve Contractor's Safety, Noise & Dust Mitigation Plans
- Organize and Preside at Meetings w/ Community Stakeholders
- Organize and Preside at Pre-Demolition Meeting with Contractor
- Confirm Contractor's Plan for Legal Disposal of Demolished Materials
- Attend Weekly On-Site Project Meetings
- Provide Technical Assistance to the County and Contractor

Post-Demolition Phase Services:

- Develop Post-Demolition Punchlist for Use by Contractor
- Ensure Compliance w/ Site Restoration and Other Municipal Requirements
- Obtain and Certify All Required Documentation from Contractor
- Compile All Record Documentation – Submit to County
- Review Project Status at Final Completion; Issue Final Acceptance Letter

The County may request additional meetings during the project. Therefore, proposals should indicate the intention to attend additional meetings, as required and the costs associated therewith.

The County seeks bid documents from the selected firm within ninety (90) days of contract award. It is the intention of the County to advertise for demolition bids in February 2023. The selected firm will be tasked with providing a milestone schedule for the project's demolition and post-demolition phases. It is expected that project will be completed by no later than December 15, 2023.

The selected firm shall prepare all bid documents, including, but not limited to, plans and specifications plus, other documents as may be required by the County. Additionally, the selected firm will assist the County throughout the project with matters involving responses to technical questions, field coordination issues, resolution of utility conflicts, and conformance with the plans and specifications.

The selected firm is also expected to provide customary engineering advice and assistance necessary to enable the County to readily and safely facilitate the project. The selected firm shall visit the site to observe progress of the work, to determine if work is proceeding in accordance with the contract documents, to keep the County informed with all relevant project information, to guard against defects and deficiencies, and to disapprove work not in conformance with contract documents. The selected firm will also review and approve all submittals, reports and other data to ensure conformity with project requirements.

The services provided by the selected firm, do not infer resident inspection services. Resident inspection services, or project supervision, is the responsibility of the Contractor. However, the selected firm is expected to visit the project site during demolition not less than once per week, documenting critical activities and key milestones; and conduct a thorough inspection at substantial completion. Comprehensive design, inspection of the work, and compliance with all project requirements is of utmost importance to the County.

Should other jurisdictions require reports or other information relating to the project, the selected firm shall prepare and submit such reports and assist the County with any requirements made by other jurisdictions and as deemed necessary for final project completion/approval.

SUBMITTAL REQUIREMENTS

The information submitted for review shall include:

16. Cover Letter, signed by the firm's principal, describing project team and approach
17. Brief History of the Firm
18. Type of Firm (corporation, partnership, LLC, sole proprietor)
19. Number of Employees, technical disciplines, etc.
20. An Organizational Chart identifying key members of the firm that will be proposed for this project
21. The level of involvement/ availability of principals of the firm to work on this project
22. Names and resumes of key personnel proposed for this project
23. Names of specialty sub-consultants planned to be used on this project
24. Proof of professional and general liability insurance

25. A minimum of three (3) but no more than five (5) county and/or municipal projects completed by your firm within the past five (5) years, including current contact information for the owner
26. Information for estimated vs. actual cost for a minimum of three (3) but no more than five (5) similar county or municipal projects completed during the past five (5) years
27. A list of county and/or other municipal references including client name, address, telephone number and contact person for each of the above-named projects provided in accordance with item nos. 10 and 11 above
28. Appropriate visual representations of related project experience
29. A summary of all litigation, court proceedings, mediation, or alternative dispute resolution proceedings involving the firm and/or firm's personnel regarding past project performance
30. Completion of Will County's Prime Contractor Certification Form, RFQ Form, and Addenda Acknowledgement Form (copies included)

EVALUATION CRITERIA

1. Understanding of the project scope based upon quality of firm's proposal (30%)
2. Qualifications of the firm and proposed personnel (25%)
3. Experience of the firm and proposed key personnel on similar, past projects (25%)
4. On-time completion on similar, past projects (10%)
5. Quality of work on similar, past projects (10%)

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 2012.

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.

Date Released: Sep 15, 2022
Due: October 14, 2022, 11:00 A.M.

BID FORM
SUBMIT TO:
WILL COUNTY
PURCHASING DEPARTMENT
302 N. CHICAGO STREET
JOLIET, IL 60432

Courthouse Demolition
Professional Services
#2022-76

COMPANY NAME _____ FEIN # _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT _____

PHONE _____ FAX _____ EMAIL _____

THIS IS NOT AN ORDER

Agency Name and Will County Office Building
Delivery Address: 302 North Chicago Street, Joliet, IL 60432

For additional
information contact: Kevin Lynn, Purchasing Director klynn@willcountyillinois.com

DESCRIPTION	
Phase 1 Pre-Demolition	\$
Phase 2 Demolition	\$
Phase 3 Post-Demolition	\$
Total Proposed Fee for Phases 1,2 and 3	\$

TOTAL CONTRACT AMOUNT WRITTEN IN, IN CASE OF DISCREPANCY, THE AMOUNT IN WORDS SHALL GOVERN.

Signed by: _____

Title: _____
Authorized Representative of Company

ADDENDA FORM

SUBMIT TO:

Date Released: Sep 15, 2022
Due: October 14, 2022, 11:00 A.M.

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

Courthouse Demolition
Professional Services
#2022-76

COMPANY NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

SOC. SEC. or F.E.I.N. # _____

CONTACT _____

PHONE _____ FAX _____ 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 _____

LATE RESPONSES CANNOT BE ACCEPTED!

Respondents Return Address:

RFP #: 2022-76 Courthouse Demolition Professional Services

DUE DATE: 10/14/2022

DUE: 11:00 A.M.

DATED MATERIAL-DELIVER IMMEDIATELY

**WILL COUNTY PURCHASING DEPARTMENT
302 N. CHICAGO ST., 2ND FLOOR
JOLIET, IL 60432**

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

LATE RESPONSES CANNOT BE ACCEPTED!