



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

JENNIFER BERTINO-TARRANT
WILL COUNTY EXECUTIVE

KEVIN LYNN
DIRECTOR

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

August 8, 2023

To Whom It May Concern:

You are invited to submit your proposal for Procurement Card Services for the County of Will. The contract will be for three (3) years commencing December 1, 2023 through November 30, 2026 with extension of contract at County Auditor's discretion.

Specifications are attached hereto and are considered part of the proposal package.

A Bid Deposit will not be required.

Proposals will be received in the Purchasing Department, 2nd Floor, Will County Office Building, 302 N. Chicago St., Joliet, IL, 60432, **due** not later than **12:00 P.M., as so indicated by the time stamp clock of Will County, Tuesday, August 29, 2023.** The Will County Executive or her Representative will publicly open proposals and read aloud results at **12:05 P.M. Tuesday, August 29, 2023.**

The County of Will reserves the right to accept or reject any or all proposals or proposals or to waive any non-material informality or irregularity.

Should you have any questions regarding this proposal, please contact Kevin Lynn, Purchasing Director via email at klynn@willcountyillinois.com.

We welcome your proposal.

Sincerely,

Kevin Lynn
Purchasing Director

**ADVERTISEMENT FOR PROPOSALS
FOR PROCUREMENT CARD SERVICES
FOR THE COUNTY OF WILL**

SEALED PROPOSALS FOR PROCUREMENT CARD SERVICES WILL BE RECEIVED AT THE PURCHASING DEPARTMENT, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL. 60432, UNTIL THE HOUR OF 12:00 P.M., TUESDAY, AUGUST 29, 2023,

PROPOSALS WILL BE PUBLICLY OPENED AND READ ALOUD BY THE WILL COUNTY EXECUTIVE OR HER REPRESENTATIVE AT 12:05 P.M., TUESDAY, AUGUST 29, 2023 AT THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, 2ND FLOOR.

SPECIFICATIONS AND CONDITIONS OF THE BID ARE AVAILABLE AT www.demandstar.com AND www.willcountyillinois.com AS WELL AS THE PURCHASING DEPARTMENT, 2ND FLOOR, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL, 60432, (815) 740-4712 OR EMAIL purchasing@willcountyillinois.com.

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

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

**INSTRUCTIONS TO VENDORS
FOR THE PROCUREMENT CARD SERVICES
FOR THE COUNTY OF WILL**

Sealed Proposals are invited for Procurement Card Services for the County of Will. Proposals will be received in the Purchasing Department, 2nd Floor, Will County Office Building, 302 N. Chicago Street, Joliet, Illinois 60432, not later than **12:00 P.M., Tuesday, August 29, 2023**, **PROPOSALS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.**

Proposals will be publicly opened and read aloud by the Will County Executive or her representative at **12:05 P.M., Tuesday, August 29, 2023** at the Will County Office Building, 302 N. Chicago St, 2nd Floor, Joliet, Illinois 60432.

Proposals must be made in accordance with the instructions contained herein. Proposal Forms shall be filled out and shall not be detached from this packet. All forms and specifications as attached hereto shall be used to form the contract for the work to be performed.

Proposals shall be submitted on the forms furnished by the County of Will in a sealed package, **PLAINLY MARKED** with the bidder's name and Address and the notation:

SEALED PROPOSAL: PROCUREMENT CARD SERVICES

PROPOSAL DUE: TUESDAY, AUGUST 29, 2023 - 12:00 P.M.

Or use Bid Label provided at the end of this document.

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

SPECIFICATIONS:

Specifications are attached hereto and incorporated herein.

TAX EXEMPTION:

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

SIGNATURE OF PROPOSALS:

The County of Will expects the signature on proposal documents to be that of an authorized representative of said Company.

Each contractor, by making his proposal, represents that he has read and understands the proposal documents.

PROPOSAL PROCEDURES:

1. All proposals must be prepared on the forms provided by the County of Will and submitted in **TRIPLICATE INCLUDING LITERATURE** in accordance with the Instructions to Contractors.
2. A proposal is invalid if it has not been deposited at the designated location prior to the time and date for receipt of proposals indicated in the Advertisement for Proposals or prior to any extension thereof issued to the Contractors.

3. Unless otherwise provided in any supplement to the instructions to Contractors, no Contractor shall modify, withdraw, or cancel his proposal or any part thereof for ninety (90) days after the time designated for the receipt of proposals in the Advertisement for Proposals.
4. 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 Contractors recorded by the County of Will as having received the proposal documents and will be available for inspection whenever issued. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the proposal documents. Except in unusual cases, addendum will be issued to reach the contractors at least five (5) days prior to date established for receipt of proposals.
5. Each proposal shall carefully examine all proposal documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a Contractor find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than seven (7) days prior to proposal due date, notify the County of Will, who will, if necessary, send written addendum to all proposals. The County of Will is not responsible for any oral instructions given by the County of Will to a potential vendor nor for any oral instructions given to the County of Will by a potential vendor. All inquiries shall be directed to Kevin Lynn, Purchasing Director, via email at klynn@willcountyllinois.com. The County of Will will make no allowance for oversight.

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.

REJECTION OF PROPOSALS:

The Contractor acknowledges the right of the County of Will Office to reject any proposals not in compliance with the request for proposals and the right to reject all proposals and the right to waive any non-material irregularities in any proposal received.

CONTRACT DURATION:

The contract is expected to commence December 1, 2023 and extend through November 30, 2026. The County reserves the right of renewal solely at County Auditor's discretion.

PROPOSAL SECURITY:

A bid deposit will not be required.

NO BID:

Those who wish not to participate in this project please return your proposal plainly marked "**NO BID**" so your company's name remains active in our files. If you choose not to reply your name will be removed and no future proposals will be sent to you.

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.

PRIME CONTRACTOR CERTIFICATION:

Included in this proposal package is a prime contractor certification form. This form **must** be filled out and returned with your proposal package or your proposal will be rejected.

PRICES:

Prices shall remain firm for 120 days.

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 time frames 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.

AWARDING OF PROPOSAL:

The Contractor acknowledges the right of the County of Will to accept the proposal deemed most favorable to the interest of the County of Will after all proposals have been examined and evaluated by the Will County Auditor.

SUBMITTAL REQUIREMENTS:

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

1. **Signed** Copy of Prime Contractor Certification
2. **Signed** and completed Bid Form
3. **Signed** and completed Receipt of Addenda Form

Specifications for the County of Will Purchasing Card Services Proposal

The County of Will is now accepting proposals for Purchasing Card Services. The contract shall be for three (3) years duration, beginning December 1, 2023, through November 30, 2026, with optional renewals at the County Auditor's discretion.

General Overview

We are a government operation with an annual budget of 782 million dollars. We would like a purchasing card that would include all purchases as well as fleet services and travel and lodging services. Please address any questions to: Kevin Lynn at klynn@willcountyllinois.com. Please submit all questions in writing by **August 22, 2023.**

Program Objectives

We would like a Multi-card which will cover purchases made by different departments throughout the county, as well as fleet services and travel expenses. We would like to streamline the process to minimize the cost of reviewing bills in addition to providing closer tracking of expenditures. We would like all of our departments to have cards. We would like the department manager to have authority over each department's cards. We would like spending controls such as transaction and volume limits.

Issuer Background

Please provide us with an overview and brief history of your company. Include in this:

- Financial Condition
- Experience in the commercial card industry
- Position and differentiation within the commercial card industry versus other issuers
- Organizational structure, including the position of the commercial card, organization within its parent organization and the organizational structure of the commercial card organization.
- Summary of why you should be chosen over other service providers.
- Technical Support staff available in-house.
- Microsoft Dynamics 365 interface or willing to assist in ability to integrate spend information into D365.

Program Structure

- Additions/ deletion/ changes to cardholders available to Administration at the County's discretion.
- Billing would be set up monthly via statement to individual cardholders free of charge, or online.
- Spending limit restrictions by cardholder, location, department, or County level.
- The card program should have the ability to download transaction data into the County's general ledger system (Microsoft Dynamics 365 based)
- Must be able to provide adequate reporting to Administrator to allow internal audit needs to be met.

Electronic Card Program Management

Will County current program has over 200 card holders. These users require the ability to access the Internet to review charges. The program must contain security measures to ensure that charges are authorized and properly charged to each department's budget.

- Technology proposed – Describe how it will interface with our Microsoft Dynamics 365 Financial System.
- What assistance can we expect from your IT staff to get interface tested and working?
- Describe all costs associated with the use of the card program management system.
- Application and technology support- Describe your support offering, include hours of operation, service level commitment and skills maintained by service organization.

Spending and Fraud Control

Outline what precautions and controls you support to minimize fraudulent card usage by internal and external parties.

Outline process for handling fraudulent transactions detailing what County needs to do to assist.

Describe how you maintain the appropriate level of control on spending within the organization?

Detail your ability to support the following requirements:

- Maximum transaction size
- Number of transactions in a day, week, month
- Transaction dollar amount in a day, week, month
- Monthly credit limits
- Total balance (high credit limit)
- Merchant Category Blocking.
- Screen transaction activity for fraud patterns
- Provide statistics on fraud associated with your card program.
- Describe your fraud insurance? List the stipulations and fees.
- Card limits
- Cash advance blocking
- Specific supplier blocking
- County code blocking

Paper Reports

Provide information on your available paper reports.

Provide a sample of applicable reports and statements.

Describe online report system available.

Data Capture

- Provide your capabilities to capture level I, II, and III data, whereby level III is the highest level of capture.
- Describe 1099/1057 reports.
- Describe capability to provide 1099/1057/1099K tax identification numbers?

Corporate and Card Services

Provide an overview of Customer service highlighting:

- Hours of operation
- Servicing standards
- Channels of communication available
- Technical support
- Training and support including implementation.
- Post implementation review
- Ongoing support and administration
- Ongoing program improvement
- Training materials including manuals and tools.

Fees and Charges to be fill out on Proposal Form

| Description of Service |
|--|
| Annual Cost of Card |
| Per transaction fee |
| Cost of implementing Program |
| Cost of Pilot Program (if applicable) |
| Electronic Delivery Capability- statements, reports and costs associated with this |
| Reporting Standard |
| Reporting Customized |
| Reporting electronic |
| Consulting- cost associated with necessary business or technical consulting |
| IT software and hardware costs- Including annual maint. License and upgrade fees |
| Cost of unique card design and production (logo etc.) |
| Penalty costs for failure to achieve dollar thresholds on annual basis |
| Any other fees/ charges not previously mentioned that may apply to this program |
| Technical support (In-house) |

Billing /Payment/ Liability

Describe the following:

- billing options
- billing cycles available
- payment terms
- billing terms
- calculation of balances and late fees

Merchant Acceptance

State brand of card offered.
State acceptance nationwide.

Business Incentives

Describe your rebate schedule and incentives.

Advanced Purchasing Capabilities

Describe any additional advanced capabilities your card may have.

Tax Tracking and Recovery

Describe your tax tracking capabilities.

Custom Card Stock

Describe your custom cards and charges.

Implementation

Please present a complete description of your implementation process
Give a description of the various implementation tasks for each party participating.
Give a detailed implementation timeline that meets the requirements laid out in RFP.

References

Please provide 3 references from Governmental organizations that are similar to size and structure of Will County.

PRIME CONTRACTOR CERTIFICATION

The undersigned hereby certifies that _____

Name of Contractor

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 Contractor

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 proposal-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 non-collusive 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.

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.

NAME _____ F.E.I.N. # _____

CITY _____ STATE _____ ZIP _____ Please check one:

CONTACT _____ Minority Vendor yes no

PHONE _____ FAX _____ EMAIL _____

Agency Name and Delivery Address: **WILL COUNTY OFFICE BUILDING
302 N CHICAGO ST., JOLIET, IL. 60432**

For additional Information contact: **KEVIN LYNN, PURCHASING klynn@willcountyillinois.com**

| Description of Service | Fees |
|---|------|
| Annual Cost of Card | |
| Per transaction fee | |
| Cost of implementing Program | |
| Cost of additions/ deletions/ changes to cardholders | |
| Electronic Delivery Capability- statements, reports and costs associated with this | |
| Reporting Standard | |
| Reporting Customized | |
| Reporting electronic | |
| Consulting- cost associated with necessary business or technical consulting | |
| IT software and hardware costs- Including annual maint. License and upgrade fees | |
| Cost of unique card design and production (logo etc.) | |
| Penalty costs for failure to achieve dollar thresholds on annual basis | |
| Costs associated with fewer cards issued and higher dollar amounts Or larger number of cards with lower dollar amounts | |
| Any other fees/ charges not previously mention that may apply to this program | |
| Technical support (In-house) | |
| | |

Signed By: _____ Title: _____
(Representative of Company/ Firm)

Approved by: _____ Title: _____

The Bidder proposes to provide the products and/or services in accordance with the specifications attached herein.

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT _____

PHONE _____ FAX _____

Please check one:

Minority Vendor yes no

FEIN # _____

**Agency Name and
Delivery Address:**

**WILL COUNTY OFFICE BUILDING
302 N CHICAGO ST., JOLIET, IL. 60432**

**For additional
Information contact:**

KEVIN LYNN, PURCHASING klynn@willcountyllinois.com

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

No. _____, dated _____, signed _____

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No. _____, dated _____, signed _____

LATE BIDS CANNOT BE ACCEPTED!

| | |
|---|----------------------------------|
| From: | |
| <u>SEALED BID DOCUMENT</u> | |
| BID #: | 2023-87 |
| DUE DATE: | 8/29/23 |
| DUE: | 12:00 P.M. |
| DESCRIPTION: | Procurement Card Services |
| 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 ENVELOPE OF YOUR SEALED BID TO HELP ENSURE PROPER DELIVERY!

LATE BIDS CANNOT BE ACCEPTED!