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| **REQUEST FOR** |

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| for the following item(s) or service are sought:  Township is seeking a building and real property to provide space for the Offices of the Township Supervisor and Township Assessor |
| Requesting Department:  City of Champaign Township Office  Real Estate Acquisition  Attention: Andrew Quarnstrom  603 S. Randolph Street    (217) 403-6121 |
| Date of Request:  RFP will be available October 16, 2015 |
| **The original plus**  **of your proposal(s) MUST be submitted to the Requesting Department at or before the date and time specified below to receive full consideration:**  **PROPOSAL DUE DATE:** **October 30, 2015**  **PROPOSAL DUE TIME:** **3:00 p.m. PREVAILING TIME** |
| All proposals submitted in response to this Request shall be irrevocable for a period of  days after the Proposal due date and may not be withdrawn by the Seller during this period. After such time has elapsed, the Seller may withdraw the proposal if it has not been selected prior to the request to withdraw. Such withdrawal shall be requested in writing. |

**The Township reserves the right to waive technicalities or to accept or reject any proposal or combination of proposals based upon the Township’s determination of its best interest.SECTION 1. INTRODUCTION**

**1.1 Standard Terminology**

The term “Township” refers to the Town of the City of Champaign Township. A prospective Contracting Agency will be referred to as the “Seller”. “Proposal” shall refer to all proposals, quotes, and/or qualifications submitted in response to this Request.

**1.2** **Seller Questions**

ALL questions pertaining to this Request (RFP or RFQ) must be submitted in writing either via e-mail, personal delivery, FAX or e-mail at least five (5) business days prior to the deadline for submission to:

Andrew J. Quarnstrom

Township Supervisor

603 S. Randolph

Facsimile:217-403-6125

Email:andy.cctownship@ci.champaign.il.us

Sellers are prohibited from contacting staff of the Township regarding this Request except as specifically set forth herein. Failure to comply with this provision may result in rejection of any or all proposals. Sellers are advised to confirm receipt of any question submitted electronically.

**1.3 General Instructions**

1. All proposals should follow the format described in this Section and in “Content and Format” Section of this Request. Seller shall provide information requested by this Request in a direct and concise manner. Responses shall refer directly to section numbers in this Request and meet or exceed the requirements as described.
2. The requirements stated herein are mandatory unless stated otherwise. It should be understood that failure to respond to a specific requirement may be the basis for eliminating a Seller from consideration during comparative evaluation of proposals.
3. The Township reserves the right to accept or reject any or all proposals, or portions thereof.
4. When a package proposal is made for a package price, the package price shall be taken to include all items referenced in the package.
5. The Seller may submit multiple proposals involving various methods of meeting proposal objectives. However, each submitted proposal shall be complete in every respect and marked as Proposal No. 1, No. 2, etc. on the cover page.
6. Subsequent to receipt of proposals, the Township or its authorized representative may require the Seller to make oral presentations or to respond to telephone calls or clarify its Proposal.
7. Section and subsection numbering should be in a consistent format using the numbers indicated in the “Content and Format” section of the Request and beginning each section on a new page.

**1.4 Content and Format**

An original plus the required number of copies of the proposal shall be submitted along with all the required documentation. The original and copies of the proposal shall be packaged separately and securely bound and sealed. Each shall show the name and address of the Seller submitting the proposal on the front cover.

Proposals should include the following in the order listed. Each section should be labeled.

Section 1. **Seller Information**:

1. Name, address, phone number, email and fax (if any) of the Seller.
2. Name of the contact person for the Seller.

Section 2. **Acknowledgments:**

Acknowledgment of any response to questions or addenda sent by the Township.

Section 3. **Proposal Information:**

1. Address each and every requirement listed in the Specifications by providing:
2. An overview of the proposal
3. Detailed technical response
4. Detailed costs
5. Proposal Form(s) if provided by the Township.

Section 4. **Contract Documents:**

The selected Seller shall execute and submit a signed original contract with the Township in the form provided. Any suggested modifications shall be detailed in a separate submittal entitled “Suggested Modifications”. No suggested modifications to the agreement shall be effective or binding unless and until accepted by the Township in a written agreement.

The Proposal, including the executed contract and any suggested modifications, shall constitute an offer to sell real property to the Township on the terms proposed.

The person or persons signing on behalf of the selected Seller must be authorized by said Seller to sign such a contract. If the person signing for the Seller is not a corporate officer in the case of a corporation, a partner in the case of a partnership, or a member in the case of an LLC, then the Seller shall provide documentation of that person’s authority to execute the contract on behalf of the Seller. Acceptable documentation of said authority shall include a resolution adopted by the board of the business entity in question or bylaws of that entity granting said authority, or a cover letter signed by a corporate officer, a partner or a member as the case may be, granting said authority.

A full and valid complement of all standard Seller warranties should be included. The contract documents shall incorporate all requirements required in this Request and all elements of the Seller’s proposal. In the event of a conflict between the requirements of this Request or the Seller’s Proposal, the Request requirements shall govern.

Section 5. **Additional Contract Documents:**

The Seller shall submit the following additional documents with the Proposal:

1. Disclosure Affidavit (attached to this RFP)

**1.5 Evaluation Criteria**

The Township will conduct an evaluation of the proposal(s) submitted. The evaluation will be based on at least the following criteria; however, not necessarily in the order provided or with equal weight given to each criterion.

The Seller will be evaluated based on:

1. Compliance with the Request requirements;
2. Cost of the real property, including costs necessary to bring the property into compliance with applicable building regulations and required to make the property suitable for the use of the Township; and
3. The suitability of the property for its intended purpose.
4. The location of the property in terms of service provision.

**1.6 Public Records and Requests for Confidential Treatment**

Proposals become the property of the Township and, along with late submissions, will not be returned to the proposing party. 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 Township treat certain information as exempt.

A request for confidential treatment will not supersede the Township’s legal obligations under FOIA. The Township will not honor requests to exempt entire proposals, and it shall be your responsibility as the proposing party to show the specific grounds under FOIA or other law or rule that support exempt treatment. Regardless of the application of any exemptions pursuant to FOIA or other law or rule, the Township shall disclose the successful proposer’s name, the substance of the proposal, and the price.

If you request exempt treatment of a portion(s) of your proposal, you must submit an additional copy of your proposal with such exempt information deleted. This copy must state the general nature of the material redacted and shall retain as much of the proposal as possible. You, the proposing party, shall be responsible for any costs associated with the Township’s defense of your request for exempt treatment. Further, you agree to allow the Township to facilitate evaluation, or to respond to requests for public records. Additionally, you warrant that the copy or duplication of your proposal pursuant to a request for public records will not violate the rights of any third party.

**1.7 Proprietary Information**

Any restrictions on the use of information contained within a proposal shall be clearly stated as such within the proposal. The Township will only be able to comply with a request for confidentiality to the extent allowed by law.

**1.8** **Prevailing Wage Rates**

If this project involves a Public Work, the Seller shall fully comply with all requirements of the Illinois Prevailing Wage Act (820 ILCS 130/1 et seq.).

**1.9 Acceptance of Proposal Content**

The contents of the proposal or parts thereof selected by the Township will be incorporated into the final Contract Documents to the extent they comply with this Request.

**1.10 Cost of the Seller to Respond to Request**

The Township is not responsible for any cost incurred by a Seller in the process of responding to this Request or for any pre-contract costs incurred by any Seller participating in the selection process.

**1.12** **Public Advertising**

The Seller is specifically denied the right to use the name of the Town of the City of Champaign Township for public advertising or reference in any form or medium without the express written permission of the Town of the City of Champaign Township.

**1.13 Termination**

The Township reserves the right to terminate the selection process at any time, to reject any or all proposals and to award the contract which is in the best interest of the Town of the City of Champaign Township.