



University of Illinois at Chicago

REQUEST FOR INFORMATION

RFI: 080113DC

Real Estate Property Lease

Division of Specialized Care for Children

August 1, 2013

Higher Education Procurement Bulletin www.procure.statuniv.state.il.us

Proposal Due date and time: All responses must be received by 4:00 p.m. (Central Standard Time) September 2, 2013.

Location: University Office of Capital Programs & Real Estate Services
807 S. Wright Street, Suite 340
Champaign, Illinois 61820

Questions regarding this RFI should be directed by e-mail only to:

Dan Crawmer, Associate Director of Real Estate Services: dancraw@uillinois.edu

The University requires that proposals are submitted only by principal property owners or contracted owner's representatives who exclusively represent the property.

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1. Introduction

The Board of Trustees of the University of Illinois is soliciting information from qualified Respondents regarding the availability of leased space for the Division of Specialized Care for Children. The University of Illinois is one of the world's premier Universities renowned for its innovative and life changing research, with an outstanding and accomplished faculty, diverse and talented students and preeminent undergraduate and graduate programs. The University of Illinois educates over 70,000 students at its campuses in Chicago, Springfield and Urbana-Champaign.

2. Tenant description

The University of Illinois at Chicago – Division of Specialized Care for Children (DSCC) is the Illinois Title V agency that provides care coordination for families and children with special health care needs. DSCC helps children with disabilities, and those who have conditions which may lead to disabilities, grow and develop to the full extent of their abilities. DSCC's mission focuses on public service, education and research as a basis to provide, promote and coordinate family-centered, community-based, culturally competent care for eligible children with special health care needs in Illinois.

Over 16,000 families in all 102 counties in the State of Illinois annually receive services from DSCC. Services are coordinated by a network of professional staff located in 13 regional offices throughout the state. The regional offices receive administrative support through a central office located in Springfield. The fiscal operations as well as informational technology and other support services are managed in the central office.

3. The Requirements

3.1 Type of property to be leased:

The space shall be professional office space of class B or better.

3.2 Proposed use of the property:

The property will house the Division of Specialized Care for Children an affiliated organization of the University of Illinois at Chicago.

3.3 Lease description and terms:

3.3.1 Term: 3 years beginning January 1, 2014 with one 3 year option to University

3.3.2 Proposed lease: The lease rate shall include all tenant costs, including, but not limited to, janitorial service, janitorial supplies, any CAM charges, maintenance,

repairs, and other services. Utilities may be a separate charge if building is separately metered. Where separate, an estimate of utilities shall be provided. If the proposed space has more square feet than what is requested, then rental rates shall be based on the requested square feet. In order to provide a fair means of comparison, list the remaining balance of space 'available at no cost to Lessee/Tenant. All cost to tenant must be fully disclosed.

- 3.3.3 Tenant Improvements: All improvements to the Demised Premises and common areas shall be provided by the Lessor, at the Lessor's expense.

3.4 General description and location

The rentable area shall be between 8,000 and 10,000 square feet located on one or more adjacent floors in a highly visible and accessible professional office setting and along the Route 355 corridor (south of the intersection of Irving Park Road and Route 355 and north of the intersection of Route 88 and Route 355.)

3.5 Specific space requirements:

See attached Space Exhibit A for breakdown of space allocations

3.6 General space requirements

- 3.6.1 Contiguity of Space: Tenant Agency prefers that all office space be located on one floor; multiple adjacent floors will be considered provided all spaces are accessible to the disabled and meet ADA requirements.
- 3.6.2 Restrooms: All restrooms are to be fully equipped for all anticipated users including restroom supplies. If the proposed space occupies more than one floor, the configuration of the restrooms must include a set of restrooms convenient for use by the visitors and staff on each floor. The number of stalls per restroom set should be proportionate to the number of employees anticipated to occupy each floor. Proposals MUST include restroom sizes for each floor. All restrooms must be ADA compliant and meet current city and/or local codes.
- 3.6.3 Water Fountain: It is highly desirable that one (1) water fountain, which is ADA accessible, located in a public area for use by clients, visitors and staff.
- 3.6.4 Ceiling Height: All leased space shall have a minimum of eight feet (8') from floor to ceiling. Any exceptions must be noted in the bid proposal documents.

- 3.6.5 Sound Insulation: All walls must be properly insulated with sound batting to ensure privacy and confidentiality.
- 3.6.6 Doors: All private office and conference room doors must be solid core.
- 3.6.7 Finishes: The proposal must include a description of the finishes including trim, paint, floor coverings, window coverings, etc. if there is to be tenant improvements.
- 3.6.8 Lessor agrees to paint the walls of the Demised Premises every three (3) years with at least one (1) coat of paint at Lessor's expense.
- 3.6.9 Lessor agrees to repair/replace carpet that is worn or becomes hazardous. At a minimum, Lessor will arrange for the carpet cleaning/shampoo annually. Spot cleaning will be performed as needed throughout the year.
- 3.6.10 HVAC: The HVAC system shall be designed with an adequate capacity to maintain the space to 72' F in the winter and 74' F in the summer during occupied times; shall be set to no less than 67' F in winter or more than 79' F in summer during unoccupied times.
- 3.6.11 Parking and Outside/Exterior Areas: A statement of the availability of 40 parking spaces (including five spaces for overnight parking and two ADA spaces) is required. Indicate on a parking lot drawing, the location of the parking lot(s) in relation to the proposed office space. All parking spaces are to be on a hard surface (concrete or asphalt).
- 3.6.12 Security: Lighting shall be sufficient in and around exterior parking areas, vehicle driveways, pedestrian walkways, and the building perimeter description of the security arrangements for the Demised Premises shall include provisions for prevention of unauthorized entry into the work areas and controlled access during non-working hours and MUST be included in the proposal.
- 3.6.13 Space must be linked or capacity to be connected at owners cost to the UIC voice and data systems.

3.7 Purchase Option

The Illinois Procurement Code (30 ILCS 500/40-30) requires that any initial leases of all space in an entire freestanding building shall include an option to purchase exercisable by the State. If this applies you are required to submit information regarding such an option.

4. General Conditions and Instructions

This RFI will be conducted in accordance with the Procurement Rules of the Chief Procurement Officer for Public Institutions of Higher Education, which has been adopted pursuant the Illinois Procurement Code (30 ILCS 500).

This RFI and any Addendums will be posted on the Illinois Higher Education Procurement Bulletin website. All interested landlords are encouraged to respond.

<http://www.procure.stateuniv.state.il.us>

4.1 Contents of Informational packet

Please submit two (2) identical information packages and one (1) PDF version by e-mail as designated below, to be reviewed by members of the evaluation committee. The information packet should address the requirements above. Additionally the packet shall contain:

- 4.1.1 The name, address, telephone e-mail address and primary contact person of the company.
- 4.1.2 A one page executive summary
- 4.1.3 A response to Section 3 Requirements
- 4.1.4 Appendix 1 – Disclosures and Conflicts of Interest
- 4.1.5 Appendix 2-Board of Elections Certification, Secretary of State registration and IDHR vendor number
- 4.1.6 Appendix 3- State Certifications and signature
- 4.1.7 Appendix 4 –Real Estate Lease Form Disclosure Statement
- 4.1.8 Appendix 5- Eight (8) photographs of property and space

4.2 Privacy

Respondent acknowledges that the University of Illinois is subject to the Illinois Freedom of Information act (5 ILCS 140/1). Information provided to the University as a part of this RFI may be subject to requests for access received from third parties under the provisions of the Act. The Respondent is hereby advised that any part of this RFI or any other material marked confidential, proprietary or trade secret, can only be protected to the extent permitted by Illinois Statutes.

4.3 Clarifications and Questions

General questions regarding the services for which information is being sought should be directed by e-mail only to:

Dan Crawmer, Associate Director of Real Estate at dancraw@uillinois.edu

Questions regarding package submittal or the Higher Education Bulletin posting shall be directed to:

Mary White, University Office of Capital Programs and Real Estate Services at

mwhite9@uillinois.edu

4.4 Time table

August 1, 2013: Request for Information posted to Higher Education Procurement Bulletin

August 16, 2013: Last date to request for clarifications and questions will be accepted by e-mail.

September 2, 2013: RFI submittal deadline 4:00p.m. CST

4.5 Response submission

Participant responses to this RFI must be received by the University of Illinois Office for Capital Programs and Real estate Services by 4:00 p.m. September 2, 2013.

Responses shall be addressed to:

Mary White
University Office of Capital Programs & Real Estate Services
807 S. Wright St., Suite 340
Champaign, IL 61820

A complete PDF electronic version shall be sent to dancraw@uillinois.edu

4.6 Criteria for award

The award of this contract will be made to the lowest responsible proposer, considering location, rent, total cost including utilities and any common area maintenance, coat of any tenant improvements, parking, access to public transportation, features offered, incentives, terms, responsibility and capability of proposer, availability of funds and other relevant factors, provided the proposer meets the specifications and requirements of the RFI.

4.7 Negotiations

The University may enter into discussions with respondents to the RFI for the purpose of clarifying university needs and the information supplied by the respondent. On the basis of the information supplied and discussions, if any, negotiations shall be entered into with one or more qualified respondents for the purpose of securing a lease that is in the best interest of the University. Respondents acknowledge that additional approvals and review may be required for any award by the Illinois Policy and Procurement Board or the University of Illinois Board of Trustees.

4.8 Certifications and disclosures

In order for the University to accept a proposal to this RFI the documents and forms attached as Appendix 1-4 must be completed. Additional information regarding these disclosures and additional forms can be located at: www.uocpres.uillinois.edu

Exhibit A – Approximate Space Needs

A total space of between 8,000 and 10,000 sq. ft. excluding restrooms and common areas but including:

- 1 large office averaging 175 sq. ft.
- 5 small offices averaging 120 sq. ft.
- Large conference room of approximately 650 sq. ft
- Open office area approximately 1,000 sq. ft
- Storage area approximately 300 sq ft
- Secure data room approximately 275 sq. ft.
- Kitchen area approximately 150 sq. ft.
- Copier , work space, reception, clerical areas
- Circulation

Appendix 1

FINANCIAL DISCLOSURES AND POTENTIAL CONFLICTS OF INTEREST

Effective July 1, 2010

Instructions: Vendor shall disclose financial interests, potential conflicts of interest and contract information identified in Sections 1, 2 and 3 below as a condition of receiving an award or contract (30 ILCS 500/50-13 and 50-35). Failure to fully disclose shall render the contract, bid, proposal, subcontract, or relationship voidable by the chief procurement officer if s/he deems it in the best interest of the State of Illinois and may be cause for barring from future contracts, bids, proposals, subcontracts, or relationships with the State.

- There are five sections to this form and each must be completed to meet full disclosure requirements.
- Note: The requested disclosures are a continuing obligation and must be promptly supplemented for accuracy throughout the process and throughout the term of the resultant contract if the bid/offer is awarded. As required by 30 ILCS 500/50-2, for multi-year contracts vendors must submit these disclosures on an annual basis.

A publicly traded entity may submit its 10K disclosure in satisfaction of the disclosure requirements set forth in Section 1 below. HOWEVER, if a vendor submits a 10K, they must still must complete Sections 2, 3, 4 and 5 and submit the disclosure form.

If the Vendor is a wholly owned subsidiary of a parent organization, separate disclosures must be made by the Vendor and the parent. For purposes of this form, a parent organization is any entity that owns 100% of the Vendor.

This disclosure information is submitted on behalf of (show official name of Vendor, and if applicable, D/B/A and parent):

Name of Vendor: _____

D/B/A (if used): _____

Name of any Parent Organization: _____

Section 1: Section 50-35 Disclosure of Financial Interest in the Vendor. (All Vendors must complete this section)

Vendors must complete subsection A, B or C below. Please read the following subsections and complete the information requested.

Note to reviewer:

- 1. Either A, B or C must be completed by the vendor.*
 - a. If A is completed, a copy of a SEC 10K disclosure must be provided. Vendor may provide a web link to a copy of the 10K.*
 - b. If B is completed, a list of owners with shares in excess of 5% and information identified in financial and conflict of interest disclosure requirements set forth in subsections [50-35 a and b](#) of the Illinois Procurement Code.*
 - c. If C is completed:*
 - i. Questions C.1 through C.6 must be completed and provided for each individual that meets the criteria.*
 - ii. Sub-Section 2.1 must be completed for each individual identified in C.6.*

A. If vendor is a Publicly traded corporation subject to SEC reporting requirements

Vendor shall submit their 10K disclosure (include proxy if referenced in 10k) in satisfaction of the financial and conflict of interest disclosure requirements set forth in subsections 50-35 (a) and (b) of the Procurement Code. The SEC 20f or 40f, supplemented with the names of those owning in excess of 5% and up to the ownership percentages disclosed in those submissions, may be accepted as being substantially equivalent to 10K.

Check here if submitting a 10k , 20f , or 40f .

Proceed to Section 2.

OR

B. If vendor is a privately held corporation with more than 400 shareholders

These Vendors may submit the information identified in 17 CFR 229.401 and list the names of any person or entity holding any ownership share in excess of 5% in satisfaction of the financial and conflict of interest disclosure requirements set forth in subsections 50-35 a and b of the Illinois Procurement Code.

Proceed to Section 2.

OR

C. If Vendor is an individual, sole proprietorship, partnership or any other not qualified to use subsections A or B above, complete items 1 through 6 below.

For **each individual** having any of the following financial interests in the Vendor (or its parent), please mark each that apply and show the applicable name and address. Use a separate form for each individual.

1. Do you have an ownership share of greater than 5% of the offering entity or parent entity?

Yes No

2. Do you have an ownership share of less than 5%, but which has a value greater than \$106,447.20?

Yes No

3. Do you receive more than \$106,447.20 of the offering entity's or parent entity's distributive income? (Note: Distributive income is, for these purposes, any type of distribution of profits. An annual salary is not distributive income.)

Yes No

4. Do you receive greater than 5% of the offering entity's or parent entity's total distributive income, but which is less than \$106,447.20?

Yes No

5. If you responded yes to any of questions 1 – 4 above, please provide either the percentage or dollar amount of your ownership or distributive share of income: _____. For partnerships with more than 50 partners, the percentage share of ownership of each individual identified above may be shown in the following ranges (dollar value fields must also be completed when applicable):

0.5% or less _____ >0.5 to 1.0% _____ >1.0 to 2.0% _____ >2.0 to 3.0 % _____ > 3.0 to 4.0% _____ %

>4.0 to 5.0% _____ and in additional 1% increments as appropriate _____ %

6. If you responded yes to any of the questions 1-4 above, please check the appropriate type of ownership/distributable income share:

Sole Proprietorship

Stock

Partnership

Other (explain) _____

Name: _____

Address: _____

Proceed to Section 2.

Section 2: Conflicts of Interest *(all Vendors must complete this section)*

Sub-Section 2.1: Section 50-35 Conflicts of Interest

In relation to individuals identified above, indicate whether any of the following potential conflict of interest relationships apply. If "Yes," please describe each situation (label with appropriate letter) using the space at the end of this Section (attach additional pages as necessary). If no individual has been identified above, mark not applicable ("N/A") here _____.

Note to reviewer:

1. Unless N/A is in the line above, each item below must have a response.

2. This section must be completed for each individual identified in Section 1.

3. A 'Yes' response in this section:

a. Requires a description of the situation in the lines at the end of this section or as an attachment.

b. Requires review and determination by designated University personnel per [Conflict of Interest Procedure](#) prior to posting the award to the IPHEC Bulletin.

- A. State employment, currently or in the previous 3 years, including contractual employment of services directly with the individuals identified in Section 1 in their individual capacity unrelated to the Vendor's contract. Yes No
- B. State employment of spouse, father, mother, son, or daughter, including contractual employment for services in the previous 2 years. Yes No
- C. Elective status; the holding of elective office of the State of Illinois, the government of the United States, any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois currently or in the previous 3 years. Yes No
- D. Relationship to anyone holding elective office currently or in the previous 2 years; spouse, father, mother, son, or daughter. Yes No
- E. Appointive office; the holding of any appointive government office of the State of Illinois, the United States of America, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois, which office entitles the holder to compensation in excess of expenses incurred in the discharge of that office currently or in the previous 3 years. Yes No
- F. Relationship to anyone holding appointive office currently or in the previous 2 years; spouse, father, mother, son, or daughter. Yes No
- G. Employment, currently or in the previous 3 years, as or by any registered lobbyist of the State government. Yes No
- H. Relationship to anyone who is or was a registered lobbyist in the previous 2 years; spouse, father, mother, son, or daughter. Yes No
- I. Compensated employment, currently or in the previous 3 years, by any registered election or re-election committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections. Yes No

- J. Relationship to anyone; spouse, father, mother, son, or daughter; who is or was a compensated employee in the last 2 years of any registered election or reelection committee registered with the Secretary of State or any county clerk in the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections. Yes No
-
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Sub-Section 2.2: Section 50-13 Conflicts of Interest

Note to reviewer:

1. One of the boxes below must be checked.
2. A check in the Potential Conflict of Interest (second) box:
 - a. Requires a description of the situation in the lines at the end of this section or as an attachment.
 - b. Requires review and determination by designated University personnel per [Conflict of Interest Procedure](#) prior to posting the award to the IPHEC Bulletin.

- A. Prohibition. It is unlawful for any person holding an elective office in this State, holding a seat in the General Assembly, or appointed to or employed in any of the offices or agencies of State government and who receives compensation for such employment in excess of 60% of the salary of the Governor of the State of Illinois [\$106,447.20], or who is an officer or employee of the Capital Development Board or the Illinois Toll Highway Authority, or who is the spouse or minor child of any such person to have or acquire any contract, or any direct pecuniary interest in any contract therein, whether for stationery, printing, paper, or any services, materials, or supplies, that will be wholly or partially satisfied by the payment of funds appropriated by the General Assembly of the State of Illinois or in any contract of the Capital Development Board or the Illinois Toll Highway Authority.
- B. Interests. It is unlawful for any firm, partnership, association, or corporation, in which any person listed in subsection (A) is entitled to receive (i) more than 7 1/2% of the total distributable income or (ii) an amount in excess of the salary of the Governor [\$177,412.00], to have or acquire any such contract or direct pecuniary interest therein.
- C. Combined interests. It is unlawful for any firm, partnership, association, or corporation, in which any person listed in A above together with his or her spouse or minor children is entitled to receive (i) more than 15%, in the aggregate, of the total distributable income or (ii) an amount in excess of 2 times the salary of the Governor [\$354,824.00], to have or acquire any such contract or direct pecuniary interest therein.

For A, B and C above, check one:

- No Conflicts Of Interest
- Potential Conflict of Interest (If checked, name each conflicted individual, the nature of the conflict, and the name of the State agency that is associated directly or indirectly with the conflicted individual below, attach additional pages as necessary.)
-
-

Section 3: Section 50-35 (b-1) Representative Lobbyist/Other Agent (All Vendors must complete this section).

Is the vendor represented by or employ a lobbyist or other agent who is not identified under Sections 1 and 2 and who has communicated, is communicating, or may communicate with any State officer or employee concerning the bid, offer or contract?

Yes No

If yes, please identify each agent / lobbyist, including name and address..

Costs/Fees/Compensation/Reimbursements related to assistance to obtain contract (describe):

Vendor certifies that none of these costs will be billed to the State in the event of contract award. Vendor must file this information with the Secretary of State.

Section 4: Section 50-35 (b-2) Debarment/Legal Proceeding Disclosure (All Vendors must complete this section).

Note to reviewer:

1. *This section must be completed for each individual identified in Section 1.*
2. *A "Yes" or "No" response must be provided for each item in this section.*
3. *A "Yes" response in this section:*
 - a. *Requires a description of the situation in the lines at the end of this section or as an attachment.*
 - b. *Requires review and determination by UOCP&RES personnel per [Conflict of Interest Procedure](#) prior to posting the award to the IPHEC Bulletin.*

Each of the individuals identified in Section 1 must each identify any of the following that occurred within the previous 10 years:

Debarment from contracting with any governmental entity	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Professional licensure discipline	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Bankruptcies	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Adverse civil judgments and administrative findings	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Criminal felony convictions	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If any of the above is checked yes, please identify with descriptive information the nature of the debarment and legal proceeding. The State reserves the right to request more information, should the information need further clarification.

Section 5: Section 50-35 (h) Current and Pending Contracts (*All Vendors must complete this section*).

Note to reviewer:

1. A "Yes" or "No" response must be provided. One of the boxes below must be checked.
2. A 'Yes' response in this section:
 - a. Requires a list of pending or current contracts and corresponding information in the lines at the end of this section or as an attachment.
 - b. Requires the reviewer to verify that known pending or current contracts are included.

Does the vendor have any contracts pending contracts, bids, proposals or other ongoing procurement relationships with units of State of Illinois government?

Yes No

If yes, please identify each contract, pending contract, bid, proposal and other ongoing procurement relationship it has with units of State of Illinois government by showing agency name and other descriptive information such as bid number, project title, purchase order number or contract reference number.

By signing this form, Vendor certifies that the above information is accurate and complete:

Note to reviewer:

1. Each blank must be completed with the exception of FTIN for sole proprietors.
2. A signature must be provided.

Company name: _____

Address: _____

Telephone number: _____

FTIN: _____

(Do NOT provide Social Security number)

Project Name/#: _____

Signature: _____

Print

Date: _____

General Notes to reviewer:

1. This form must be completed as outlined or returned to the Vendor for editing and completion.
2. This form may not be submitted with Award to the IPHEC Bulletin unless completed in its entirety and signed.

Appendix 2

REGISTRATIONS

Pursuant to changes in the Illinois Procurement Code effective July 1, 2010, all vendors who wish to enter into State of Illinois public university contracts must:

- Show legal entity authorization to do business in Illinois by the Illinois Secretary of State
- Register with the Illinois State Board of Elections
- Hold a current Bidder Eligibility Number from the Illinois Department of Human Rights (IDHR)

AUTHORIZATION TO DO BUSINESS IN ILLINOIS

See http://www.cyberdriveillinois.com/departments/business_services/authbusiness.html for further information on requirements for registration.

Please complete the following information:

Name of Entity: _____

Legal Form of Entity: _____

FEIN: _____

STATE BOARD OF ELECTIONS

As a contractual requirement and in accordance with 30 ILCS 500/20-160, Vendor must certify that either:

Vendor is not required to register as a business entity with the State Board of Elections.

or

Vendor has registered as a business entity with the State Board of Elections and acknowledges a continuing duty to update the registration as required by the Act. **A copy of the official certificate of registration as issued by the State Board of Elections must be attached to Vendor's submission of contract documents.**

See <https://berep.elections.il.gov/login.aspx?ReturnUrl=%2fDefault.aspx> to determine if you must register.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS (IDHR) PUBLIC CONTRACTS NUMBER

If Vendor has employed fifteen (15) or more full-time employees at any time during the term of this contract, then Vendor must have a current Public Contract Number or have proof of having submitted a completed application. If IPHEC cannot confirm compliance, it will not be able to consider the Vendor's offer. Please complete the appropriate sections below.

Name of Company (and D/B/A): _____

DHR Public Contracts Number: _____

Date of Expiration: _____

(check if applicable) The number is not required as the company has employed 14 or less full-time employees during the 365-day period immediately preceding the renewal period.

See http://www.state.il.us/dhr/Programs/DHR_PBCT.htm to obtain an IDHR number, if required.

Appendix #3

CERTIFICATIONS

For purposes of the following “Certifications and Conflicts”:

- “Vendor” and “Contractor” are each defined to be “Landlord”, “Licensor” or “Owner”
- “Contract” is defined to be “Lease” or “License:

CERTIFICATIONS AND CONFLICTS

All subcontracts issued by Vendor under this Contract must include the Standard Qualifications, Certifications, Representations, and Disclosures Attachment.

If this is a multi-year contract, including the initial term and all optional renewals, Vendor shall reconfirm compliance with the following certifications by July 1 of each year that this contract remains in effect. All subcontractors shall reconfirm compliance with the Standard Qualifications, Certifications and Disclosure Attachment.

Vendor certifies it is under no legal prohibition on contracting with the State of Illinois, has no known conflicts of interest and further specifically certifies that:

1. Vendor, its employees and subcontractors will comply with applicable provisions of the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, the Americans with Disabilities Act (42 U.S.C. § 12101 et seq.) and applicable rules in performance under this Contract.
2. **This applies to individuals, sole proprietorships, partnerships and LLCs, but is not otherwise applicable.** Vendor is not in default on an educational loan (5 ILCS 385/3).
3. **This does not apply to contracts with the state universities.** Vendor (if an individual, sole proprietor, or partner) has informed the director of the Agency in writing if he/she was formerly employed by that agency and has received an early retirement incentive prior to 1993 under Section 14-108.3 or 16-133.3 of the Illinois Pension Code, 40 ILCS 5/14-108.3 and 40 ILCS 5/16-133.3, and acknowledges that contracts made without the appropriate filing with the Auditor General are not payable from the “contractual services” or other appropriation line items. Vendor has not received an early retirement incentive on or after 2002 under Section 14-108.3 or 16-133.3 of the Illinois Pension Code, 40 ILCS 5/14-108.3 and 40 ILCS 5/16-133.3, and acknowledges that contracts in violation of Section 15a of the State Finance Act are not payable from the “contractual services” or other appropriation line items (30 ILCS 105/15a).

4. **This applies to service contracts and is otherwise not applicable.** Vendor certifies (i) that it will offer to assume the collective bargaining obligations of the prior employer, including any existing collective bargaining agreement with the bargaining representative of any existing collective bargaining unit or units performing substantially similar work to the services covered by the contract subject to its bid or offer, and (ii) that it shall offer employment to all employees currently employed in any existing bargaining unit performing substantially similar work that will be performed under this contract (30 ILCS 500/25-80). This certification does not apply to heating and air-conditioning, plumbing and electrical service contracts.
5. Vendor has not been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois or any other State, nor has Vendor made an admission of guilt of such conduct that is a matter of record (30 ILCS 500/50-5).
6. If Vendor has been convicted of a felony, at least five years have passed after the date of completion of the sentence for such felony, unless no person held responsible by a prosecutor's office for the facts upon which the conviction was based continues to have any involvement with the business (30 ILCS 500/50-10).
7. If Vendor, or any officer, director, partner, or other managerial agent of Vendor, has been convicted of a felony under the Sarbanes-Oxley Act of 2002, or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953, at least five years have passed since the date of the conviction. Vendor further certifies that it is not barred from being awarded a contract and acknowledges that the State shall declare the Contract void if this certification is false (30 ILCS 500/50-10.5).
8. Vendor and its affiliates are not delinquent in the payment of any debt to the State (or if delinquent has entered into a deferred payment plan to pay the debt), and Vendor and its affiliates acknowledge the State may declare the Contract void if this certification is false (30 ILCS 500/50-11) or if Vendor or an affiliate later becomes delinquent and has not entered into a deferred payment plan to pay off the debt (30 ILCS 500/50-60).
9. Vendor and all affiliates shall collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with provisions of the Illinois Use Tax Act (30 ILCS 500/50-12) and acknowledges that failure to comply can result in the Contract being declared void.
10. Vendor certifies that it has not committed a willful or knowing violation of the Environmental Protection Act (relating to Civil Penalties under the Environmental Protection Act) within the last five years, and is therefore not barred from being awarded a contract. If the State later determines that this certification was falsely made by the Vendor, the Vendor acknowledges that the State may declare the Contract void (30 ILCS 500/50-14).
11. Vendor has not paid any money or valuable thing to induce any person to refrain from bidding on a State contract, nor has Vendor accepted any money or other valuable thing, or acted upon the promise of same, for not bidding on a State contract (30 ILCS 500/50-25).

12. Vendor is not in violation of the "Revolving Door" section of the Illinois Procurement Code (30 ILCS 500/50-30).
13. Vendor will report to the Illinois Attorney General and the Chief Procurement Officer any suspected collusion or other anti-competitive practice among any bidders, offerors, contractors, proposers or employees of the State (30 ILCS 500/50-40, 50-45, 50-50).
14. In accordance with the Steel Products Procurement Act, steel products used or supplied in the performance of a contract for public works shall be manufactured or produced in the United States, unless the executive head of the procuring agency grants an exception (30 ILCS 565).
15. If Vendor employs 25 or more employees and this Contract is worth more than \$5,000, Vendor certifies that it will provide a drug free workplace in accordance with the requirements of the Illinois Drug-Free Workplace Act (30ILCS 580).
16. If Vendor is an individual and this Contract is worth more than \$5,000, Vendor shall not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the performance of the Contract. (30 ILCS 580).
17. Neither Vendor nor any substantially owned affiliate is participating or shall participate in an international boycott in violation of the U.S. Export Administration Act of 1979 or the applicable regulations of the U.S. Department of Commerce. This certification applies to contracts that exceed \$10,000 (30 ILCS 582).
18. Vendor has not been convicted of the offense of bid rigging or bid rotating or any similar offense of any state or of the United States (720 ILCS 5/33 E-3, E-4).
19. Vendor certifies that it will comply with all applicable provisions of the Equal Opportunity Employment Clause at 44 Ill. Adm. Code 750, Appx. A, which forms a part of this Contract by reference. (775 ILCS 5/2-105).
20. Vendor does not pay dues to, or reimburse or subsidize payments by its employees for any dues or fees to any "discriminatory club" (775 ILCS 25/2).
21. Vendor complies with the State Prohibition of Goods from Forced Labor Act, and certifies that no foreign-made equipment, materials, or supplies furnished to the State under the Contract have been or will be produced in whole or in part by forced labor, or indentured labor under penal sanction (30 ILCS 583).

22. Vendor certifies that no foreign-made equipment, materials, or supplies furnished to the State under the Contract have been produced in whole or in part by the labor or any child under the age of 12 (30 ILCS 584).
23. Vendor certifies that it has not committed a willful or knowing violation of the Lead Poisoning Prevention Act (410 ILCS 45) and acknowledges that it is prohibited from doing business with the State until the violation is mitigated. (30 ILCS 500/50-14.5).
24. **This does not apply to contracts with the state universities.** Vendor warrants and certifies that it and, to the best of its knowledge, its subcontractors have and will comply with Executive Order No. 1 (2007). The Order generally prohibits vendors and subcontractors from hiring the then-serving Governor's family members to lobby procurement activities of the State, or any other unit of government in Illinois including local governments if that procurement may result in a contract valued at over \$25,000. The prohibition also applies to hiring for that same purpose any former State employee who had procurement authority at any time during the one-year period preceding the procurement lobbying activity.
25. **This applies to information technology contracts and is otherwise not applicable.** Vendor acknowledges that all information technology, including electronic information, software, systems and equipment, developed or provided under this Contract must be accessible to individuals with disabilities to the greatest extent possible, in accordance with the Illinois Information Technology Accessibility Act Standards published at www.dhs.state.il.us/iitaa (30 ILCS 587).
26. Vendor has disclosed if required, on forms provided by the State, and agrees it is under a continuing obligation to disclose to the State, financial or other interests (public or private, direct or indirect) that may be a potential conflict of interest or that would prohibit Vendor from having or continuing the Contract. This includes, but is not limited to conflicts under the "Infrastructure Task Force Fee Prohibition" section of the State Finance Act (30 ILCS 105/8.40), Article 50 of the Illinois Procurement Code (30 ILCS 500/50), or those which may conflict in any manner with the Vendor's obligation under this Contract. Vendor shall not employ any person with a conflict to perform under this Contract. If any elected or appointed State officer or employee, or the spouse or minor child of same has any ownership or financial interest in the Vendor or the Contract, Vendor certifies it has disclosed that information to the State if required, on forms provided by the State, and any waiver of the conflict has been issued in accordance with applicable law and rule. A waiver is required if:
- a) the person intending to contract with the State, his/her spouse or child: (i) holds an elective office in Illinois; (ii) holds a seat in the Illinois General Assembly; (iii) is an officer or employee of the Capital Development Board or the Illinois Toll Highway Authority; or holds an appointed position or is employed in any of the offices or agencies of the State government and who receives compensation for such employment in excess of 60% of the salary of the Governor (currently \$106,447.20). (The conflict of interest threshold of 60% of the Governor's salary set forth in Section 50-13 does not apply to elective office holders, legislators, and officers or employees of the Capital Development Board or the Illinois Toll Highway Authority.);

- b) the contract is with a firm, partnership, association or corporation in which a person referenced in a) above receives more than 7.5% of the total distributable income or an amount in excess of the salary of the Governor (currently \$177,412.00).
- c) the contract is with a firm, partnership, association or corporation in which a person referenced in b) above, together with their spouse or minor child, receives more than 15% in the aggregate of the total distributable income or an amount in excess of 2 times the salary of the Governor (currently \$354,824.00) from the firm, partnership, association or corporation.

27. Vendor (as “business entity” under 30 ILCS 500/50-37), certifies that it will not make a prohibited political contribution.

28. In accordance with 30 ILCS 500/20-160, Vendor certifies that either:

Vendor is not required to register as a business entity with the State Board of Elections.

or

Vendor has registered as a business entity with the State Board of Elections and acknowledges a continuing duty to update the registration as required by the Act. **A copy of the official certificate of registration as issued by the State Board of Elections is attached.**

29. Vendor will include these terms in any subcontract and acknowledges that the State may declare this Contract void without penalty or obligation to pay additional compensation if any certifications are false or if this Contract has been made in violation of the Procurement Code or any other law.

30. **Disclosure of Business in Iran:** You must respond to the following request for information. Failure to respond will disqualify your firm from consideration in this solicitation.

Within the 24 months before submission of the renewal offer the vendor, or any of its corporate parents or subsidiaries, has had business operations that involved contracts with or provision of supplies or services to

(a) the Government of Iran;

(b) companies in which the Government of Iran has any direct or indirect equity share;

(c) consortiums or projects commissioned by the Government of Iran; or

(d) companies involved in consortiums or projects commissioned by the Government of Iran;

AND

(1) more than 10% of the company's revenues produced in, or assets located in, Iran involve oil-related activities or mineral-extraction activities; less than 75% of the company's revenues produced in, or assets located in, Iran involve contracts with or provision of oil-related or mineral-extraction products or services to the Government of Iran or a project or consortium created exclusively by that government; and the company has failed to take substantial action;

OR

(2) the company has, on or after August 5, 1996, made an investment of \$20 million or more, or any combination of investments of at least \$10 million each that in the aggregate equals or exceeds \$20 million in any 12-month period, that directly or significantly contributes to the enhancement of Iran's ability to develop petroleum resources of Iran.

NO, the above information does NOT apply to our firm.

YES, the above information DOES apply to our firm. We understand that the participating University is required to notify the State Comptroller of this disclosure.

31. Illinois Department of Human Rights (DHR) Public Contracts Number: If Vendor has employed fifteen (15) or more full-time employees at any time during the term of this contract, then Vendor must have a current Public Contract Number or have proof of having submitted a completed application. If IPHEC cannot confirm compliance, it will not be able to consider the renewal offer. Please complete the appropriate sections below.

Name of Company (and D/B/A): _____

DHR Public Contracts Number: _____

Date of Expiration: _____

(check if applicable) The number is not required as the company has employed 14 or less full-time employees during the 365-day period immediately preceding the renewal period.

32. The Vendor acknowledges that this Contract may be voided if any of the certifications made herein by the Vendor are false.

33. In the event of a conflict between these contract certifications and a purchase order these contract certifications shall control.

34. **This applies only if procuring university receives Medicare or Medicaid funding.** Contractor certifies that neither it nor any of its employees or subcontractors who may provide services pursuant to this Contract is currently subject of an investigation or proceeding to exclude it as a

provider under Medicare or Medicaid or under any other federal or state health care program or under any third party insurance program, nor is it currently excluded or debarred from submitting claims to Medicare or Medicaid or to any other federal or state health care program or to any third party insurer. Contractor represents and warrants it has checked the U.S. General Service Administration's (GSA) Excluded Party Listing System (EPLS), which lists parties excluded from federal procurement and non-procurement programs. The EPLS website includes GSA/EPLS, the U.S. Department of Health and Human Services (HHS) Office of Inspector General's (OIG) List of Excluded Individuals/Entities (LEIE), and the Department of Treasury's (Treasury) Specially Designated Nationals (SDN) list. Contractor also represents and warrants it has checked the Illinois Department of Public Aid (IDPA) OIG Provider Sanctions list of individuals and entities excluded from state procurement with respect to Contractor's employees and agents. See the following websites: <http://epls.arnet.gov> and <http://www.state.il.us/agency/oig/search.asp> . University will terminate Contract without penalty to University if Contractor becomes excluded during life of this Contract.

35. The Contractor (and any Subcontractors) is required under 30 ILCS 500/20-65 to maintain, for a period of three (3) years after the later of the date of completion of this Contract or the date of final payment under the Contract, all books and records relating to the performance of the Contract and necessary to support amounts charged to the University under the Contract. The Contract and all books and records related to the Contract shall be available for review and audit by the University and the Illinois Auditor General. If this Contract is funded from contract/grant funds provided by the U.S. Government, the Contract, books, and records shall be available for review and audit by the Comptroller General of the U.S. and/or the Inspector General of the federal sponsoring agency. The Contractor agrees to cooperate fully with any audit and to provide full access to all relevant materials. Failure to maintain the required books and records shall establish a presumption in favor of the University for the recovery of any funds paid by the University under this Contract for which adequate books and records are not available.

36. Vendor acknowledges that the compensation to be paid pursuant to this Lease has been, and any changes therein will be, the result of arm's length negotiations between the parties, has not been determined in a manner that takes into account the volume or value of referrals or business otherwise generated between the parties (or any individuals or entities related to the parties), and is to the best knowledge of each party consistent with fair market terms for the rental premises to be provided pursuant to this Lease. Neither party to this Lease, nor any of their respective corporate affiliates, employees, or agents shall be required to make any referrals to the other.

Lessor

PRINT NAME

Signature

Date: _____

Appendix #4

This statement must be completed by Landlord

Disclosure of the following information is required by Illinois law 50 ILCS, 105/3.1 (from Ill. Rev. Stat. ch. 102, oar. 3.1) .This lease may be declared void by the State if information is not provided.

- I. State the name of each individual having a beneficial interest in the leasehold and each individual, who, together with his spouse or minor children has a beneficial interest in the leasehold. (Applies to individuals, partnerships, and/or corporations.) If no one individual owns more than 7 1/2% interest in such entity or if such corporation is publicly traded and there is no readily known individual having greater than 7 1/2% interest, then the requirements of this disclosure may be met by so stating below.

_____.

- II. For land trusts, state the name of every owner or beneficiary having an interest in the leasehold.

_____.

- III. Are any of the persons listed above elected or appointed officials, employees of the State or the spouse or minor child of same?

____ NO ____ YES If "YES", explain employment and/or relationship.

- IV. I, _____ state on oath or affirm that I am (title) _____ for/of (firm name) _____ and that the disclosure made above is true and correct to the best of my knowledge. I will provide any additional documentation requested by the State of Illinois. I further certify that Landlord has not bribed or attempted to bribe an officer or employee of the State of Illinois. I certify that the disclosure made above is correct to the best of my knowledge.

State of Illinois)

County of _____)

Signature

Date

Attestation (name/title)

Date

I, _____
_____ certify on _____
_____, 20____, _____
_____ personally appeared before me and swore
or affirmed that ___he___ signed this document as
_____ of _____
_____ and that the information
provided was true and correct.

Notary

Seal

Notary Public

Commission Expires _____