

May 18, 2020

ADDENDUM No. 7

FOR

REQUEST FOR PROPOSALS (RFP) FOR

**Target Market RFP for Landside (Non-Secure) Custodial Services at O'Hare International Airport
SPECIFICATION NO. 1187829**

For which Request for Proposals are due in the office of the Chief Procurement Officer, Department of Procurement Services, Bid & Bond Room 103, City Hall, 121 N. LaSalle Street, Chicago, IL 60602 at **4:00 p.m., Central Time on May 29, 2020.**

The following revisions and/or changes are incorporated into the above-referenced Specification (the "Contract Documents") as noted. All other provisions and requirements as originally set forth, except as amended by previous addenda, remain in full force and are binding. Any additional work required by this Addendum shall conform to the applicable provisions of the original Contract Documents.

**THE RESPONDENTS MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE COVER LETTER
SUBMITTED WITH THEIR PROPOSAL**

SECTION 1. NOTICE OF REVISIONS/CHANGES/CLARIFICATIONS

1.	<p>Section 1.E. "Deadline and Procedures for Submitting Proposals" is hereby deleted in its entirety and replaced with the following to change the paper submission process:</p> <ol style="list-style-type: none">1. Proposals are to be submitted electronically to the Department of Procurement on the date and prior to the time stated on the Cover Page of the Bid Documents, or any addendum issued by the City to change such Bid Opening Date. No bid will be accepted after the Bid Opening Date. The time of the receipt of the bid will be determined solely by the "Time of Quote" generated by the iSupplier system. <p>Preparing Proposals: Submit required Information by uploading as attachment(s) to the electronic bid submission in iSupplier.</p> <p>"iSupplier" refers to the City's eProcurement computer system for electronic bidding and providing Contractors with access to contract, ordering and payment information for their City contracts.</p> <p>iSupplier vendor portal registration is required. Allow three (3) business days to complete registration.</p> <ol style="list-style-type: none">2. Submit your Proposals to: http://www.cityofchicago.org/eProcurement <p>Combining multiple PDF attachments is strongly encouraged in order to minimize the number of uploaded attachments.</p>
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In order to be able to submit a proposal in eProcurement, Respondent must enter .01 in the "Quote Price / Unit Price" field. This is an e- procurement system requirement. Do not enter your proposed pricing in the "Quote Price / Unit Price" field.

Respondent must read Appendix I - eProcurement for more details regarding electronic access to RFP abstract and documents to be submitted electronically and uploaded as attachments to your proposed submission.

APPENDIX 1 ePROCUREMENT

This RFP is now an eProcurement RFP. Proposals are to be submitted through the City's "iSupplier" system, the City's eProcurement computer system for electronic proposal and providing Contractors with access to contract, ordering and payment information for their City contracts.

1. Obtaining the Proposal Documents

Respondents are solely responsible for obtaining all RFP Documents, including Clarifications and Addenda. Documents may be downloaded from the Department of Procurement Services ("DPS") website at the following URL:

<http://www.cityofchicago.org/eProcurement>

Click on "Current RFP/RFQs."

In order to receive notice of clarifications and addenda, Respondents must be registered for and log-in to iSupplier, search for the solicitation number, open the solicitation for review, and accept the disclaimer. This will sign Respondents up for notifications.

RFP Document Holders are listed on the Bid & Bond Room Opportunity Take Out List. The Opportunity Take Out List is public information and is posted to the DPS web site at www.cityofchicago.org/TOL. To find Opportunity Take Out lists, go to "Get Started Online" and search by the specification number.

2. Clarifications and Addenda

The City will send an email notification to Respondents who have indicated intent to respond to an RFP that an Addendum or Clarification has been issued. The Clarifications and Addenda incorporated into the electronic RFP document available at the following URL:

<https://www.cityofchicago.org/eProcurement>

Respondents that have indicated interest in an RFP will receive email notification that an Addendum or Clarification has been issued. There may be multiple Clarifications and Addenda. Failure to obtain Clarifications and/or Addenda, for whatever cause, will not relieve a Respondents from the obligation to respond according to and comply with any changed or additional terms and conditions contained in the Clarifications and Addenda.

Electronic acknowledgement of Clarifications and/or Addenda is mandatory to submit an electronic proposal. Any harm to the Respondents resulting from failure to obtain all necessary documents, for whatever cause, will not be valid grounds for a protest against award(s) made under this RFP solicitation.

	<p><u>3. Questions Regarding the RFP Documents</u></p> <p>All inquiries regarding the RFP Documents or procurement process may be directed to the Senior Procurement Specialist in iSupplier via online discussion.</p> <p>Respondents may only rely on written answers in a Clarification or in an Addendum duly issued by the Chief Procurement Officer. Respondents cannot rely on oral or informal responses; such answers will not be binding upon the City.</p> <p><u>4. Completion of the RFP Documents</u></p> <p>Each Respondent must submit documents per RFP Section II. Required Information: Scan and upload all forms and required information as attachments to the electronic proposal submission. Respondent may not change any of the RFP Documents. Any changes made by a Respondent to the Proposal Documents may result in rejection of the Proposal and will not be binding upon the City.</p> <p><u>5. Date, Time, and Place</u></p> <p>Proposals are to be submitted electronically to the Department of Procurement on the date and prior to the time stated above, or any addendum issued by the City to change such Proposal Due Date. No Proposal will be accepted after the Proposal Due Date. The time of the receipt of the Proposal will be determined solely by the "Time of Quote" generated by the iSupplier system.</p> <p><u>6. Technical Assistance</u></p> <p>If you required technical assistance go to https://www.cityofchicago.org/eProcurement click the "Help" tab.</p>
2.	<p>Solicitations converted to eProcurement: eProcurement 101 Workshops</p> <p>ePROCUREMENT 101: eProcurement applies digital technology to the acquisition of goods and services. The City has been phasing in this process, which has now become the standard solicitation method due to statewide shelter in place requirements. This class focuses on assisting prospective bidders and proposers with registering for an iSupplier account and submitting an online bid to the City of Chicago. This class is open to all interested in doing business with the City. Vendors who need to respond to an eProcurement solicitation in the near future as a result of a recent conversion from paper solicitations are encouraged to attend.</p> <p>This workshop is offered virtually (online) on 5/21 at 2:00 p.m. If you are interested in attending, please pre-register by emailing jezieel.cortes@cityofchicago.org with the subject line: eProcurement 101 24 hours in advance. You will be sent a link to the workshop.</p>

END OF ADDENDUM NO. 7

CITY OF CHICAGO
DEPARTMENT OF PROCUREMENT SERVICES

SHANNON E. ANDREWS
CHIEF PROCUREMENT OFFICER