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No.

2

Specification No. 949640A, Ground Transportation Services

APRIL 10, 2020

SPECIFICATION NO. 949640A

FOR

GROUND TRANSPORTATION SERVICES

This document contains:

I. Revisions to the Specification
II. Addendum No. 2 Receipt Acknowledgement

For which Bids are scheduled to be received no later than 11:00 a.m., Central Time April 23, 2020 pursuant to Addendum No. 1 advertised on March 20, 2020, in the Department of Procurement Services, Bid & Bond, Room 103, City Hall.

Required for use by:

CITY OF CHICAGO
Department of Cultural Affairs and Special Events

This Addendum is distributed by:

CITY OF CHICAGO
Department of Procurement Services

Bidder must acknowledge receipt of this Addendum No. 2 on the Bid Execution Page and should complete and return the attached Acknowledgment by email to Mauricio.Beltran@CityofChicago.org
Attn: Mauricio Beltran, Procurement Specialist
Phone: 312-744-8981

The information contained in this Addendum No. 2 is incorporated by reference into the original Specification issued on February 6, 2020

LORI E. LIGHTFOOT
MAYOR

SHANNON E. ANDREWS
CHIEF PROCUREMENT OFFICER
ADDENDUM NO. 2

FOR

GROUND TRANSPORTATION SERVICES

SPECIFICATION NO. 949640A

FOR WHICH BIDS WERE SCHEDULED TO BE OPENED IN THE BID & BOND ROOM 103, CITY HALL, CHICAGO, ILLINOIS 60602, BY 11:00 A.M., CENTRAL TIME ON APRIL 23, 2020.

The following revisions will be incorporated in the above-referenced Specification. All other provisions and requirements are as originally set forth remain in full force and are binding.

Bidders must acknowledge receipt of this addendum in the cover letter submitted with your Bid.

BIDDER SHOULD ACKNOWLEDGE RECEIPT OF THIS ADDENDUM # 2 ON THE BID EXECUTION PAGE (ARTICLE 12) AND SUBMIT WITH YOUR BID. FAILURE TO ACKNOWLEDGE ADDENDUM MAY BE GROUNDS FOR BID REJECTION

SECTION I: REVISIONS TO THE SPECIFICATION

Specification is hereby amended as follows:

Revision 1:

Article 1.16 Submission of Bids: Submission of Bids is hereby being deleted in its entirety and replaced with the following to change the paper submission process:

Article 1.16.1 Deadline and Procedure for Submitting Bids:

1. To be assured of consideration, Bids must be submitted electronically to the Department of Procurement Services no later than 11:00 A.M. Central Time on April 23, 2020. Bidder must submit all required information: Required Information by uploading as attachment(s) to the electronic BID submission in iSupplier.

Bidder must enter the Total Price in eProcurement where required.

"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.

iSupplier vendor portal registration is required. Allow three (3) business days to complete registration.

2. Submit your Bids to: http://www.cityofchicago.org/eProcurement

Combining multiple PDF attachments is strongly encouraged in order to minimize the number of uploaded attachments.

Bidder must read Appendix 1 eProcurement for more details regarding electronic access to BID abstract and documents to be submitted electronically and uploaded as attachments to your proposed submission.
APPENDIX 1

**ePROCUREMENT**

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

1. **Obtaining the Bid Documents**

Bidders are solely responsible for obtaining all Specification 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](http://www.cityofchicago.org/eProcurement)

Click on "Current Bids and Solicitation Opportunities"

In order to receive notice of clarifications and addenda, Bidders 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 Bidders up for notifications.

Specifications 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 Bidders who have indicated intent to respond to a Specification that an Addendum or Clarification has been issued. The Clarifications and Addenda incorporated into the electronic Specifications document are available at the following URL: [https://www.cityofchicago.org/eProcurement](https://www.cityofchicago.org/eProcurement)

Bidders that have indicated interest in a Specification 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 Bidder 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 Bid. Any harm to the Bidder 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 solicitation.

3. **Questions Regarding the Specification Documents**

All inquiries regarding the Specification Documents or procurement process may be directed to the Procurement Specialist in iSupplier via online discussion. Bidders may only rely on written answers in a Clarification or in an Addendum duly issued by the Chief Procurement Officer. Bidders cannot rely on oral or informal answers; such answers will not be binding upon the City.

4. **Completion of the Specification Documents**

Each Bidder must complete all of the forms required in the Specification. Scan and upload all forms and required information as attachments to the electronic Bid submission. Bidder may not change any of the Specification Documents. Any changes made by a Bidder to the Bid Documents may result in rejection of the Bid and will not be binding upon the City.

5. **Date, Time, and Place**

Bids 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 Bid Due Date. No Bid will be accepted after the Bid Due Date. The time of the receipt of the Bid will be determined solely by the “Time of Quote” generated by the iSupplier system.

6. **Technical Assistance**

If you required technical assistance go to [https://www.cityofchicago.org/eProcurement](https://www.cityofchicago.org/eProcurement) and click the "Help" tab.

*****END OF APPENDIX 1*****

Addendum No. 2, Specification No. 949640A, Ground Transportation Services, Department of Cultural Affairs and Special Events
**Article 1.16.2 Date, Time, and Place:**

Bids 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 Bid Due Date. No Bid will be accepted after the Bid Due Date. The time of the receipt of the Bid will be determined solely by the “Time of Quote” generated by the iSupplier system.

**Article 1.16.3 Bids Must Be Submitted Electronically Through the iSupplier System:**

All Bids must be submitted electronically through the iSupplier system. No paper solicitations will be accepted. Bid & Bond Room is closed and will not be accepting Bids.

**Article 1.16.4 Bidders Are Responsible for Bid Submission:**

Each Bidder is solely and completely responsible for submission of its Bid to the iSupplier system before the date and time established for the Bid opening. Any Bid that is not delivered on time, including Bids mistakenly delivered to other City offices, will not be accepted. The City is under no obligation to ensure that misdirected Bids are delivered to the iSupplier system prior to Bid opening.

**Article 1.16.5 Transparency Website; Trade Secrets:**

Consistent with the City's practice of making available all information submitted in answer to a public procurement, all bids, any information and documentation contained therein, any additional information or documentation submitted to the City as part of this solicitation, and any information or documentation presented to City as part of negotiation of a contract or other agreement may be made publicly available through the City’s Internet website.

However, Bidders may designate those portions of a Bid which contain trade secrets or other proprietary data (“Data”) which Bidder desires remain confidential.

To designate portions of a Bid as confidential, Bidder must:

A. Mark the cover page as follows: “This bid includes trade secrets or other proprietary data.”

B. Mark each sheet or Data to be restricted with the following legend: "Confidential: Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this bid.”

C. Provide a redacted copy of the entire bid or submission in .pdf format for posting on the City’s website. Bidder is responsible for properly and adequately redacting any Data which Bidder desires remain confidential. If entire pages or sections are removed, they must be represented by a page indicating that the page or section has been redacted. Failure to provide a redacted copy may result in the posting of an un-redacted copy.

D. Provide a written explanation of the basis under which each redacted item has been deemed confidential, making reference to the Illinois Freedom of Information Act (5 ILCS 140/1 et seq.). Indiscriminate labeling of material as "Confidential" may be grounds for deeming a bid as non-responsive.

All Bids submitted to the City are subject to the Freedom of Information Act. The City will make the final determination as to whether information, even if marked "confidential," will be disclosed pursuant to a request under the Freedom of Information Act, valid subpoena, or other legal requirement. Bidder agrees not to pursue any cause of action against the City with regard to disclosure of information.
Revision 2:

**Article 1.18 Bid Opening:** Bid Opening is hereby being deleted in its entirety and replaced with the following to change the paper submission process:

**Article 1.18.1 Bid Opening:**
Bids will be opened and read out publicly immediately after the deadline for the submission of Bids has passed and will be made available in a live streaming YouTube video referencing Specification 949640A. Announcement of the Bids and the apparent low Bidder will be made in a live streaming YouTube video and are neither final nor binding. All Bids and Bid Documents are subject to review by the Department of Procurement Services to determine the lowest responsive and responsible bidder and whether a contract will be awarded. Bid tabulations are public information and are posted on the City's website [www.cityofchicago.org/BidTab](http://www.cityofchicago.org/BidTab). URL is case sensitive. Select “Get Started Online“ and search by specification number.

CITY OF CHICAGO – DEPARTMENT OF PROCUREMENT SERVICES
SHANNON E. ANDREWS
CHIEF PROCUREMENT OFFICER
APRIL 10, 2020

ADDENDUM NO. 2

SPECIFICATION NO. 949640A

FOR

GROUND TRANSPORTATION SERVICES

Required by:

CITY OF CHICAGO
Department of Procurement Services

Consisting of Sections I, and II including this Acknowledgment.

II. ADDENDUM NO. 2 RECEIPT ACKNOWLEDGMENT

I hereby acknowledge receipt of Addendum No. 2 to the Specification named above and further state that I am authorized to execute this Acknowledgment on behalf of the company listed below.

_________________________________________  ________________
Signature of Authorized Individual           Title

_________________________________________  _________________________
Name of Authorized Individual (Type or Print) Company Name

_________________________________________
Business Telephone Number

Complete and Return this Acknowledgment by email to:  Mauricio.Beltran@cityofchicago.org
Attention: Mauricio Beltran, Procurement Specialist