



COUNTY OF McHENRY  
PURCHASING DEPARTMENT  
2200 N SEMINARY AVENUE  
WOODSTOCK, IL 60098



## RFP 21-4078 Laboratory Testing and Services and Testimony Services

The County of McHenry is looking for a qualified firm to provide Laboratory Testing and Services and Testimony Services when required, to County of McHenry as outlined within this document.

**Please See Full Specifications Below.**

Contact Information:

Geoffrey Bauernfeind, Procurement Specialist

E-mail: [purchasing@mchenrycountyil.gov](mailto:purchasing@mchenrycountyil.gov)

CC E-mail: [gwbauernfeind@mchenrycountyil.gov](mailto:gwbauernfeind@mchenrycountyil.gov)

Any communication regarding this Bid or Request between the date of issue and date of award is required to go through the Procurement Specialist listed (or the Purchasing Administrative Specialist). Unauthorized contact with other McHenry County staff or officers is strictly forbidden. **ELECTRONIC COMMUNICATIONS REQUIRED.**

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### SCHEDULE OF EVENTS

August 05, 2021	Bid or Request Available on County Website
August 12, 2021	Vendor Questions Submitted no later than 4:00 PM (CST) Submitted by E-Mail to <a href="mailto:purchasing@mchenrycountyil.gov">purchasing@mchenrycountyil.gov</a>
August 19, 2021	Vendor Questions Answered no later than 4:00 PM (CST) Posted to the County Website as an Addendum <a href="https://www.mchenrycountyil.gov/county-government/departments-j-z/purchasing/bids-rfps">https://www.mchenrycountyil.gov/county-government/departments-j-z/purchasing/bids-rfps</a>
August 26, 2021	<b>Submissions Due to <a href="mailto:purchasing@mchenrycountyil.gov">purchasing@mchenrycountyil.gov</a> no later than 9:00 a.m. (CST) (PDF and/or Excel sheet emailed, 20mb limit/email)</b> <a href="https://www.mchenrycountyil.gov/county-government/departments-j-z/purchasing/bids-rfps">https://www.mchenrycountyil.gov/county-government/departments-j-z/purchasing/bids-rfps</a>

## **DESCRIPTION OF WORK AND SPECIFICATIONS**

Laboratory Testing and Services and Testimony Services include (but are not limited to) bodily fluid and tissue testing and screening panels, forensic toxicological analysis, workplace and law enforcement drug testing, diagnostic or hospital drug testing, drug chemistry testing, serological testing, forensic DNA testing, and genetic toxicology testing.

The specifications or solutions for this RFP shall be those accepted guidelines set forth by the Laboratory Testing and Services and Testimony Services industry, as they are generally understood and accepted within that industry across the nation. Submitted products/equipment, related services and accessories, and their warranties and assurances are required to meet and/or exceed all current, traditional, and anticipated standards, needs, expectations, and requirements.

Deviations from industry standards must be identified by the Proposer and explained how, in their opinion, the equipment/products and services they propose will render equivalent functionality, coverage, performance, and/or related services. Failure to detail all such deviations may comprise sufficient grounds for rejection of the entire proposal.

Proposers must supply sufficient information to:

Demonstrate knowledge of industry standard, needs and expectations

Identify the equipment/products and services being proposed as applicable to the needs

Differentiate equipment/products and services from other industry manufacturers and providers

## **VENDOR'S PROPOSAL CHECKLIST**

Items to Be Included with your Proposal

- Proposal Letter
- Proposal Support Data
- Proposal Pricing Form/Fee Schedule
- References
- Vendor's Certifications Pages
- W-9 Form

## **REQUEST FOR PROPOSALS (General Terms and Conditions)**

### **DEFINITION**

Request for Proposals (RFP) is a method of procurement permitting discussions with responsible contractor and revisions to proposals prior to award of a contract. Proposals will be opened and evaluated in private. Award will be based on the criteria set forth herein.

### **RECEIPT and HANDLING of PROPOSALS**

Proposals shall be opened in private by the Evaluation Committee to avoid disclosure of contents to competing contractors.

### **EVALUATION of PROPOSAL**

The proposals submitted by contractors shall be evaluated solely in accordance with the criteria set forth in the RFP. The Evaluation Committee may conduct discussions with any offeror who submits an acceptable or potentially acceptable proposal. Contractors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. During the course of such discussions, the Evaluation Committee shall not disclose any information derived from one proposal to any other contractor.

### **EVALUATION CRITERION**

- 0-15 points      Response to General Requirements. Provide a general response to all General Requirements listed within. Any deviations or inability to provide service according to these General Requirements must be provided in this response.
- 0-15 points      Response to Technical Specifications. Provide a general response to all Technical Specifications listed within. Any deviations or inability to provide service according to these General Requirements must be provided in this response. (0-15 points)
- 0-35 points      Response to Statement of Qualifications and/or examples of prior work. Provide a response to each Specification as listed in the Description of Work.
- 0-10 points      References
- 0-25 points      Cost Proposal

Total 100 points

### **NEGOTIATIONS**

The County of McHenry reserves the right to negotiate specifications, terms, and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFP. The County may require the RFP and the offeror's proposal be incorporated in full or in part as Contract Documents. This implies that this RFP and all responses, supplemental information, and other submissions provided by the contractor during discussions or negotiations may be held by the County of McHenry as contractually binding on the successful Contractor.

### **NOTICE of UNACCEPTABLE PROPOSAL**

When the Evaluation Committee determines a contractor's proposal to be unacceptable, such contractor shall not be afforded an additional opportunity to supplement its proposal.

**PROPOSAL PRICING FORM**

	Year I December 1, 2021 through November 30, 2022	Year II (Optional) December 1, 2022 through November 30, 2023	Year III (Optional) December 1, 2023 through November 30, 2024	Year IV (Optional) December 1, 2024 through November 30, 2025
Cost for Toxicology Testing (Fee Schedule)				
Costing for Additional Lab Fees (Fee Schedule)				
Cost for Expert Witness Testimony Services (deposition, consultation, etc.)				
Travel Expenses				
Exceptions and/or Additional Considerations				

**THIS PAGE IS MANDATORY – Please Return with Submission**

**REFERENCES**

Please list three (3) references, other than McHenry County, you have done similar work, service or supplied similar products to within the last twelve (12) months

Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

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Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

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Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

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**THIS PAGE IS MANDATORY – Please Return with Submission**

**CERTIFICATONS AND SIGNATURE PAGE**

- I acknowledge to have read, understand, and agree to the **Bid or Request Documents** Provided for this Bid or Request as posted on McHenry County’s Website  Yes
- I acknowledge to have read, understand, and agree to the policies contained within the **McHenry County Purchase Ordinance**, amended June 1, 2021  Yes
- I acknowledge I have read, understand, and agree to the **Standard Terms and Conditions** provided for this Bid or Request as posted on McHenry County’s website.  Yes
- I acknowledge to have read, understand, and agree to any and all **Addenda** provided for this Bid or Request as posted on McHenry County’s website.  Yes
- I acknowledge there to be  FIVE  (  5  ) **Mandatory Pages** , including the W-9 to be completed and/or submitted for my Bid or Submission to be considered.  Yes
- Submitter certifies it has not been barred from contracting with a unit of State or Local Government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961, as amended.  Yes
- Vendor certifies it is aware that all contracts for the Construction of Public Works are subject to the **Illinois Prevailing Wage Act** (820 ILCS 130/1-12) and this Bid or Request  Is Subject to,  Is NOT Subject to the Illinois Prevailing Wage Act.  Yes
- I acknowledge this Bid or Request  Requires,  Does NOT Require a **Bid Bond**  Yes
- I will include my **W-9 as a Mandatory Page** Requirement for this Bid or Request and in addition, under penalties of perjury, I certify that my correct **Federal Taxpayer Identification Number** is: \_\_\_\_\_
- I am doing business as a (please indicate one):  Sole Proprietorship  
 Corporation: State of Incorporation: \_\_\_\_\_  
 Partnership  
 Other \_\_\_\_\_

- State full names, titles and addresses of all responsible principles and/or partners below and/or Authorized Negotiators:

Name and Title: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name and Title: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**THIS PAGE IS MANDATORY – Please Return with Submission**

- I have carefully examined the Bid or Request, Scope of Work, Specifications, and any other documents accompanying or made a part of this Bid or Request. I hereby propose to furnish the goods or services specified. I agree my proposal will remain firm for a period of up to 120 days from Due Date in order to allow the County time to evaluate the qualifications submitted. I verify all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify I am duly authorized to submit on behalf of the firm as its act and deed, and the firm is ready, willing, and able to perform if awarded the contract. I further certify, under oath, this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service. No officer, employee or agent of the County of McHenry or any other proposer is interested in said proposal and the Undersigned executed this Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Individual/Company/Corporation: \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Witness Printed Name and Title: \_\_\_\_\_

**Witness Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_