



# WINNEBAGO COUNTY

— ILLINOIS —

County Administration Building  
404 Elm Street  
Rockford, Illinois 61101

Ann Johns  
Director of Purchasing  
Phone: 815-319-4380  
Fax: 815-319-4381

February 24, 2022

## ADDENDUM TWO

### PROMOTIONAL TESTING SERVICES FOR WCSO REQUEST FOR QUOTES #22Q-2234

*Bidders are required to indicate on their Quote Form, page 13, that they have received and acknowledged Addendum's One and Two.*

**The following clarifications refer to certain questions contained in Addendum One.**

3. What is the maximum number of candidates that can be expected to take the written test for each rank?

**No max number-** Clarification- We do not know how many to expect, therefore, a New Quote form has been created (attached to this ADDENDUM) to include line item pricing to design exam, including grading, and line item for Assessment Center fee per person.

4. What books and other sources were used in developing the previous written examinations?

**Emotional Intelligence-** Clarification- We would like suggestions on options for other books.

5. Please explain the requirement in which the consultant is expected to work with the Winnebago County Sheriff's Office to acquire reference materials (item 2 under Special Requirements, Scope of Services). Does this mean the consultant is expected to provide these materials or to simply identify them?

**Both-** Clarification- We would like suggestions on a book but we will buy the books.

Any questions should be directed to the Purchasing Department, 404 Elm Street, Room 202, Rockford, IL 61101 or by telephone 815-319-4380, or email Ann Johns at [purchasing@wincoil.us](mailto:purchasing@wincoil.us)

END OF ADDENDUM TWO

COUNTY OF WINNEBAGO, ILLINOIS

**QUOTE FORM**

**REQUEST FOR  
QUOTE # 22Q-2234**

|                            |  |                 |  |
|----------------------------|--|-----------------|--|
| <b>Full Name of Vendor</b> |  |                 |  |
| <b>Contact Person</b>      |  |                 |  |
| <b>Business Address</b>    |  |                 |  |
| <b>City, State, ZIP</b>    |  |                 |  |
| <b>Telephone</b>           |  | <b>FEIN No.</b> |  |
| <b>Email</b>               |  |                 |  |

**Company Information**

|                                    |     |    |                          |
|------------------------------------|-----|----|--------------------------|
| Woman Business Enterprise (WBE)    | Yes | No | <input type="checkbox"/> |
| Small Business Enterprise (SBE)    | Yes | No | <input type="checkbox"/> |
| Minority Business Enterprise (MBE) | Yes | No | <input type="checkbox"/> |
| Veteran Owned Business (VOB)       | Yes | No | <input type="checkbox"/> |

**IF YES, CHECK THE FOLLOWING BOXES THAT APPLY:**

|                                  |                          |                |                          |
|----------------------------------|--------------------------|----------------|--------------------------|
| BLACK/AFRICAN AMERICAN           | <input type="checkbox"/> | HISPANIC       | <input type="checkbox"/> |
| NATIVE AMERICAN OR ALASKA NATIVE | <input type="checkbox"/> | ASIAN AMERICAN | <input type="checkbox"/> |

**TO:** Winnebago County Purchasing Department

The undersigned, being duly sworn, certifies that he is:

|  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> THE OWNER/SOLE PROPRIETOR | <input type="checkbox"/> A MEMBER OF THE PARTNERSHIP | <input type="checkbox"/> AN OFFICER OF THE CORPORATION | <input type="checkbox"/> MEMBER OF THE JOINT VENTURE |
|--|--|--|--|

Further, the undersigned, declares that the only person or parties interested in this Quote as principals are those named herein; that this Quote is made without collusion with any other person, firm or corporation; and that he/she has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Director of Purchasing, Winnebago County, 404 Elm Street, Rockford, Illinois 61103 and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits, including Addenda

**ACKNOWLEDGEMENT of SOLICITATION ADDENDA**

Contractor acknowledges that it incorporates the following Addenda in its Quote.

| <b>Addendum #</b> | <b>Date</b> | <b>Addendum #</b> | <b>Date</b> | <b>Addendum #</b> | <b>Date</b> |
|-------------------|-------------|-------------------|-------------|-------------------|-------------|
|                   |             |                   |             |                   |             |

Further, the undersigned certifies and warrants that he/she is duly authorized to execute this certification/affidavit on behalf of the Proposer and in accordance with the Partnership Agreement or By-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Proposer and is true and accurate.

The Affiant deposes and says that he/she has examined and carefully prepared this Quote and has checked the same in detail before submitting this Quote, and that the statements contained herein are true and correct.

*Signature of Proposer authorizes the County of Winnebago to verify business references.*

**QUOTE AWARD CRITERIA:**

**FEE TO DESIGN AND GRADE EXAM – \_\_\_\_\_**

**FEE FOR ASSESSMENT CENTER (PER PERSON) \_\_\_\_\_**

**Note:** THE PRICE(S) SET FORTH ABOVE SHALL BE CONSIDERED FIRM AND NOT SUBJECT TO PRICE ADJUSTMENT UNLESS PROPOSER’S PROVISIONS FOR PRICE ESCALATION ARE STATED ON A SEPARATE SHEET ATTACHED.

**SIGNATURE**

By signing and submitting these Quote documents, the undersigned certifies that they are legally authorized to represent and bind Proposer to legal agreements, that all information submitted is accurate and complete, that Contractor has reviewed the County Purchasing Department website <https://wincoil.us/departments/purchasing/open-bidsproposalsquotes/> for addenda and has incorporated all such addenda to its quote, that Proposer is qualified and willing to provide the items requested, and that Proposer will comply with all requirements of the solicitation.

The Fee/Rate/Price includes all costs incidental to the provision of the items in compliance with the above documents; no additional payment will be made. Conditional offers that modify the solicitation requirements may be deemed not 'responsive' and County may not evaluate them.

Proposer's submission of a signed **Quote Form** agreement shall constitute a firm offer and upon the issuance of an Agreement issued by the County Director of Purchasing or authorized designee will form a binding agreement that will require Proposer to provide the services described in this solicitation.

Further, the Contractor undersigned on behalf of the Bidder proposes and agrees, if this bid is accepted, to provide all necessary machinery, tools, apparatus and other means of construction, including transportation services necessary to furnish all the materials and equipment specified or referred to in the contract documents in the manner and time therein prescribed.

Further, the undersigned certifies and warrants that he/she is duly authorized to execute this certification/affidavit on behalf of the Bidder and in accordance with any applicable partnership agreement or corporate by-laws, and the laws of the State of Illinois and that this Certification is binding upon the Bidder and is true and accurate. Further, the undersigned certifies that the Bidder is not barred from bidding on this contract because of a violation of either 720 Illinois Compiled Statutes 5/33 E-3 or 5/33E-4, bid rigging or bid rotating.

COUNTY OF WINNEBAGO, ILLINOIS

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The undersigned declares that he/she has examined and carefully prepared this bid and has checked the same in detail before submitting this bid, and that the statements contained herein are true and correct.

Further, the undersigned on behalf of the Bidder certifies that the Bidder has provided equipment; supplies or services comparable to the items specified in this contract to the parties listed in the reference section and authorizes the County to verify references of business and credit at its option. Finally, the undersigned on behalf of the Bidder, if awarded the contract, agrees to do all other things required by the contract documents, and that Bidder will take in full payment therefore the sums set forth in the bidding schedule.

Moreover, the Proposer agrees to hold this offer open for a period of one hundred and eighty (180) days from the deadline for receipt of Quotes.

Proposer understands and agrees to be bound by the conditions contained in this Solicitation and shall conform to all the requirements outlined herein.

**SIGNATURE** \_\_\_\_\_

**Name and Title of Signer** \_\_\_\_\_

**Dated this** \_\_\_\_\_ **day of** \_\_\_\_\_ **2022**

**END OF QUOTE FORM**