



**ROCKFORD BOARD OF EDUCATION  
REQUEST FOR QUALIFICATIONS FOR SCHOOL DISTRICT NO. 205  
ROCKFORD, ILLINOIS**

RFQ No. **20-27 Kitchen Consultant**

DATE: **February 20, 2020**

RE: **ADDENDUM NO. 1**

---

To All Bidders:

Included are modifications, clarifications and/or corrections for the Project Manual and are hereby made a part of the contract documents. Please attach this addendum to the Project Manual(s) in your possession. Please note the receipt of this addendum on the bid form. Bidders shall review changes to all portions of this work as changes to one portion may affect the work of another.

**If you plan to hand deliver your RFQ submission on the due date, please note you must check in on the 2nd floor prior to coming to the bid opening. Please allow time for this as late submission will not be accepted.**

Refer all questions relative to the business aspect, Instructions to Bidders, Special Conditions, and questions concerning the technical aspect of the documents to the Director of Purchasing by email at [purchasingdeptstaff@rps205.com](mailto:purchasingdeptstaff@rps205.com).

**CLARIFICATIONS**

This addendum includes responses to Requests for Information (RFI) to date and a copy of the Required Forms Checklist included in the RFQ.

ROCKFORD BOARD OF EDUCATION

By: Dane Youngblood  
Director of Purchasing

## CLARIFICATIONS

Below are Requests for Information (RFI) we have received to date and their corresponding responses.

1. Can we use RFP and RFQ interchangeable in the RFQ document?
  - a. Yes, any reference to Request for Proposal or RFP is interchangeable with Request for Qualifications or RFQ.
2. The Evaluation Criteria in Paragraph 3 of the Supplemental Terms and Conditions are in conflict with the Paragraph 7.1 of the RFQ scope.
  - a. The order of precedence with regards to evaluation criteria is as follows:
    - i. General Request for Qualifications (RFQ) Specifications for Kitchen Consultant
    - ii. Supplemental Terms and Conditions
3. Insurance requirements in Paragraph 14 of the Supplemental Terms and Conditions lists requirements for Commercial General Liability and Umbrella Excess as read appears to require a total of \$5,000,000 for General plus \$5,000,000 indicating a total of \$10,000,000. Please confirm amounts as they are higher than typical coverage for design firms.
  - a. The following insurance requirements are sufficient for projects under \$10,000,000:
    - i. Commercial General Liability Per Occurrence of \$1,000,000
    - ii. General Aggregate of \$2,000,000
    - iii. General Umbrella Excess Liability of \$3,000,000
4. As part of RFQ specification, the schedule indicates a Round One presentation. What will be the format of the Round One presentations, number of people to be presented to and what type of presentation material / format will be permitted.
  - a. The typical presentation format is one hour consisting of both the presentation itself and a question and answer segment at the end. We ask that 15-20 minutes be reserved for Q&A. How the material is presented is up to the bidder. A computer and presentation screen will be available for anyone who would like to use them.
5. Submittal Requirements indicates the RFQ Offer Form, can you confirm any other required offer information that would be required for evaluation?
  - a. Submittal requirements are stated in the Required Forms Checklist, which is included in the RFQ. A copy of the checklist is also included in this addendum. Proposal Form and RFQ Offer Form can be used interchangeably.
6. Please confirm the initial term of a contract and any potential for renewals.
  - a. The initial contract term is three (3) years. Contract may be renewed in accordance with 50 ILCS 510 Local Government Professional Services Selection Act.

## ROCKFORD PUBLIC SCHOOLS REQUIRED RFP FORMS CHECK LIST

**Listed below are the REQUIRED forms all Respondents are REQUIRED to submit with sealed Proposals on or before the RFP due date and time. Failure to submit ALL required forms may result in Respondent being deemed non-responsive. FOR PURPOSES OF AN RFP, ALL REFERENCES IN REQUIRED FORMS TO BID SHALL MEAN PROPOSAL, ALL REFERENCES TO BID SHALL MEAN RFP AND ALL REFERENCES TO BIDDER SHALL MEAN RESPONDENT.**

Required Forms	Yes	Comments
Proposal Form	<input type="checkbox"/>	
Bid Rigging Certification	<input type="checkbox"/>	
Minority and Women Owned Business Concern Representation	<input type="checkbox"/>	
Certificate Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion	<input type="checkbox"/>	
Certificate Regarding Lobbying	<input type="checkbox"/>	
OFAC Compliance	<input type="checkbox"/>	
Vendor Conflict of Interest Disclosure Form	<input type="checkbox"/>	
Bidder's Certification	<input type="checkbox"/>	
Certified Cleared Employee List (If Included)	<input type="checkbox"/>	Complete, sign, and notarize the form. If you are uncertain of which employees will be working on the project, note this information on the form that the employee information will be forthcoming BEFORE you start on the project, if awarded the contract.
Certificate of Liability Insurance	<input type="checkbox"/>	Document must be submitted prior to starting work, if awarded the contract. Failure to submit forms below may result in project start delay.
Vendor Entry Form/W-9	<input type="checkbox"/>	

**Listed below are REQUIRED FORMS/DOCUMENTS that must be submitted prior to starting work, if awarded the contract. Failure to submit forms below may result in project start delay.**

--	--