

ILLINOIS STATE BOARD OF EDUCATION RFQ-.docx

REQUEST FOR QUOTE (RFQ)

RFQ Specifications:

Illinois State Board of Education (ISBE) is seeking a qualified commercial real estate attorney or law firm with experience handling real estate transactions in or near Springfield, IL, to provide external legal counsel related to the potential acquisition of commercial property.

Facility Management is pursuing this procurement to secure specialized legal expertise necessary to evaluate and support a complex commercial real estate transaction. The services requested exceed the scope and capacity of existing ISBE legal staff and are required to ensure the agency's legal, financial, and regulatory interests are adequately protected throughout the acquisition process.

The selected vendor will provide legal services related to, but not limited to, the following:

- Serve as outside counsel with respect to a commercial real estate transaction, including identifying and advising on legal and financial risks associated with an anticipated real estate acquisition
- Review and advise on title commitment and associated documents, including any easements, liens, and other encumbrances or defects and recommend endorsements as needed
- Review and advise on matters relating to zoning, land use, and permitting requirements and upon request, assist in obtaining zoning variance(s)
- Review environmental assessments (Phase I and, if required, Phase II), surveys, and inspection reports and advise regarding same
- In the event a prospective property has tenants, review underlying lease agreements and negotiate amendments as needed
- Draft, negotiate, and review documents as may be necessary to facilitate the transaction including, but not limited to, a purchase agreement, lease amendments, escrow agreements, deed(s), financing documents, and closing documents
- Provide legal support during closing and post-closing
- At the request of ISBE, attend closing
- At the request of ISBE, attend board meetings as might be necessary throughout the course of the transaction
- Not to exceed 225 hours of work.

The vendor must have demonstrated experience in complex commercial real estate transactions, preferably representing public sector or governmental entities. The vendor must also be knowledgeable in applicable state and local laws, regulations, and compliance requirements governing commercial property acquisitions.

Expenses:

The vendor shall be compensated based on hourly rates for legal services rendered. The quote must clearly identify proposed hourly billing rates for all attorneys and staff expected to perform work under this agreement. Any reimbursable expenses must be clearly identified.

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Effective Dates:

The term of this contract will be from: the execution date of the contract through June 30, 2027, or until the completion of the contemplated commercial real estate transaction, whichever occurs first.

Insurance:

Vendor shall, at all times during the Term of this Contract and any renewals or extensions, maintain and provide a Certificate of Insurance naming the State as an additional insured for all required bonds and insurance. Certificates may not be modified or canceled until at least thirty (30) days' notice has been provided to the State. Vendor shall provide: (a) General Commercial Liability insurance in the amount of \$1,000,000 per occurrence (Combined Single Limit Bodily Injury and Property Damage) and \$2,000,000 Annual Aggregate; (b) Auto Liability, including Hired Auto and Non-owned Auto (Combined Single Limit Bodily Injury and Property Damage), in amount of \$1,000,000 per occurrence; and (c) Worker's Compensation Insurance in the amount required by law; (d) a Professional Liability Insurance Policy with a limit of liability not less than \$1,000,000 for each claim, and not less than \$1,000,000 in the aggregate on an annual basis, for errors, omissions or negligent acts arising out of the performance of (or the failure to perform) professional services hereunder such as, but not limited to: systems analysis, system design, programming, data processing, consulting, system integration and information services. The Professional Liability coverage shall include contractual liability coverage in support of the Vendor's indemnification agreements in favor of ISBE, shall be written on a "claims made" basis and must be maintained for a period of not less than three (3) years following the date of final payment to the Vendor for all such Services. The Vendor shall cause all of its subcontractors to purchase and maintain insurance coverages identical to those required of the Vendor hereunder. Insurance shall not limit Vendor's obligation to indemnify, defend or settle any claims.

Upon execution of this Agreement, the Contractor shall provide a copy of certificate of insurance evidencing the coverage described in this Section. The policy specified above shall be placed with an insurance company reasonably acceptable to ISBE.

Quotes Must Include:

Vendors must submit the following:

- Firm or attorney name and contact information
- Proof of licensure to practice law in the State of Illinois
- Resume(s) of attorney(s) who will perform the services
- Summary of relevant commercial real estate experience, including in the Springfield, IL area, and including governmental and public-sector work
- Proposed hourly rates and fee structure
- Disclosure of any additional costs or expenses

Notes to Vendor:

- All quoted prices must be valid for 60 days from date of submission. All prices must include all charges.
- No price increases will be accepted. In the event of a price decrease, the agency is guaranteed to receive the lowest price.

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- ISBE reserves the right to reject all offers; to reject individual offers for failure to meet any requirement; to award by item, part or portion of an item, group of items, or total; and to waive minor defects.
- Vendors are encouraged to register as a Small Business with the State of Illinois
- If you have questions about State of Illinois purchasing procedure, policy or payment please contact ISBE using the information located below before placing your quote for consideration.
- Vendor may attach separate page(s) describing its bid.