



Request for Quotation Solicitation #67252 (RFI)

**1347791: VEHICLE AND EQUIPMENT MAINTENANCE, REPAIR AND
RELATED SERVICES**

Specification Number: 1347791

Required for use by: DEPARTMENT OF FLEET AND FACILITY MANAGEMENT

Bid/Proposal Submittal Date and Time: 03:00 PM Central Time, 17-JUL-2026

Deadline for Questions: 04:00 PM Central Time, 24-JUN-2026

Buyer: CALLAHAN, PATRICK

Email Address: patrick.callahan@cityofchicago.org

Phone Number: 312-744-9440

Pre-Solicitation Conference Date and Time: 10:00 AM Central Time, 18-JUN-2026

Pre-Solicitation Conference Location: 2 N. LaSalle Street, Floor Home Life Insurance Conference Center,
Chicago, IL 60602

Site Visit Date & Time: N/A

Site Visit Location: N/A

Please submit your response to:

<http://www.cityofchicago.org/eProcurement>
iSupplier vendor portal registration is required.
Allow 3 business days to complete registration.

BRANDON JOHNSON
MAYOR

SHARLA ROBERTS
CHIEF PROCUREMENT OFFICER

Specification Number: 1347791

Type of Funding: CITY

Title: 1347791: VEHICLE AND EQUIPMENT MAINTENANCE, REPAIR AND RELATED
SERVICES

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1 Header Information**1.1 General Information**

Title **1347791: VEHICLE AND EQUIPMENT MAINTENANCE, REPAIR AND RELATED SERVICES**
 Description **1347791: VEHICLE AND EQUIPMENT MAINTENANCE, REPAIR AND RELATED SERVICES**
 Preview Date **12-JUN-2026 08:46:43** Open Date **12-JUN-2026 08:46:43**
 Close Date **03:00 PM Central Time, 17-JUL-2026** Award Date **Not Specified**
 Time Zone **Central Time** Buyer **CALLAHAN, PATRICK**
 Quote Style **Sealed** Email **patrick.callahan@cityofchicago.org**
 Event **Request for Quotation** Outcome **Blanket Purchase Agreement**

1.2 Terms

Effective Start Date **12-JUN-2026** Effective End Date **Not Specified**
 Ship-To Address **038-0002** Bill-To Address **038-0002**
2 N. LA SALLE ST.
SUITE 200
Chicago, IL 60602-2500
United States
 Payment Terms **IMMEDIATE** Carrier
 FOB Freight Terms
 Total Agreement Amount (USD) **Not Specified** Minimum Release Amount (USD) **Not Specified**

1.3 Attachments

Name	Data Type	Description
Attachment 00:	File	RFI - VEHICLE AND EQUIPMENT MAINTENANCE, REPAIR AND RELATED SERVICES SPECIFICATION NO. 1347791, RFQ #6725

1.4 Response Rules

- ☐ Solicitation is restricted to invited suppliers
☐ Suppliers are allowed to view other suppliers' contract terms, notes and attachments
☐ Suppliers are allowed to respond to selected lines
☒ Suppliers are allowed to provide multiple responses
☐ Buyer may close the solicitation before the Close Date
☐ Buyer may manually extend the solicitation while it is open

2 Price Schedule**2.1 Line Information**

Display Rank As **No indicator displayed**
 Ranking **Price Only**
 Cost Factors **None**

Line	Item, Rev / Job	Target Quantity	Unit	Unit Price	Amount
1 RFI - VEHICLE AND EQUIPMENT MAINTENANCE, REPAIR AND RELATED SERVICES		1	Each		

2.2 Line Details**2.2.1 Line 1 RFI - VEHICLE AND EQUIPMENT MAINTENANCE, REPAIR AND RELATED SERVICES**

Category	00000.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

REQUEST FOR INFORMATION (RFI)

**VEHICLE AND EQUIPMENT MAINTENANCE, REPAIR AND RELATED SERVICES
SPECIFICATION NO. 1347791, RFQ #67252**

Required for use by:

**CITY OF CHICAGO
DEPARTMENT OF FLEET AND FACILITY MANAGEMENT**



Issued by:

**CITY OF CHICAGO
Department of Procurement Services**

**ELECTRONIC RESPONSE INCLUDING ANY COMPANY LITERATURE OR DATA MUST BE
SUBMITTED**

All responses shall be submitted to:

Sharla D. Roberts, Chief Procurement Officer
Attention: Patrick Callahan
Department of Procurement Services
<http://www.cityofchicago.org/eProcurement>

Responses must be received no later than **3:00 PM, Central Time, on July 17, 2026**. The responses must be submitted electronically through the City's iSupplier eProcurement system for the project, **Request for Information (RFI) for Vehicle and Equipment Maintenance, Repair and Related Services, Specification No. 1347791**

**BRANDON JOHNSON
MAYOR**

**SHARLA D. ROBERTS
CHIEF PROCUREMENT OFFICER**

Patrick Callahan, Senior Procurement Specialist, (312)744-9440

REQUEST FOR INFORMATION

SUBJECT: Vehicle and Equipment Maintenance, Repair and Related Services

INQUIRIES: All inquiries or questions must be directed to Patrick Callahan, Senior Procurement Specialist, at the City of Chicago Department of Procurement Services, (312) 744-9440, by eProcurement online discussion or by email at patrick.callahan@cityofchicago.org. Questions must be received no later than **4:00 PM, Central Time on June 24, 2026**.

ADDENDA/CLARIFICATIONS: If a determination is made that a clarification or change to the RFI document is required, a written addendum or clarification will be issued through the eProcurement system by the Department of Procurement Services to all RFI document holders. Respondents are responsible for obtaining all RFI materials.

Deadline and Procedures for Submitting Responses

Responses must be received by the City of Chicago no later than 3:00 p.m. Central Time on **July 17, 2026**.

Paper responses will not be accepted. Responses must be submitted to the following address:

<http://www.cityofchicago.org/eProcurement>

Responses must be submitted electronically to the Department of Procurement Services no later than **July 17, 2026**. Respondents must submit all required information by scanning and uploading as attachment(s) to the electronic RFP submission in iSupplier.

"iSupplier" refers to the City's eProcurement computer system for electronic bidding and providing Contractors with access to contracts, ordering and payment information for their City contracts.

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

Submit your response including any company literature or data. Submittals shall be labeled: "RFI for Vehicle and Equipment Maintenance, Repair and Related Services, Specification No. 1347791. Please return this sheet with completed information below as a part of your submittal documents.

Responding to this RFI is not a pre-requisite for responding to any subsequent solicitations relating to this project.

Response submitted by:

Company Name	Authorized Officer Signature in Ink
Address	Title
City/State/Zip Code	Telephone Number
Date	Email Address

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I. GENERAL INVITATION

The City of Chicago (“City”) acting through its Department of Fleet and Facility Management issues this Request for Information (“RFI”) to invite qualified firms with demonstrated experience in managing vehicle and equipment maintenance, repair, and related services to provide information, insights, and best practices to support and enhance the City’s existing fleet operations.

Information obtained through this RFI may inform the City’s consideration of a potential future procurement solicitation. This is not an invitation for bids or request for proposals; therefore, no standard City terms and conditions or contractual language is contained herein, nor is it required in your response. No vendor will be selected for contract negotiations, and no contract award will result from this solicitation. The City reserves the right to request clarification or additional information from any Respondent at any time during this RFI process.

II. OBJECTIVES OF RFI

The objective of this RFI is to gather industry expertise on cost-effective, long-term approaches for delivering supplemental vehicle and equipment maintenance and repair services that support, augment, and streamline the City’s existing fleet operations.

The City requests responses in the format described below in Section V, Submittal Requirements.

III. INTERNET ACCESS TO THIS RFI

All Respondents are responsible for retrieving all RFI materials from eProcurement. The City accepts no responsibility for the timely receipt of materials or for alerting Respondents on posting to the DPS website information related to this RFI in eProcurement.

Respondent must read Appendix I eProcurement for more details regarding electronic access to RFI abstract and documents to be submitted electronically and uploaded as attachments to your proposed submission.

IV. SCOPE OF REQUESTED INFORMATION

A. GENERAL SCOPE

The City seeks information to support, augment, and streamline its existing vehicle and equipment maintenance, repair, and related services operations. The City is seeking expertise, operational insights, and market trends regarding the delivery of fleet maintenance and repair services in a similar large, diverse municipal environment. This RFI is issued for information-gathering purposes only and does not constitute a solicitation or a commitment to procure.

The City maintains a significant and diverse fleet of vehicles and equipment to support critical municipal services. The City’s intent is to retain its internal maintenance capabilities, geographic coverage, and on-call emergency services while identifying opportunities to improve processes for engaging third-party maintenance and repair providers on an as-needed basis when internal resources are insufficient or when an existing contract is not available.

The City is specifically interested in approaches and service models aligned with industry best practices related to:

- Demand-Driven Maintenance Services
- Service Provider Network Management
- Service Workflow Management
- Service Quality and Accountability

- Fleet Diversity and New technologies
- Electric Vehicle (“EV”) Related Maintenance Technologies
- Facilities and Geographic Coverage
- Artificial Intelligence (“AI”) Enabled Fleet Maintenance Management Technologies
- Operational Efficiency and Process Improvement

B. RFI Questions

In addition to addressing the scope above, Respondents should also provide responses and/or information on the following items/questions:

Existing Fleet Environment

The City operates a large and diverse municipal fleet consisting of vehicles and equipment of various make, models, duty classes, and technologies, including emerging alternative fuel and environmentally sustainable assets.

- What service models are best suited to support a municipal fleet of this size and complexity while maintaining strong internal shop operations?
- What trends are you seeing in how large municipalities supplement internal fleet maintenance with outside service providers?
- How has maintenance, repair, and operational support for existing municipal fleets evolved over the past five years?
- What challenges are commonly encountered when coordinating maintenance and repair services across diverse fleet assets, and how are they typically addressed?

Demand-Driven Maintenance Services

The City utilizes third-party maintenance and repair providers on an as-needed basis and does not intend to award exclusive contracts.

- How does your organization operate within a non-exclusive service environment where internal resources and existing contracts take precedence?
- What strategies are effective for managing variable and unpredictable service demand in an ad-hoc maintenance model?
- What governance or controls help ensure flexibility without sacrificing accountability or service quality?
- How are critical or mission-essential vehicles prioritized during periods of high demand or limited capacity?
- What surge or emergency response capabilities do you provide for large-scale events (e.g., snow operations, disasters, fleet recalls)?

Service Provider Network Management

The City anticipates the need for a broad network of original equipment manufacturers (“OEM”), authorized independent, and specialty repair facilities to support its fleet.

- How do you structure, manage, and oversee a network of service providers or subcontractors?
- What criteria are used to select, onboard, and evaluate service providers?
- How do you maintain an open network that allows for the inclusion of new providers over time?
- What challenges arise when managing dozens of service providers, and how are they mitigated?

- What performance metrics or key performance indicators (“KPIs”) are used to evaluate service providers?
- What processes are used to address underperformance or to remove providers from a service network?

Service Workflow Management

Maintenance and repair services are performed on a demand-driven basis rather than through bundled or fixed programs.

- What processes or tools do you use to triage, assign, and track ad-hoc maintenance and repair work?
- How do you ensure timely service delivery when work is distributed across multiple facilities and providers?
- What methods have improved coordination and transparency in ad-hoc service environments?
- How do your systems integrate with customer fleet management systems or computerized maintenance management systems (“CMMS”)?
- What reporting capabilities are available to provide real-time status, repair history, and cost tracking?
- Please describe how replacement parts are sourced and supplied, including typical availability, lead times, and any strategies used to minimize equipment downtime.

Quality Control, Liability, and Warranty Management

The City requires high standards of workmanship, accountability, and asset protection.

- How do you ensure consistent quality and compliance across your staff and subcontractors?
- How are warranty obligations managed for work performed by multiple service providers?
- What practices are used to protect customer-owned vehicles and equipment while under your control or that of subcontractors?
- What risk management strategies are most effective in municipal fleet maintenance programs?
- What inspection and acceptance procedures are used to verify completed repairs meet required standards?
- How is repair documentation maintained to ensure parts traceability and complete service records?
- Is it industry standard for the management company as a general and/or prime contractor to assume liability for subcontracted work?
- If you coordinate work to be performed by third party contractors/vendors who are not subcontractors, do you assume liability for work completed by those vendors?
- Describe industry standards regarding risk allocation and liability when prime contractors utilize subcontractors versus independent third-party vendors to perform contracted services.
- Are prime contractors typically expected, as an industry best practice, to disclose and identify all entities performing work under the contract, regardless of subcontractor designation?

Fleet Diversity and Emerging Technologies

The City’s fleet continues to evolve due to operational needs and procurement of new technologies.

- Describe your experience supporting fleets with a wide range of vehicle and equipment types and duty classes.
- How do you adapt maintenance and repair services to accommodate alternative-fuel vehicles and environmentally sustainable technologies?

- What emerging technologies or service practices should the City be aware of as fleet compositions change?
- What technician training, certifications, or safety protocols are required to support alternative-fuel and advanced-technology vehicles?
- What specialized tools, diagnostic equipment, or facility requirements are necessary to service these assets?

EV Related Maintenance Technologies

- Indicate whether your organization provides maintenance or diagnostic services for EV charging infrastructure (e.g., Level 2 or DC fast chargers) and identify those capabilities.
- Provide your experience maintaining EV fleets, including the types of EVs and manufacturers currently supported.
- Identify the diagnostic tools, software platforms, or technologies used to monitor, troubleshoot, and maintain EV systems (e.g., battery systems, power electronics, charging components).
- Identify any technologies used to monitor battery health, performance, and lifecycle, including predictive maintenance capabilities.
- Identify the training, certifications, or qualifications required for technicians performing EV maintenance and repair.

Facilities and Geographic Coverage

The City requires access to a variety of OEM authorized maintenance and repair facilities across its operating area.

- What types of facilities are typically included in your service network (e.g., OEM dealers, independent shops, heavy-equipment facilities)?
- How is geographic coverage maintained to support timely service delivery?
- What challenges exist in balancing proximity, specialization, and capacity?
- Please confirm whether your organization has access to manufacturer-authorized dealers or technicians to perform maintenance and repair services. If so, please identify these authorized dealers and technicians and describe their availability to provide services.

AI Enabled Fleet Maintenance Management Technologies

- Identify any AI, machine learning, or advanced analytics technologies used to support fleet maintenance operations.
- Identify the types of data used by your AI tools (e.g., telematics data, diagnostic codes, maintenance history, sensor data).
- Indicate whether your solution uses AI or predictive analytics to identify potential equipment or vehicle failures before they occur. If yes, explain how the system detects and alerts users to maintenance needs.
- Indicate whether your AI-enabled technologies can integrate with fleet management systems, telematics platforms, or asset management systems.
- Identify any AI-generated insights, dashboards, or automated reporting tools used to improve maintenance planning, scheduling, and operational efficiency.

Process Improvement and Operational Efficiency

The City is interested in improving how it engages outside maintenance and repair providers.

- What inefficiencies do you commonly observe in municipal fleet maintenance programs?
- What process improvements, technologies, or operational practices have proven successful in addressing those inefficiencies?
- What capabilities or practices should the City consider if it develops a future solicitation for fleet maintenance and repair services?
- What strategies are most effective for controlling costs in a demand-driven, non-exclusive service model?
- What turnaround time benchmarks are used to measure service efficiency?
- What contractual, operational, or data requirements should the City consider supporting performance-based fleet maintenance services in a future solicitation.
- What contracting structures, pricing models, or program approaches have proven most effective for establishing long-term, cost-effective fleet maintenance agreements that supplement internal operations?

V. SUBMITTAL REQUIREMENTS

Each Submittal must contain all of the following documents and must conform to the following requirements.

A. Format

The Response shall be submitted as an electronic response. The electronic response shall be one file that is a word-searchable pdf file.

B. Required Content of Response

Response content must be clear, concise and well organized. Respondents are strongly discouraged from including marketing or promotional materials not related specifically to the focus of this RFI. Respondents are advised to adhere to the submittal requirements of the RFI.

At a minimum, the Response must include the following items:

1. Cover Page

The cover page of the RFI package should be signed by an authorized vendor representative and submitted with the response. Please provide the name and telephone number for the appropriate contact person for the Response. The City reserves the right to request clarifications or any additional information from any Respondents at any time during this RFI process. .

2. Executive Summary

Respondents must provide an executive summary which explains its understanding of the City's intent and objectives and how their response would achieve those objectives. The summary is to include the Respondent's proposed product/solution for Vehicle and Equipment Maintenance, Repair and related services, as described in Section IV, A. General Scope, above.

3. Requested Information

Respondents must respond to items listed in Section IV, B. RFI Questions, above.

4. Agreement of Terms of Discussion

Provide a fully executed copy of Attachment A entitled "Agreement on Terms of Discussion" (hereinafter referred to as "Agreement"). The Agreement shall be executed by an authorized representative(s) of the Respondent's organization. Failure to include the fully executed copy of the Agreement will result in the entire response being returned to the Respondent without review.

VI. GENERAL TERMS FOR RFI

A. Disclaimer

Responses to this RFI become the exclusive property of the City. All documents submitted in response to this RFI may be regarded as public records and may be subject to disclosure. This RFI is issued solely for information and planning purposes and does not constitute a solicitation. No material submitted in response to this RFI will be returned. Respondents are solely responsible for all expenses associated with responding to this RFI.

B. Confidentiality

All submissions are subject to the Illinois Freedom of Information Act (FOIA). To the extent that the Respondent desires to submit proprietary information to the City, the City represents that it will use all reasonable efforts to claim available exemptions under FOIA law. All materials that the Respondent believes are proprietary MUST be labeled "Proprietary, privileged and confidential." The City, of course, cannot guarantee that its efforts to claim available exemptions will be successful and the City may be required to disclose the Respondent's information.

C. Incurred Costs

The City of Chicago will not be liable in any way for any costs incurred by Respondents in replying to this RFI, including, but not limited, to costs associated with preparing the response, participating in any site visits, demonstrations, conferences or oral presentations.

D. Technology Demonstration (if applicable)

If a firm has a technology solution that can be demonstrated on the Internet, please provide the URL with the response. In addition, the City reserves the right to request a presentation or demonstration of the services.

E. Prohibition on Certain Contributions – Mayoral Executive Order No. 2011-4

No Contractor or any person or entity who directly or indirectly has an ownership or beneficial interest in Contractor of more than 7.5% ("Owners"), spouses and domestic partners of such Owners, Contractor's Subcontractors, any person or entity who directly or indirectly has an ownership or beneficial interest in any Subcontractor of more than 7.5% ("Sub-owners") and spouses and domestic partners of such Sub-owners (Contractor and all the other preceding classes of persons and entities are together, the "Identified Parties"), shall make a contribution of any amount to the Mayor of the City of Chicago (the "Mayor") or to his political fundraising committee during (I) the bid or other solicitation process for this Contract or Other Contract, including while this Contract or Other Contract is executory, (ii) the term of this Contract or any Other Contract between City and Contractor, and/or (iii) any period in which an extension of this Contract or Other Contract with the City is being sought or negotiated.

Contractor represents and warrants that since the date of public advertisement of the specification, request for qualifications, request for proposals or request for information (or any combination of those requests) or, if not competitively procured, from the date the City approached the Contractor or the date the Contractor approached the City, as applicable, regarding the formulation of this Contract, no Identified Parties have made a contribution of any amount to the Mayor or to his political fundraising committee.

Contractor shall not: (a) coerce, compel or intimidate its employees to make a contribution of any amount to the Mayor or to the Mayor's political fundraising committee; (b) reimburse its employees for a contribution of any amount made to the Mayor or to the Mayor's political fundraising committee; or (c) bundle or solicit others to bundle contributions to the Mayor or to his political fundraising committee.

The Identified Parties must not engage in any conduct whatsoever designed to intentionally violate this provision or Mayoral Executive Order No. 2011-4 or to entice, direct or solicit others to intentionally violate this provision or Mayoral Executive Order No. 2011-4.

Violation of, non-compliance with, misrepresentation with respect to, or breach of any covenant or warranty under this provision or violation of Mayoral Executive Order No. 2011-4 constitutes a breach and default under this Contract, and under any Other Contract for which no opportunity to cure will be granted. Such breach and default entitles the City to all remedies (including without limitation termination for default) under this Contract, under Other Contract, at law and in equity. This provision amends any Other Contract and supersedes any inconsistent provision contained therein.

If Contractor violates this provision or Mayoral Executive Order No. 2011-4 prior to award of the Contract resulting from this specification, the CPO may reject Contractor's bid.

For purposes of this provision:

"Other Contract" means any agreement entered into between the Contractor and the City that is (i) formed under the authority of MCC Ch. 2-92; (ii) for the purchase, sale or lease of real or personal property; or (iii) for materials, supplies, equipment or services which are approved and/or authorized by the City Council.

"Contribution" means a "political contribution" as defined in MCC Ch. 2-156, as amended.

"Political fundraising committee" means a "political fundraising committee" as defined in MCC Ch. 2-156, as amended.

F. False Statements

(a) 1-21-010 False Statements

1. Any person who knowingly makes a false statement of material fact to the City in violation of any statute, ordinance, or regulation, or who knowingly makes a false statement of material fact to the City in connection with any application, report, affidavit, oath, or attestation, including a statement of material fact made in connection with a bid, proposal, contract, or economic disclosure statement or affidavit, is liable to the City for a civil penalty of not less than \$500.00 and not more than \$10,000.00, plus up to three times the amount of damages which the City sustains because of the person's violation of this section. A person who violates this section shall also be liable for the City's litigation and collection costs and attorney's fees. The penalties imposed by this section shall be in addition to any other penalty provided for in the Code.
2. Any person who signs, certifies, attests, submits or otherwise provides assurances to the city, or causes any other person to sign, certify, attest, submit or otherwise provide assurances to

the city, that a statement of material fact made in connection with any application, report, affidavit, oath, attestation or other document submitted to the city is accurate, true or complete, shall make a reasonable investigation to determine the accuracy, truthfulness or completeness of such statement of material fact.

3. When any person signs, certifies, attests, submits or otherwise provides assurances to the city, or causes any other person to sign, certify, attest, submit or otherwise provide assurances to the city, that a statement of material fact made in connection with any application, report, affidavit, oath, attestation or other document submitted to the city is accurate, true or complete, and that statement of material fact is not accurate, true or complete, a rebuttable presumption shall be created that such person has not made a reasonable investigation to determine the accuracy, truthfulness or completeness of such statement of material fact.
4. For the purposes of Chapter 1-21 of this Code, a person knowingly makes a false statement of material fact when that person (i) makes a statement of material fact with actual knowledge that the statement was false, or (ii) makes a statement of material fact with knowledge of facts or information that would cause a reasonable person to be aware that the statement was false when it was made, or (iii) signs, certifies, attests, submits or otherwise provides assurances, or causes any other person to sign, certify, attest, submit or otherwise provide assurances, that a statement of material fact is true or accurate in deliberate ignorance or reckless disregard of the truth or falsity of the statement. For purposes of this section, a person who fails to make a reasonable investigation to determine the accuracy, truthfulness or completeness of any material fact acts in deliberate ignorance or reckless disregard of the truth or falsity of the material fact.

(b) 1-21-020 Aiding and Abetting.

Any person who aids, abets, incites, compels or coerces the doing of any act prohibited by this chapter shall be liable to the city for the same penalties for the violation. (Added Coun. J. 12-15-04, p. 39915, § 1)

(c) 1-21-030 Enforcement.

In addition to any other means authorized by law, the corporation counsel may enforce this chapter by instituting an action with the department of administrative hearings. (Added Coun. J. 12-15-04, p. 39915, § 1)

G. SCHEDULE

The following activities and corresponding dates are tentative and subject to change via a written Addendum issued by the Department of Procurement Services in eProcurement for all RFI document holders.

Key Activity	Target Date
City Issues RFI	June 12, 2026
Pre-Bid Conference	June 18, 2026

RFI Questions Due	June 24, 2026
Submittals Due	July 17, 2026

APPENDIX 1 ePROCUREMENT

This is an eProcurement RFI. RFIs are to be submitted through the City's "iSupplier" system, the City's eProcurement computer system for electronic bidding and providing Contractors with access to contract, ordering and payment information for their City contracts. The following provisions apply to this bid and supersede any conflicting provisions in the RFI.

1. Obtaining the RFI Documents

Interested Parties are solely responsible for obtaining all RFI Documents, including Clarifications and Addenda. Documents may be downloaded from the Department of Procurement Service's ("DPS") website at the following URL:

<http://www.cityofchicago.org/eProcurement>

Click on "Current Bids."

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

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 "GetStarted Online" and search by the specification number.

2. Clarifications and Addenda

The City will send an email notification to suppliers who have indicated intent to respond to the RFI as specified in Paragraph 1 that an addendum or clarification has been issued. The Clarifications and Addenda are incorporated into the electronic document available at the following URL:

<https://www.cityofchicago.org/eProcurement>

Suppliers that have indicated such intent 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 Respondent from the obligation to submit 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 submission. Any harm to the proposer 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 RFI Documents; RFI Inquiry Deadline

All inquiries regarding the RFI Documents or procurement process may be directed to the Procurement Specialist/Senior Procurement Specialist via email at patrick.callahan@cityofchicago.org.

The RFI Inquiry Deadline is listed on the front cover of the RFI Documents under "Deadline for Questions." Inquiries received after the RFI Inquiry Deadline will not be answered except at the discretion of the Chief Procurement Officer.

Respondents may only rely on written answers in a Clarification or in an Addendum duly issued by the Chief Procurement Officer. Respondents cannot rely on oral or informal responses; such answers will not be binding upon the City.

4. Completion of the RFI Documents

Each Respondent must submit all of the information in the Requirements section and scan and upload them as attachments to the electronic submission. Respondents may not change any of the RFI Documents. Any changes made by a Respondent to the RFI Documents may result in rejection of the submittal.

Respondents must use the Request for Information Page. The individual(s) that sign the Page on behalf of the Respondent, by their signature, represents and warrants to the City that such individual is authorized to execute contracts on behalf of the Respondent, and that the Respondent agrees and shall be bound to all of the terms and conditions of the RFI Documents. The form must be printed, signed, and scanned then uploaded as an attachment to the electronic submission.

In order to be able to submit a proposal in eProcurement, Respondent must enter .01 in the “Quote Price / Unit Price” field. This is an e- procurement system requirement.

5. Date, Time, and Place

RFI are to be submitted electronically to the Department of Procurement on the date and prior to the time stated on the Cover Page of the RFI Documents, or any addendum issued by the City to change such due Opening Date. No proposal will be accepted after the due date. The time of the receipt of the submittal will be determined solely by the “Time of Quote” generated by the iSupplier system.

6. Technical Assistance

If you require technical assistance go to <https://www.cityofchicago.org/eProcurement> and click the “Help” tab.

ATTACHMENT A

Agreement on Terms of Discussion

Any information given to the City in any correspondence, discussion, meeting, or other communication between our organization and the City before, with, or after the submission of our response to the Request for Information and Interest (RFI), either orally or in writing, will not be, or deemed to have been, given in confidence, although the City will use reasonable efforts not to disclose such information to persons who are not employees of, or consultants retained by the City except as required by law, including the Freedom of Information Act. Disclosure or use will be made without obligation or compensation and without liability by the City of any kind whatsoever.

The foregoing applies to any information, whether or not given at the invitation of the City. Any statement which is inconsistent with the foregoing provisions of this paragraph whether made as part of, or in connection with, any information received from you or otherwise made at any time in any fashion, and whether made orally or in writing, shall be deemed null and void and of no force or effect. The City's receipt or discussion or use of any information submitted in response to this RFI including information submitted during discussions after said submittal (including ideas, drawings or other materials communicated or exhibited) is not to impose any obligations whatsoever on the City or entitle Responders to any compensation. No patent or other intellectual property rights are intended to be transferred to the City hereby.

RESPONDENT

Name of Firm: _____

Signature: _____

Print Name: _____

Title: _____

**Email
Address:** _____

Telephone: _____

Date: