

REQUEST FOR PROPOSAL: 2025-001

Inmate Food Service

On behalf of the St. Clair County Sheriff's Department and St. Clair County, I invite you to furnish a proposal in accordance with the Proposal Guidelines and Proposal Specifications for the services stated herein. Carefully read the attached documents and follow the procedures as outlined in order to be considered for award of contract for this project.

All technical proposals are to be submitted as outlined. To be considered for the award of contract, proposals must be received on or before **November 28, 2025 at 5:00 PM**. Proposals are to be received at the following email address:

lee.graham@co.st-clair.il.us

Questions regarding the bid package are directed to Lee Graham at lee.graham@co.st-clair.il.us.

Sincerely,

Maj. Lee Graham
Executive Deputy

NOTICE TO OFFERORS

PROPOSAL DATA:

PROPOSAL NUMBER: 2025-001
TITLE: Inmate Food Services
CONTACT: Lee Graham
PHONE #: (618) 825-5764
FAX #: (618) 277-4213
EMAIL: lee.graham@co.st-clair.il.us

PROPOSAL DUE DATE/TIME:

DUE DAY/DATE: **November 28, 2025**
TIME: **5:00 PM Central Standard Time**

PROPOSAL OPENING:

DATE: **October 29, 2025**
TIME: **5:00 PM Central Standard Time**
ADDRESS: 700 North 5th Street
Belleville, IL 62220

NOTICE TO OFFERORS - AMENDMENTS

Notice is hereby given proposals will be received in the St. Clair County Sheriff's Department by email no later than **November 28, 2025 at 5:00 PM**. Proposals should be emailed to lee.graham@co.st-clair.il.us.

With the opening on **October 29, 2025 @ 5:00 PM** at 700 North 5th Street, Belleville, IL. The purpose of this RFP is to solicit responses from qualified individuals/vendors for the procurement of services and/or supplies for the St. Clair County Sheriff's Department as set forth herein.

There may be one or more amendments to this proposal solicitation. If you desire to receive copies or notices of any such amendments, or any questions and responses submitted about the proposal, you must provide the information requested below to the St. Clair County Sheriff's Department. Please send this information to Lee Graham via email at lee.graham@co.st-clair.il.us St. Clair County Sheriff's Department will send amendments only to those firms that timely complete and return this form via fax or provide the requested information by timely e-mail.

RFP Number	2025-001 Inmate Food Service
Company Name	St. Clair County, IL / St. Clair County Sheriff's Department
Mailing Address	700 North 5 th Street, Belleville, IL 62220
Phone Number	618-825-5768
Fax Number	618-277-4213
Contact Person	Major Lee Graham
Email Address	lee.graham@co.st-clair.il.us

Amendments will be sent by email.

REQUEST FOR PROPOSAL: 2025-001

PROPOSAL GUIDELINES

1. **PROJECT SCOPE:** The St. Clair County Sheriff's Department / St. Clair County, IL has issued this Request for Proposal (RFP) for the sole purpose of obtaining responsive proposals from qualified individuals or firms to establish a service intensive contract, through competitive bidding, for the procurement of services and/or supplies as set forth herein.

Only vendors who have demonstrated the ability to provide inmate services; at competitive rates, with timely delivery of services, and abiding by correctional policies/procedures of government customers of comparable size will be considered for award of the contract.

The awarded Offeror will be an independent contractor. The contractor is not, and will not be, an employee or agent of St. Clair County or the St. Clair County Sheriff's Department.

2. **PRE-PROPOSAL TOUR:** A tour of the facilities will be available to interested vendors on **November 13, 2025** beginning at 10:00 am and **November 14, 2025** beginning at 2:00 pm. Contact Major Tammy Grime at (618) 825-5755 or tammy.grime@co.st-clair.il.us to arrange a tour. During the tour questions will be orally answered concerning our facilities and correctional staffing and procedures. Questions concerning the RFP or directly related to food or commissary services should be sent via email.
3. **CONTRACT PERIOD:** It is intended that the contract period shall be **January 1 – December 31, 2026** or an equivalent period depending upon date of contract award. The Sheriff reserves the right to renew this contract for up to two (2) additional one (1) year periods. Contract extension is subject to acceptable performance by the contractor as determined by the Sheriff and funding by the County Board and agreement by the contractor. At the end of any contract term, the Sheriff reserves the right to extend this contract for a period of one-hundred twenty (120) days for the purpose of getting a new contract in place. This contract shall be with the St. Clair County Sheriff's Department, which may hereafter be referred to as Sheriff or St. Clair County or County or Sheriff's Department.

4. **PROJECT TARGET DATES:** The following projected timetable should be used as a working guide for planning purposes. St. Clair County reserves the right to adjust this timetable as required during the RFP process.

EVENT	DATE
Proposal Due	November 28, 2025 at 5:00 PM
Award of Contract	December 15, 2025
Begin to Provide Service	January 1, 2026

5. **QUOTE PERIOD:** Proposals shall be good for ninety (90) days.
6. **PRICING:** Pricing shall be guaranteed for the initial 12-month term of contract. Offeror shall propose a fixed fee for services, as outlined. The second and third 12-month period (If contract is extended) shall be as agreed by the vendor and the Sheriff, or as forth in the following sentence. In the event the parties cannot agree on the pricing for the 2nd and/or 3rd 12-month period they will increase or decrease the existing pricing using the percentage change as computed by the Bureau of Labor Statistics CPI-U, for “Food” for the 12-month period ending December 31, 2027, and December 31, 2028, respectively.

If the contract is extended beyond the initial 1-year period, the vendor and Sheriff must agree on pricing.

7. **SEALED PROPOSALS:** Proposals must be submitted electronic form labeled “**SEALED PROPOSAL: 2025-001**”. Proposals not submitted in the proper format will be considered unqualified, unresponsive, and will not be considered for award of contract.
- A. Failure to provide detailed responses will result in the vendor being eliminated from award of contract consideration.
- B. The proposing party must sign in the firm or corporate name and must bear the original longhand signature of a principal legally authorized to sign contracts. The name of each person signing should be typed or printed below the signature. Both issues must be complied for the proposal to be valid.
- C. The individual signing the document for the proposing organization shall initial all erasures or corrections.

- D. All variations to the stated specifications must be described in detail (free from ambiguity).
 - E. All Offerors must be appropriately licensed and authorized to conduct business within the State of Illinois.
 - F. The failure of an Offeror to promptly supply information requested in this RFP or other information subsequently requested may result in the Offeror being eliminated from consideration.
 - G. St. Clair County reserves the right to request clarifications or corrections to proposals and to reject all responses/proposals and to put out a new RFP.
8. **SUBMISSION OF PROPOSALS & CLOSING DATE:** Electronic proposals are due on or before but no later than **November 28, 2025 at 5:00 PM**. St. Clair County will not accept any proposals received after said date. This and all other time references made herein are to be considered in central standard time.

Proposals are to be emailed to:

lee.graham@co.st-clair.il.us

- A. Discussions may be conducted with Offerors who submit proposals determined to have a reasonable likelihood of being selected for award. However, proposals may be accepted without such discussions. Therefore, all information requested and necessary for the County to evaluate this RFP should be included in your response.
- B. All material submitted regarding this RFP becomes the property of the County and will only be returned to the vendor at the County's option. Any person may review responses after final selection and award have been made.
- C. The County will not be responsible for any expenses incurred by the Contractor in preparing and submitting proposals. All proposals shall provide a straightforward, concise delineation of your capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

D. Offerors who submit a proposal in response to this RFP may be required to make an oral presentation of their proposal. This will include providing sample 90-day menus and 3 sample meals of the Sheriff's choosing.

9. **TRANSFER OF OWNERSHIP OR ASSIGNMENT OF CONTRACT:** Vendor may use disclosed sub-contractor; however, awarded vendor shall not transfer the resulting contract or performance of contract to another individual or firm; nor shall the awarded vendor change or subcontract any portion of the awarded contract, during the contract period without consent of the Sheriff.

The terms and conditions of this contract shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

The St. Clair County Sheriff reserves the right to reject any or all proposals, waive any or all irregularities, and select the proposal which is in the best interest of St. Clair County, Illinois. St. Clair County retains the authority to eliminate any service features that are deemed too costly or unnecessary. The County may seek clarification from an offeror at any time and failure to respond promptly is cause for rejection. The County may require submission of best and final offers.

10. **ACKNOWLEDGEMENT OF INSURANCE REQUIREMENTS:** By signing its proposal, Offeror acknowledges that it has read and understands the insurance requirements for the proposal. Offeror also understands that the evidence of required insurance must be submitted within five (5) working days following notification of its offer being accepted; otherwise, St. Clair County may rescind its acceptance of the Offeror's proposal. The insurance requirements are attached.

11. **INQUIRIES:** Prospective Offerors may make email inquiries concerning this RFP to obtain clarification of requirements and are strongly encouraged to do so. Questions must be received by **November 17, 2025 at noon**. Questions and responses will be sent to all prospective bidders who have notified us of their contact information by **November 21, 2025** by close of business.

12. **GENERAL CONDITIONS:**

- A. St. Clair County requires all offeror(s) to comply with the Equal Opportunity Affirmative Action and Fair Employment Practices regulations of the State of Illinois and federal government.

B. SAFETY DATA SHEETS: Vendors must supply Safety Data Sheets on all applicable items. Changes to Safety Data Sheets applicable to awarded offeror must be provided to St. Clair County for a period of five (5) years after award of proposal.

C. TAX EXEMPT STATUS: St. Clair County is exempt from federal excise and transportation taxes. St. Clair County is also exempt from payment of Illinois Sales Tax.

TAX EXEMPTION IDENTIFICATION NUMBER: E9998-5942-06

D. OFFEROR COMPETENCY: To allow the County to evaluate the competency and financial responsibility of an offeror, when requested by the County, Offeror shall furnish the following information which shall be sworn to under oath:

1. Address and description of Offeror's plant and place of business
2. Name and/or Articles of co-partnership of incorporation.
3. Itemized list of equipment available for use on the Offerors awarded project.
4. Statement regarding any past, present, or pending litigation with the County.
5. Such additional information as may be required that will satisfy the County that the Offeror is adequately prepared in technical experience, or otherwise to fulfill the contract.
6. Documents to ensure that the Offeror follows the current Fair Employment Practice requirement of the County.

E. DISQUALIFICATION OF OFFERORS: Any of the following may be considered enough for the disqualification of an Offeror and the rejection of his/her proposal(s).

1. Evidence of collusion among Offerors.
2. Lack of responsibility as revealed by financial, experience of equipment statements, as submitted.
3. Lack of expertise and poor workmanship as shown by performance history.
4. Uncompleted work under other contracts which in the judgement of the County, might hinder or prevent the prompt completion of additional work is awarded.

5. Being in arrears on existing contracts, in litigation with the County, or having defaulted on a previous contract.
- F. TERMINATION OF AGREEMENT: The selected Vendor(s)/Offeror(s) will agree in the final contract to: Contractor may terminate contract by providing one hundred eighty (180) days written notification. The County reserves the right to terminate this contract, or any part of this contract, upon thirty (30) days written notice. In case of such termination, the Contractor shall be entitled to receive payment from the County for work completed to the termination date in accordance with the terms and conditions of this contract. In the event that this Contract is terminated due to Contractor's default, the County shall be entitled to purchase substitute items and/or services elsewhere and charge the Contractor with any or all losses incurred, including attorney's fees and expenses.
- G. PAYMENTS: The selected Vendor(s)/Offeror(s) will agree in the final contract to: Payment to contractor will be made in accordance with the Local Government Prompt Payment Act. (50 ILCS 505/1)
- H. NON-APPROPRIATION: The contract shall include a rider that allows cancellation of contract without penalty if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal year. Any contract approved by the County shall be conditioned by a "non-appropriation" clause containing the following or similar language:
"This contract is approved and funded contingent upon annual appropriations being established by the local governing body of St. Clair County to provide funding necessary to meet the requirements of the contract. Such funding is approved on a fiscal year basis with the fiscal year commencing January 1st and terminating December 31st of each year. In order for the contract to remain in effect, such appropriation must be approved on an annual basis throughout the term of the contract scheme. In the event that an annual appropriation is not approved, the County shall not be held responsible for any liabilities beyond the remaining annual term prior to the new budget year."
- I. DRUG FREE WORKPLACE: The Vendor/Offeror (whether an individual or company) will agree to provide a drug free workplace as provided for in the Drug Free Workplace Act as part of the final contract.
- J. FORCE MAJEURE: The final contract between Vendor/Offeror will include the following provision regarding force majeure: The County of St. Clair shall not hold Contractor liable for an extraordinary interruption of events, or damage of County property, by a natural cause that cannot be reasonably foreseen or prevented; i.e. droughts, floods, severe weather, etc.

- K. INVESTIGATION OF OFFERORS: The County will make such investigations as are necessary to determine the ability of the Contractor to fulfill Proposal requirements. The Contractor shall furnish such information as may be requested and shall be prepared to show completed installations of equipment, service, and services similar to that included in this Proposal. It shall be at the sole discretion of the County to reject any Proposal if it is determined the Contractor does not fully demonstrate its ability to carry out obligations of the contract. Contractor shall furnish contacts for five current customers of similar size and function to the St. Clair County Sheriff's Office along with a release of information so the Sheriff's Office can fully investigate these references.
- L. LAW GOVERNING: The final contract will agree to venue and jurisdiction in St. Clair County, Illinois, as well as an agreement to the laws of the State of Illinois for any choice of laws governing the agreement or performance of the parties.
- M. COMMENCEMENT OF WORK: The successful Offeror may not commence any billable work prior to the County's and Vendor's execution of the contract (purchase order issuance) or any other required documents.
- N. INDEMNIFICATION: The successful Offeror(s)/Vendor(s) shall indemnify and hold harmless the County of St. Clair and all County board members, officials, agents, and employees from all suits or claims of any character for any reason arising from infringement of patent trademark or copyright. Any contract approved by the County shall include indemnification terms containing the following or similar language: Vendor agrees to accept all responsibility for loss or damage to any person or entity, including the County, and to indemnify, hold harmless, and release the County, its officers, agents, and employees, from and against any actions, claims, damages, liabilities, disabilities, or expenses, that may be asserted by any person or entity, including the Vendor, that arise out of, pertain to, or related to Vendor's performance or obligations under this Agreement. Vendor agrees to provide a complete defense for any claim or action brought against the County based upon a claim relating to Vendor's performance or obligations under this agreement. Vendor's obligations under this Section apply whether or not there is concurrent negligence on the County's part, but to the extent required by law, excluding liability due to the County's conduct. The County shall have the right to select its legal counsel at Vendor's expense, subject to Vendor's approval, which shall not be unreasonably withheld. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for the Vendor or its agents under workers compensation acts, disability benefits acts, or other employee benefit acts.
- O. CHANGE IN OWNERSHIP/FINANCIAL VIABILITY STATUS: The selected Vendor(s)/Offeror(s) will agree in the final contract to notify St. Clair County immediately of any change in its status resulting from any of the

following: (a) vendor is acquired by another party;
(b) vendor becomes insolvent; (c) vendor, voluntary or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) vendor ceases to conduct its operations in normal course of business. St. Clair County shall have the option to terminate its contract with the vendor immediately on written notice based on any such change in status.

P. CERTIFICATION: The Offeror must certify as follows:

I, (Name of Vendor), to the best of my information and belief, hereby certify the following in connection with my submission to the RFP 2025-001:

- A. Our corporation nor any of our corporate officers have been convicted of any of the following:
 - 1. Bid rigging as defined by 720 ILCS 5/33E-3
 - 2. Bid rotating as defined by 720 ILCS 5/33E-4
 - 3. Providing false statements on vendor applications as defined by 720 ILCS 5/33E-14
 - 4. Bribery of an inspector employed by a contractor as defined by 720 ILCS 5/33E-8
 - 5. Provision or attempting to provide a kickback as defined by 720 ILCS 5/33E-7
 - 6. Bribery as defined by 720 ILCS 5/33e-1
- B. That our corporation is not otherwise legally barred from contracting with St. Clair County, Illinois.
- C. That our corporation maintains worker's compensation insurance for its employees.
- D. That our corporation complies with Prevailing Wage Act (820 ILCS 130/1 et. seg) if it is applicable to my business.

PROPOSAL SPECIFICATIONS

13. **SCOPE:** The St. Clair County Sheriff seeks proposals from qualified proposers to provide the product and services herein requested. Throughout this request the term "County" refers to the St. Clair County Sheriff. All requests, responses, inquires and ultimate final negotiations will be conducted by the Sheriff, all subject to final agreement by the contractor (vendor) and the Sheriff.

A. Adult: Food Service

1. Provide: The Vendor shall provide three meals per day, including two hot meals. The daily caloric content should average at least 2800 calories. A registered dietician shall review all proposed menus to ensure it provides the above calories and all other required nutrients. Vendor shall maintain detailed records of all meals served. Vendor will provide holiday luncheon to inmates on the following days: Thanksgiving, Christmas, and New Year's Day. Baked goods shall be baked fresh on site, except sandwich bread, hamburger, and hot dog buns. No food extenders or filler will be used. Only USDA inspected and approved meats, poultry, eggs, and dairy products may be used. Only seafood handled according to HACCP standards will be used. The Sheriff desires to provide wholesome, high quality inmate food service at a reasonable cost to taxpayers. Vendor will cause the food to be plated or trayed in an eye pleasing manner along with customary condiments when appropriate, such as salt, pepper, catsup, mustard, dressing, gravy, etc.. Food products, meals and snacks need to be prepared and maintained according to HACCP Standards. Vendors shall also comply with all Illinois Administrative Codes relevant to a County Jail.
2. Vendor shall be responsible for all meals and ensure that the entire food preparation, kitchen, kitchen restrooms, utensils, appliances, food services and storage shall comply with all relevant standards and rules set by the Illinois Department of Public Health, Illinois Jail Standards and American Correctional Association Standards. Utensils, equipment and kitchen, bathroom and storage areas shall be kept continuously clean and tidy. Vendor shall obtain/possess any license and/or certificates for furnish meals for adult inmates.
3. Vendor shall provide sack meals as requested, snacks for diabetic prisoners, as well as special meals for inmates with specific medical needs and/or religious restrictions.
4. All inmate/labor will be trained and carefully supervised by the Vendor's employees who shall hold the appropriate licenses and certifications for this type of food service. Vendor shall be responsible for any damage by its employees' or a supervised inmates' negligence.
5. Vendor will provide its proposed staffing, including hours and days of the week and its proposed initial inmate worker needs (with hours and days). All vendor staffing is subject to approval by the Sheriff and must pass a background investigation satisfactory to the Sheriff. The vendor's staff must abide by all jail security rules and procedures.
6. Upon request of the Sheriff or his/her designee, vendor shall be responsible to answer and remedy, if appropriate, inmate grievances and complaints.
7. Vendor shall supply all food, seasonings, ingredients and paper for the food service and kitchen. Sheriff shall furnish cleaning supplies, service wares, pots, pans, trays, kitchen equipment and utensils. Sheriff shall supply internet access, if needed, and basic local phone service, but any toll or

long-distance charges will be reimbursed by the vendor. Sheriff shall furnish utilities including garbage service.

8. Vendor shall provide a bill on a monthly basis.
9. Pork, ham, bacon or any similar product containing any pork will never be served, offered or prepared unless approved for a religious diet.
10. The Sheriff will provide a walk-in freezer 112 in. x 78 in. x 85 in. and two walk-in coolers 112 in. x 78 in. x 85 in.
11. On special occasions the Sheriff may offer supplemental food such as a pizza party using food supplied by other than the vendor in addition to special treats for the inmate workers.
12. The Sheriff operates a jail with a 418-bed capacity. The average population since the beginning of 2025 is 438.
13. Our current practice is to allow double meal portion for inmate workers, which the vendor should continue.
14. Consistent with current practice, the vendor shall provide a meal for the day shift and night shift of the Corrections Division each day.

14. Adult Meal Prices:

1. Meal prices must be bid at one specific cost per meal for the first year regardless of the average number of meals served per setting (breakfast, lunch, and dinner) or per day, or per week.
1. In addition, proposers are encouraged to submit an additional proposal which gives a weekly price per meal based upon average numbers of meals served per setting (calculated by dividing total meals served in a week by 21) and broken down as follows:

300 and below

301-325

326-350

351-375

376-400

401-425

426-450

451-475

476-500

501 and above

2. Adult snacks (diabetic/medical) are to be a fixed price regardless of quantity.
3. Special meals for medical or religious (vendor must also conform to RLUIPA) or safety issued (meal loaf) are to be included in the above pricing.
4. All proposals should include the grade USDA Required or voluntary of the various food products to be supplied.
5. The County will choose which pricing schedule to make part of the contract. The Sheriff may cancel the contract for lack of appropriations by the County. However, the County will owe for all meals prepared up to cancellation.

PROPOSAL:

1. Proposal Format: This section outlines the County's strong preference for the proposal format and information provided by the proposer. Any proposer not providing the required information, or not conforming to the format specified in all material respects, may be eliminated. The County strongly prefers concise responses to the information requested. The use of tables, graphics, and bulleted lists, where appropriate, is strongly encouraged.
2. Information Required From Offerors: As set forth herein. You may offer additional or alternative options, but these should be clearly indicated and separate from the response to this request.
3. Cover Letter: Provide a cover letter prepared on the proposer's business stationery. The purpose of this letter is to transmit the proposals, so it should be brief. The letter should contain a statement that the proposer is responding to the County's RFP. Other items outlined in the cover letter include:

A. A statement that the attached proposal is complete as submitted.

SELECTION CRITERIA:

This contract may be not be awarded solely based upon lowest price per meal. The St. Clair County intends to award this contract in whole to the lowest responsive and responsible Offeror in the Sheriff's opinion, criteria will include/consideration will be given to the numerous intangibles/non-monetary items included in this RFP that follows all specification, terms and conditions contained herein. The Offeror shall have specific experience supplying similar product, on a satisfactory basis, to other customers with a similar volume. The St. Clair County Sheriff reserves the right to consider bid prices, the references and successful service history, financial capability, qualifications, value added services and other related factors in the award

decision, including quality, nutrition value of calories (vs empty or junk calories) presentation, taste and appearance of plated (trayed) food. The St. Clair County Sheriff reserves the right to request additional information after the award date for evaluation proposed and to make modifications in the request. The price and quality of Commissary items and related goods and services to inmates will also be considered.

The County of St. Clair reserves the right to reject any or all proposals. The right is reserved to make awards as determined solely by the judgment of the County of St. Clair Sheriff. The Sheriff may amend this RFP.

In determining the lowest responsible contractor, the County shall take into consideration the qualities of the services supplied, their conformity with the specifications, and their suitability to the requirements of the County and the delivery terms. Intangible factors, such as the Offerors reputation and past performance in executing a County contract, will also be weighed in executing County contracts. The Sheriff will consider the training, experience and length of employment of vendor's proposed management team for St. Clair County and expected duration of longevity with St. Clair County.

The Offerors failure to meet the mandatory requirements will result in the disqualification of the Contractor's proposal from further considerations.

Submission of a proposal confers no rights on the Offeror to a selection or to a subsequent contract. This RFP process is for the County's benefit only and is intended to provide the County with competitive information to assist in selection of services. All decisions on compliance, evaluation, terms and conditions shall be made solely at the County's discretion and shall be made to favor the County.

St. Clair County Insurance Guidelines

During the term of the contract, Vendor(s) shall provide the following types of insurance in not less than amount specified below.

- (1) GENERAL The successful bidder shall maintain for the duration of the contract and any extensions thereof, at bidder's expense, insurance that includes "Occurrence" basis wording and is issued by a company or companies qualified to do business in the State of Illinois that are acceptable to the County, which generally requires that the company(ies) be assigned a Best's Rating of A or higher with a Best's financial size category of Class A-/VII or higher, in the following types and amounts:
 - (a) Commercial General Liability in a broad form, to include, but not limited to, coverage for the following where exposure exists: Bodily Injury and Property Damage, Premises/Operations, Independent contractors,

Products/Completed Operations, Personal Injury and Contractual Liability; limits of liability not less than: \$1,000,000 per occurrence and \$2,000,000 in the aggregate, and inclusion of a waiver of subrogation in favor of St. Clair County;

- (b) Business Auto Liability to include, but not be limited to, coverage for the following where exposure exists: Owned Vehicles, Hired and Non-Owned Vehicles and Employee Non-Ownership; limits of liability not less than: \$1,000,000 per occurrence, combined single limit for: Bodily Injury Liability and Property Damage Liability;
- (c) Workers' Compensation Insurance to cover all employees and meet statutory limits in compliance with applicable state and federal laws. The coverage must also include Employer's Liability with minimum limits of \$500,000 for each incident, \$500,000 for each disease and \$500,000 aggregate, and a waiver of subrogation in favor of St. Clair County.
- (d) Errors and Omissions/Professional Liability coverage for all work being performed for the County in the amount of \$1,000,000 per Occurrence, and \$2,000,000 Aggregate with self-insured retention noted. Additional Insured endorsement must be added to policy and sent with certificate of insurance.

(2) EVIDENCE OF INSURANCE The successful bidder agrees that with respect to the above required insurance that:

- (a) The County of St. Clair shall be provided with Certificates of Insurance evidencing the above required insurance, prior to commencement of the contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies;
- (b) The contractual liability arising out of the contract shall be acknowledged on the Certificate of Insurance by the insurance company;
- (c) The County of St. Clair shall be provided with thirty (30) days prior notice, in writing, of Notice of Cancellation or material change and said notification requirement shall be stated on the Certificate of Insurance;
- (d) In addition to being named as an additional insured on the Certificate of Insurance, each liability policy shall contain an endorsement naming the County of St. Clair as an additional insured. A copy of the endorsement shall be provided to St. Clair County along with the Certificate of Insurance;
- (e) St. Clair County must be named as an additional insured, on a primary and noncontributory basis, and the address for certificate holder must read exactly as: County of St. Clair, a body politic 10 Public Square, Belleville, IL 62220; and,

- (f) Insurance Notices and Certificates of Insurance shall be provided to: St. Clair County, Insurance Specialist, Administrative Services Department, 10 Public Square, Belleville, IL 62220.