

RFQ Certification and Affidavit Forms

Request for Qualifications (RFQ)

Instructions: All proposers must complete, sign, and submit all required forms with their proposal. Failure to include these certifications may result in rejection of the proposal as non-responsive.

INSTRUCTIONS FOR COMPLETION:

1. The authorized representative identified above must have the legal authority to bind the proposing organization to a contract;
2. The signature must be original (may be electronically signed or an electronic copy);
3. If the authorized representative's authority is limited to specific contract values or types, such limitations must be disclosed and supporting documentation provided;
4. Any proposal lacking a valid signature from an authorized representative may be rejected as non-responsive;
5. The date of signature must not be earlier than the RFQ issuance date.



FORM 1: AFFIDAVIT OF NON-COLLUSION

I/We the undersigned do hereby certify and state:

1. I am/We are the duly authorized representative(s) of _____ (Company/Organization Name), which is submitting the attached proposal/bid to the Joliet Arsenal Development Authority (JADA).
2. Neither I/we, nor any officer, agent, or employee of this organization has:
 - Entered into any agreement, participated in any collusion, or taken any action in restraint of free competitive bidding;
 - Been convicted of violating any applicable state or federal antitrust law within the last three years;
 - Agreed to perform work with employees or subcontractors other than those bona fide employees or qualified subcontractors of the firm; or
 - Bid for the benefit of another contractor.
3. I/We further certify that this proposal was prepared independently, without coordination or communication with any other proposer regarding terms, qualifications, or any other aspect of this proposal.
4. I/We understand that this affidavit is executed under penalty of perjury under the laws of the United States and the State of Illinois.

IN WITNESS WHEREOF, I/we have executed this affidavit as of the _____ day of _____, 2026.

Signature: _____

Printed Name: _____

Title: _____

Organization: _____

Date: _____

FORM 2: CONFLICT OF INTEREST DISCLOSURE

PROPOSER CONFLICT OF INTEREST CERTIFICATION

Proposer Organization:

Regional Mobility and Freight Management Study RFQ

1. GENERAL CERTIFICATION

I/We certify that, to the best of my/our knowledge and belief, neither the proposing organization, nor any of its officers, directors, employees, agents, consultants, or immediate family members have any actual or potential conflict of interest (including apparent conflicts of interest) that would:

- Impinge on the ability to render impartial, technically sound, and objective assistance or advice to JADA;
- Create an unfair competitive advantage; or
- Bias the impartiality of the proposal or performance of services.

2. SPECIFIC AREAS OF POTENTIAL CONFLICT

Please identify below any actual, potential, or apparent conflicts of interest in the following areas. If none exist, write "NONE."

A. Prior Relationships with JADA or Related Entities

Has the proposing organization, or any of its principals, had any prior contracts, consulting relationships, or employment with JADA, Will County, City of Joliet, or related public agencies within the past 3 years?

No Yes — Please explain:

B. Financial Interests

Does the proposing organization, or any officer/director, have financial interests (including equity, investments, or business relationships) with other organizations proposing on this RFQ or with organizations that may be affected by the outcome of this RFQ?

No Yes — Please explain:

C. Unequal Access to Information

Will performance of this contract provide the proposing organization with access to non-public or confidential information that could provide an unfair advantage in other business activities?

No Yes — Please explain:

D. Ground Rules or Standards Development

Has the proposing organization previously worked on developing the basic structure, ground rules, or technical standards for programs similar to this RFQ, or for JADA's procurement processes?

No Yes — Please explain:

E. Organizational Conflicts

Does the proposing organization have the ability to evaluate competitors objectively, or would performance of this contract place the organization in a position of evaluating its own products/services or those of affiliated entities?

No Yes — Please explain:

F. Other Potential Conflicts

Are there any other circumstances, relationships, or situations that might reasonably be viewed as creating an actual or apparent conflict of interest?

No Yes — Please explain:

3. MITIGATION MEASURES

If any conflicts of interest have been identified above, describe the steps the proposing organization will take to mitigate or eliminate the conflict:

4. AUTHORIZATION

I/We certify that I/we have disclosed all known actual, potential, and apparent conflicts of interest to the best of my/our knowledge, and that the proposing organization has implemented or will implement appropriate mitigation measures for any identified conflicts.

Signature: _____

Printed Name: _____

Title: _____

Organization: _____

Date: _____

FORM 3: INSURANCE ATTESTATION

PROPOSER INSURANCE CAPABILITY CERTIFICATION

Proposer Organization:

Regional Mobility and Freight Management Study RFQ

I/We hereby certify that the proposing organization has the ability to obtain and maintain the following required insurance coverages:

Type of Insurance	Minimum Coverage	Verification
General Liability	\$ _____	<input type="checkbox"/> Current <input type="checkbox"/> Can Obtain
Professional Liability/Errors & Omissions	\$ _____	<input type="checkbox"/> Current <input type="checkbox"/> Can Obtain
Workers' Compensation	Per State Statutory Limits	<input type="checkbox"/> Current <input type="checkbox"/> Can Obtain
Automobile Liability (if applicable)	\$ _____	<input type="checkbox"/> Current <input type="checkbox"/> Can Obtain

SPECIFIC CERTIFICATIONS:

- Current Coverage:** The proposing organization currently maintains all required insurance coverage with reputable insurers licensed to do business in Illinois.
- Procurement Capability:** The proposing organization does not currently maintain all required coverage but certifies that it has the financial ability and will obtain all required coverage prior to contract execution.
- Certificate of Insurance:** The proposing organization agrees to provide current Certificates of Insurance naming JADA as an additional insured (where applicable) prior to commencing work under any resulting contract.
- Insurance Requirements Review:** I have reviewed the specific insurance requirements contained in the RFQ and confirm that they are reasonable and attainable by the proposing organization.
- No Barriers:** I am not aware of any operational, financial, or other barriers that would prevent the proposing organization from obtaining and maintaining the required insurance coverage.



"Adding to Will County's Growth & Prosperity"

15905 S Frederick Street, Suite 107
Plainfield, IL 60586
Phone: 815-630-2800

AUTHORIZED REPRESENTATIVE SIGNATURE:

Signature: _____

Printed Name: _____

Title: _____

Organization: _____

Date: _____

FORM 4: CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

CERTIFICATION OF NON-DEBARMENT / NON-SUSPENSION STATUS

Proposer Organization:

Regional Mobility and Freight Management Study RFQ

The proposing organization and its principals hereby certify under penalty of perjury that:

1. DEBARMENT AND SUSPENSION STATUS

To the best of my/our knowledge and belief, neither the proposing organization nor any of its principals^[1] are:

- Currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency, or any State or local government;
- Subject to suspension or debarment under the Federal Acquisition Regulation (FAR) or state procurement regulations;
- Listed on the GSA Excluded Parties List System (SAM.gov);
- The subject of any debarment or suspension proceedings; or
- Excluded from contracting with any government agency or program.

2. CRIMINAL CONVICTIONS AND CIVIL JUDGMENTS

The proposing organization and its principals have not, within the past three (3) years preceding this proposal:

- Been convicted of or had a civil judgment rendered against them for commission of fraud, bribery, conflict of interest, government contracting violations, or any criminal offense arising from the conduct of their business;
- Been convicted of violating any applicable federal, state, or local antitrust laws;
- Been convicted of violating the Federal False Claims Act or any similar state law; or
- Had any criminal charges related to doing business with government.

3. CURRENT CRIMINAL OR CIVIL CHARGES

The proposing organization and its principals are not presently indicted for or otherwise criminally or civilly charged by any Federal, State, or local government entity with:

- Commission of fraud, bribery, public corruption, or any other crime arising from the conduct of business; or
- Violations of federal, state, or local laws in connection with procurement, contracting, or government programs.

4. GOVERNMENT CONTRACT TERMINATIONS

The proposing organization has not, within the past three (3) years preceding this proposal:

- Had any government contract (Federal, State, or local) terminated for cause or default;
- Been required to repay any government funds due to contract performance failures; or
- Had multiple contract performance issues resulting in disputes or claims.

5. FEDERAL AGENCY COMPLIANCE

The proposing organization is in compliance with all applicable Federal regulations and executive orders relating to non-debarment, including but not limited to:

- Executive Order 12549 (Debarment and Suspension);
- Executive Order 12689 (Conduct of Affected Contractors and Agents);
- Office of Management and Budget (OMB) guidance (currently 2 CFR 180 and 2 CFR 3485);
- Federal Acquisition Regulation (FAR) provisions; and
- The laws of the State of Illinois.

6. CHANGED STATUS NOTIFICATION

The proposing organization agrees to provide JADA with immediate written notice if its debarment, suspension, or eligibility status changes at any time during the RFQ process or any resulting contract period. Such notification shall include a detailed explanation of the changed circumstances.

7. VERIFICATION AUTHORITY

The proposing organization acknowledges that JADA has the authority to verify this certification through:

- [SAM.gov](https://sam.gov) (System for Award Management) — Federal Excluded Parties List;
- Illinois Procurement Integrity Program (PIP) database;
- State of Illinois Vendor database;
- Federal background checks and investigations; and
- Other public records and databases.

8. EXPLANATION (IF APPLICABLE)



If the proposing organization cannot certify the statements above, please provide a detailed explanation of the circumstances:

An explanation does not automatically result in denial of participation, but JADA reserves the right to evaluate the explanation and determine the proposing organization's eligibility.

AUTHORIZED REPRESENTATIVE SIGNATURE:

Signature: _____

Printed Name: _____

Title: _____

Organization: _____

Date: _____

FOOTNOTE:

[1] "Principals" means officers, directors, owners, partners, members, managers, and any individual with significant ownership interest (typically 20% or more).

FORM 5: EQUAL OPPORTUNITY CERTIFICATION

EQUAL EMPLOYMENT OPPORTUNITY / NONDISCRIMINATION CERTIFICATION

Proposer Organization:

Regional Mobility and Freight Management Study RFQ

1. EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE

The proposing organization hereby certifies that it is in compliance with all applicable federal, state, and local equal employment opportunity (EEO) and non-discrimination laws, including but not limited to:

- Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e et seq.);
- The Equal Employment Opportunity Act of 1972;
- Title I of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.);
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794);
- Age Discrimination in Employment Act of 1967 (29 U.S.C. § 621 et seq.);
- The Equal Pay Act of 1963 (29 U.S.C. § 206(d));
- Immigration Reform and Control Act of 1986;
- Illinois Human Rights Act (775 ILCS 5/1-101 et seq.);
- Illinois Employment Discrimination Act;
- Local ordinances regarding equal opportunity and non-discrimination; and
- Executive Order 11246 (as applicable).

2. NONDISCRIMINATION PLEDGE

The proposing organization certifies that it:

- Does not discriminate, and will not discriminate, in employment, recruitment, advertising, compensation, job training, or any other terms or conditions of employment based on race, color, religion, sex (including gender identity and sexual orientation), national origin, age, disability, genetic information, marital status, veteran status, unfavorable military discharge, or any other legally protected characteristic;
- Will not retaliate or threaten to retaliate against any person for reporting a violation of EEO laws or participating in an EEO investigation;

- Maintains a workplace free from discrimination and harassment;
- Provides equal opportunity to all applicants and employees in all employment decisions and actions.

3. DIVERSITY AND INCLUSION PRACTICES

The proposing organization has implemented and maintains equal opportunity and non-discrimination practices including:

- Written EEO policy and procedures;
- Non-discrimination clauses in all contracts with employees, vendors, and subcontractors;
- Training for employees on non-discrimination and workplace conduct;
- Grievance procedures for addressing discrimination complaints;
- Regular review and monitoring of hiring, promotion, and compensation practices;
- Recruitment efforts that reach diverse candidate pools;
- Reasonable accommodations for employees with disabilities.

4. SUBCONTRACTOR COMPLIANCE

The proposing organization will ensure that any subcontractors or vendors engaged in performance of any resulting contract:

- Are bound by the same non-discrimination and equal opportunity requirements;
- Have provided written certification of compliance with applicable EEO laws;
- Understand that violation of EEO requirements may result in contract termination and debarment.

5. RECORD KEEPING AND REPORTING

The proposing organization maintains or will maintain records documenting:

- Compliance with EEO requirements;
- Non-discrimination in hiring, promotion, compensation, and termination;
- Resolution of any EEO complaints;
- Communications with JADA regarding compliance matters;

and will provide such records to JADA upon request.

7. CERTIFICATION AND AUTHORIZATION



"Adding to Will County's Growth & Prosperity"

15905 S Frederick Street, Suite 107
Plainfield, IL 60586
Phone: 815-630-2800

I/We certify under penalty of perjury that the proposing organization is in full compliance with all applicable equal employment opportunity and non-discrimination laws and regulations, and will maintain such compliance throughout the RFQ process and any resulting contract performance.

Signature: _____

Printed Name: _____

Title: _____

Organization: _____

Date: _____



FORM 6: PROPOSAL SIGNATURE PAGE

PROPOSAL SIGNATURE PAGE AND AUTHORIZATION

Regional Mobility and Freight Management Study RFQ

Submission Date: _____

PROPOSER INFORMATION:

Proposer Legal Entity Name: _____

Entity Type (check one):

- Corporation Partnership LLC Non-Profit Organization
- Sole Proprietorship Joint Venture Other: _____

Principal Place of Business: _____

Address: _____

City, State, ZIP: _____

AUTHORIZED REPRESENTATIVE:

I/We certify that I am/we are duly authorized representatives of the above-named organization and am/are authorized to execute this proposal and bind the organization to all terms and conditions contained in the RFQ and this proposal.

By signing below, I/we certify that:

1. I/We have reviewed the complete RFQ and all associated documents, attachments, and requirements;
2. All information contained in this proposal is true, accurate, and complete to the best of my/our knowledge;
3. All certifications and attestations submitted with this proposal are true and accurate;
4. The proposing organization has the qualifications, experience, and capability to successfully perform the work described in the RFQ;
5. The proposing organization will comply with all applicable federal, state, and local laws, regulations, and ordinances;
6. The proposing organization will comply with all terms, conditions, and requirements of the RFQ and any resulting contract;
7. No gratuities or improper inducements have been offered to any JADA official or employee in connection with this proposal;
8. This proposal was prepared independently without collusion or coordination with other proposers;
9. All required certifications and forms are signed and included with this proposal.



"Adding to Will County's Growth & Prosperity"

15905 S Frederick Street, Suite 107
Plainfield, IL 60586
Phone: 815-630-2800

AUTHORIZED SIGNATURE:

Signature: _____

Printed Full Name: _____

Title/Position: _____

Organization: _____

Date: _____

Telephone: _____

Email: _____