



**Request for Qualifications and Pricing**

**Issued by the Cook County Land Bank Authority**

**Special Process Services – Tax Deed Petitions**

**For**

**Cook County Land Bank Authority**

**Responses to be submitted by July 23, 2018 in electronic format (Adobe PDF preferred): [info@CookCountyLandBank.org](mailto:info@CookCountyLandBank.org)**

The Cook County Land Bank Authority (“CCLBA”) invites qualified process servers or process serving companies to submit pricing information for the services described below.

**Advertisement Date:** Tuesday, July 10, 2018

**Deadline for Responses:** Monday, July 23, 2018

**Decisions on submitted Responses are anticipated by:** Tuesday, July 31, 2018

**Background on the Cook County Land Bank Authority:** The Cook County Land Bank Authority (“CCLBA”) was established as an agency of Cook County, Illinois, via Ordinance by the Cook County Board on January 16, 2013. The CCLBA is the largest geographic land bank in the country covering 946 square miles, encompassing 130 municipalities and 5.1 million people and is the first single purpose entity in Cook County to focus solely on returning vacant, foreclosed, and tax-delinquent property back to active and productive use throughout the region. The CCLBA is governed by a 15-member board.

**About this Request:** CCLBA acquires, holds, and conveys different types of real property throughout Cook County, including vacant lots, single family homes, multifamily residential property, commercial property, and industrial property.

One method CCLBA may use to acquire real property is by obtaining tax certificates through Cook County tax sales, conducted in accordance with the Property Tax Code. After acquisition of tax certificates, CCLBA may file with the Circuit Court of Cook County Tax Deed Petitions. Upon filing a Tax Deed Petition and in order to obtain a Tax Deed, CCLBA must comply with the service and notice requirements set out in the Property Tax Code.

CCLBA intends to contract for Tax Deed Petition process serving services from qualified firms. All contracts will be procured according to the Cook County Land Bank Authority procurement policy.

**Content of Responses:** A complete response will consist of:

- 1) A complete rate sheet or price quote;
- 2) A brief statement of qualifications, including Illinois licensing information;
- 3) A statement whether or not the Respondent is a local business and/or a M/WBE as defined in Sec. 34-263 of the Cook County Code of Ordinances and supporting documentation;
- 4) Any addenda or additional descriptions respondents would like to provide.

**Format for rate sheet or price quote:** Please provide a rate sheet or price quote with the costs of each of the following services that your organization or firm is interested in and able to provide:

1) Process Serving within Cook County

- Price per defendant, per address

- Must make a diligent effort (*e.g.* several attempts at various times of day) within 15 days of receipt of the notice to be served and the address from CCLBA
- Substitute service as provided in the Code of Civil Procedure, after attempts for personal service
- Certified/registered mail sent if personal service cannot be completed
- Must make return by Affidavit to be filed with the Clerk of the Circuit Court

2) Mailing of a notice by registered or certified mail, return receipt requested, for Defendants outside of Cook County

- Price per certified/registered mailer
- Mailed within 15 days of receipt of notice from CCLBA

For purposes of calculation, you may assume 50 cases are assigned, with 8-10 addresses per case. If there are discounts or bulk pricing options available, please indicate what those options are, as well as any discounts for prepayment or bundling of services.

Respondents may attach rate sheets or addenda with additional information, so long as those sheets contain the information described above.

**Modification of responses:** Respondents may withdraw a response at any time. No modifications will be accepted on Responses submitted, though revised Responses may be resubmitted prior to the Deadline for Responses.

**Notices:** All communications concerning this RFQ must be presented in writing via email. Reference the RFQ in the subject line of all electronic correspondence. Questions may be directed to:

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Cook County Land Bank Authority  
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Email: [Mustafaa@CookCountyLandBank.org](mailto:Mustafaa@CookCountyLandBank.org)

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**Compliance with applicable Cook County Ordinances:** Please be advised that CCLBA purchases are subject to the following requirements as set forth in the Cook County Code of Ordinances:

- a) Section 34-160 (Living Wage)
- b) Section 34-161, 34-162, 34-163 (Prevailing Wage)
- c) Section 34-215 through Section 34-222 (Recycled Products)

- d) Section 2-407 (Predatory Lender Ordinance)
- e) Section 34-369 (Child Support Payment)
- f) Section 34-260 through Section 34-289 (Cook County Minority and Women Owned Business Enterprise)
- g) Section 34-230 (Local Business Preference)
- h) Section 34-237 through Section 34-239 (Veterans Preference and Incentives)
- i) Section 2-281 through 2-293 (Inspector General)

**Interested process servers or companies should submit all materials by July 23, 2018 in electronic format (Adobe PDF preferred) to [info@CookCountyLandBank.org](mailto:info@CookCountyLandBank.org)**