



Request for Proposals (RFP)
For Food Service Plan Review &
Inspection Services

Date Issued:
July 24, 2025

Proposal Deadline:
August 15, 2025 – 11:00 am

Sealed Proposals Returned to:
Jim Novosel, Community Development Director
10300 Roosevelt Road
Westchester, IL 60154

1. Introduction

The Village of Westchester is seeking qualifications from qualified Consultants for Food Service Plan Review and Inspection Services. The selected firm will conduct plan reviews and inspection services under the direction of the Community Development Director to be the primary food service plan review and inspection team for the Village. The ideal vendor would provide a high-level of expertise across food service plan review and inspection competencies and approach its responsibilities with a customer-service orientation.

2. Schedule

RFP Issued	July 24, 2025
Deadline for Questions	August 4, 2025
Question Responses Provided and Addenda Issued (if needed)	August 6, 2025
Receipt of Proposals	August 15, 2025
Evaluation of Proposals	August 18-20, 2025
Consideration by Village Board	August 26, 2025
Award of Contract by Village Board	September 9, 2025

All dates are tentative. The Village reserves the right to change scheduled dates

Questions regarding this request and other related documents should be submitted in writing to Jim Novosel, Community Development Director, Village of Westchester, 10300 Roosevelt Road, Westchester, IL 60154, or by email to: jnovosel@westchester-il.gov, no later than August 4, 2025 at 11:00 am local time. A log of Consultant questions will be maintained and answers shared with all Consultants who have given their contact information to the Village via email prior to August 6, 2025. Answers will be provided in writing to all potential Consultants; no oral comments will be made to any Consultant as to the meaning of the Qualifications and Specifications or other submittal documents. Consultants will not be relieved of obligations due to failure to examine or receive documents or become familiar with conditions or facts of which the Consultant should have been aware of, and the Village will reject all claims related thereto.

Information (other than in the form of a written Addendum issued by the Village) from any officer, agent, or employee of the Village or any other person shall not affect the risks or obligations assumed by the Consultant or relieve them from fulfilling any of the conditions and obligations set forth in the Qualifications and other contract documents. Before the qualifications are opened, all modifications or additions to the Qualification documents will be made in the form of a written Addendum issued by the Village. Any Addendum issued will be posted on the Village's website. In the event of a conflict with the original requested documents, addenda shall govern all other documents to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.

3. Scope and Objective

The Village's Community Development Department includes the Community Development Director, Code Enforcement Officer, Building Inspector/Reviewer, and two Building Permit Clerks. The department is currently evaluating the best organizational structure to meet the current workload, and contracted food service plan review and inspection services is anticipated to be a key piece of the Village's operations.

The Village has between 55-70 establishments requiring health inspection services on a yearly basis. It is anticipated that those numbers will remain steady over the next few years with the opening and closing of establishments.

The selected Consultant must be able to provide food service plan review and inspections in a complete, timely, professional manner, and to provide reports and documentation as required by the Village. The Consultant will be required to complete the services in a timely manner taking into account all adopted codes, including local amendments. Review and inspections services will be based on a variety of factors that include compliance with the Village's adopted codes as amended. Services will include but are not limited to the following:

1. Inspect and provide written reports of the results for all licensed food service establishments in the Village of Westchester in accordance with established standards, which include:
 - o Two (2) annual inspections for Category 1 high-risk establishments and Category 2 medium-risk establishments; and
 - o One (1) annual inspection for Category 3 low-risk establishments.
2. Review and provide written comments on building permit applications involving new or altered commercial kitchens as needed;
3. Inspect and provide written reports of the results for all permitted scopes of work which warrant a Final Health inspection prior to occupancy approval.
4. Review requests for temporary food service permits and mobile food vendor Facilities, as needed;
5. Respond to food-borne illness or other health- and sanitation related complaints involving food service establishments, as needed;
6. Assist, as needed, in the review of food service establishments when a change of ownership or operation is proposed;
7. Consultation with Village staff in addressing various health and food service issues that may arise, including recommendations for amending Village codes and ordinances, preparing public information handouts, and updating the Village's website;

8. Receive and respond to customer inquiries related to permitting and inspections related to food services; and

9. Other duties as assigned to the Consultant by the Village as part of food service plan review and inspection services.

The Village may ask the Consultant to perform work not included in the contract or Scope of Services. A written change order with the total cost for the requested work shall be agreed to by both parties in advance of the work.

Minimum Level of Service Performance Standards

The Village of Westchester requires that the following minimum levels of service be met for all plan reviews and inspections.

- Initial plan reviews shall be completed and comments returned to the Village within 5-7 business days of transmittal, unless a longer review time is agreed to for a specific project. Consultant must be willing to accept electronic submittals.
- Reviews for re-submittals shall be completed and comments returned to the Village within 5 working days of transmittal
- The Village requires that the selected firm will accept plans electronically or pick up plans to be reviewed at the Village Hall. No postal or shipping fees will be reimbursed. The 5-7 business day review deadline starts on the day the consultant is notified of the plans being ready for pickup.
- Inspections may be conducted during any day of the week with coordination with the establishment owner or manager.

Special Provisions

- All inspectors must be employees of the Consultant/responding company. No subcontracting is allowed unless specifically approved by the Village of Westchester.
- Consultant/responding company must be able to provide a dedicated service to the Village for the scope of services in order to maintain consistency with the Village's processes related to plan review and inspections.
- Inspectors shall carry cell phones and communicate directly with Village staff concerning code violations and re-inspections.
- Inspectors shall utilize Consultant company-owned or private vehicles and equipment with full insurance coverage. The Village will not provide vehicles to Consultants.

- Inspectors shall present a professional appearance at all times.
- Inspectors shall have the necessary personal protection equipment as needed

4. Preparation & Submission of Proposals

Qualifications should be brief and concise, yet with sufficient detail to allow for a thorough evaluation. Unnecessary promotional material will only detract from the overall presentation. Consultants should clearly define and separate the different aspects of their proposal. Each proposal shall include as a minimum the following information in this format:

1. Names and address of the Consultant's local office and primary contact person.
2. Resumes of key and support staff. Work history of inspectors for inspection services that may not have occurred for Consultant firm.
3. Pertinent prior experience of the Consultant(s) with names of prior work descriptions.
4. Description of the Consultant's ability to accommodate the Village's expected schedule for plan review and inspections.
5. List of all current clients and their contact information (within the past 3 years). Also include the information for any subsidiaries or other companies in which the Consultant has a significant financial interest.
6. A brief description of any disputed and litigation resulting from inspection services performed within the last three (3) years (both Consultant firm and inspectors).
7. Any limitation on the total number of staff hours that can be allocated to work under this contract on a monthly basis.

Proposals will be evaluated based on the following criteria:

1. Capability and experience on comparable services: The Consultant firm must demonstrate meeting of applicable technical expertise to conduct food service plan reviews and inspections
2. Previous similar municipal inspection services: The Consultant firm must demonstrate on-going or previous experience completing these inspections services for other municipalities.
3. Dedication of Consultant firm to avoid conflicts of interest within the Village.
4. Proposed staff and rates: Demonstrate the appropriate mix of the design professionals and technical staff and experience on similar projects. The Village

desires to maintain rates that are consistent with industry standards while providing high quality services to our customers.

5. The ability to provide a dedicated team to the Village for consistency or reviews, inspections, and communication with Village staff.
6. Interviews: The Village reserves the rights to conduct interviews with all or some of the Consultants at any point during the evaluation process. In the event interviews are conducted, information provided shall be taken into consideration when evaluating proposals.

5. Terms & Conditions

These General Conditions apply to all qualifications requested and accepted by the Village and become a part of the contract unless otherwise specified. Consultants or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting qualifications. The Village assumes that submission of a qualification means that the Consultant has familiarized themselves with all conditions and intends to comply with them unless noted otherwise.

Submittal of Proposal

All proposals must be submitted on the forms provided, complete with all blank spaces filled in and properly signed in ink in the proper spaces. All proposals must include the following documents:

1. Proposed Signed Contract
2. Proposal Cost Sheet
3. References

Taxes not Applicable

The Village of Westchester as a municipality pays neither Illinois Sales Tax nor Federal Excise Tax (State Tax Exemption Identification Number E99981149). Proposers should exclude these taxes from their prices.

Examination of Forms and Specifications

The Consultant shall carefully examine the proposal forms which may include the request for proposal, instruction to bidders, general conditions, special conditions, plans, specifications, proposal form, bond, professional service agreement, and any addenda to them before submitting the proposal. Failure of the Consultant to notify the Village, in writing, of any condition(s) making it impossible to carry out the work/ scope of services as specified, will be construed as meaning no such conditions exist and no modifications to the request will made.

The submission of the proposal shall be considered conclusive evidence that the Consultant has investigated and is satisfied as to all conditions to be encountered in performing the work, and is fully informed as to character, quality, quantities, and costs of work to be performed and materials to be furnished, and as to the requirements of the

proposal forms. If the proposal is accepted, the Vendor will be responsible for all errors in its proposal resulting from his failure or neglect to comply with these instructions, and the Village shall not be responsible for any charge for extra work or change in anticipated profits resulting from such failure or neglect.

The Village Board reserves the right to accept or reject any and all proposals or to waive technicalities, or to accept any item of any proposal unless the Proposer includes a restrictive limitation.

5.1 Work Schedule

The Vendor agrees to the work schedule and response time frames outlined in the Scope of Services. The only exception to this requirement will be extenuating circumstances as may be accepted by the Village. Requests for exceptions due to extenuating circumstances must be made in writing to the Village within 48 hours of the occurrence. The Village's decision on extenuating circumstances will be final.

The typical work schedule shall be Monday through Friday. The Village observes the following holidays:

New Year's Day	Martin Luther King Jr. Day
Presidents' Day	Good Friday
Memorial Day	Juneteenth
Independence Day	Labor Day
Thanksgiving Day	Friday after Thanksgiving
Christmas Eve	Christmas Day

5.2 Equipment

All Equipment required to perform the contract is the sole responsibility of the Consultant, including vehicles, cellular phones, PPE and typical office equipment.

5.3 Injury to Property

In case any direct or indirect damage is done to public or private property by or because of the work, or in consequence of any act or omission on the part of the Consultant, his employees or agents, the Consultant shall, at his own cost, restore such property to a condition similar or equal to that existing before such damage was done, by repairing, rebuilding, or otherwise restoring, as may be required by the Village, or shall make good such damage in a satisfactory manner; and in case of failure on the part of the Consultant to promptly so restore or make good such damage, the Village may, upon 48 hours written notice, proceed to repair, rebuild, or otherwise restore such property as may be necessary, and the cost thereof will be deducted from any monies due to become due to the Consultant under the Contract; or the Village Manager may deduct from any monies due to the Consultant a sum sufficient, in the judgment of the Village, to reimburse the owners of the property so damaged.

5.4 Village Ordinances

The Consultant will strictly comply with all ordinances of the Village of Westchester and laws of the State of Illinois. The Village Code can be found at the following link:

https://library.municode.com/il/westchester/codes/code_of_ordinances

5.5 Non-Discriminating

The Consultant and its employees, agrees not to commit unlawful discrimination and agrees to comply with applicable provisions of the Illinois Human Rights Act, the U.S. Civil Rights Act and Section 504 of the Federal Rehabilitation Act, and rules applicable to each.

5.6 Rights of the Village of Westchester

This RFP does not commit the Village to enter into a contract. The Village reserves the right to:

- Make the selection based on its sole discretion;
- Reject any and all Proposals;
- Issue subsequent Request for Proposals;
- Postpone contract start date for its own convenience;
- Remedy technical errors in the RFP process;
- Approve or disapprove the use of particular sub-Proposers;
- Negotiate with any, all or none of the Proposers;
- Accept other than the lowest offer;
- Cancel the RFP and reject any and all quotations in whole or in part when it is in the best interest of the Village;
- Waive informalities and irregularities in the Proposals;
- Enter into an agreement with another Proposer in the event the originally selected Proposer defaults or fails to execute an agreement with the Village; and/or
- Enter into an agreement with multiple Proposers for different portions of work as outlined in the Scope of Services.

An agreement shall not be binding or valid with the Village unless and until it is executed by authorized representatives of the Village and of the Proposer.

5.7 Decisions and Explanations

The Village shall decide any and all questions which may arise as to the quality and acceptability of work performed and as to the manner of performance and rate of progress of the work and shall decide all questions which may arise as to the interpretations of any or all plans relating to the work and of the specifications, and all questions, as to the acceptable fulfillment of the Contract on the part of the Consultant; and the Village shall determine the amount and quantity of the several kinds of work performed and materials which are to be paid for under the Contract, and such decision and estimate shall be final and conclusive, and such estimate, in case any questions shall arise, shall be a condition precedent to the right of the Vendor to receive any money due under the Contract. Any doubt as to the meaning of any of the provisions of the specifications, Contracts, or plans

will be interpreted by the Village. The decision of the Village will be final.

5.8 Indemnification

The Consultant shall protect, indemnify, save, defend and hold forever harmless the Village and/or its officers, officials, employees, volunteers and agents from and against all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses, including without limitation court costs, insurance deductibles and attorney's fees and expenses, which the Village and/or its officers, officials, employees, volunteers and agents may incur, suffer or sustain, or for which the Village and/or its officers, employees and agents may become obligated by reason for any accident, injury to or death of persons or loss of or damage to property, or civil and/or constitutional infringement of rights (specifically including violations of the Federal Civil Right Statutes), arising indirectly or directly in connection with or under, or as a result of, this or any Agreement by virtue of any act or omission of any of the Consultant 's officers, employees, and/or agents, provided that the Consultant shall not be liable for claims, obligations, damages, penalties, causes of action, costs and expenses arising solely from any act or omission of the Village's officers, officials, employees, volunteers and/or agents.

The Consultant shall hold the Village harmless for any and all claims for labor, material, apparatus, equipment, fixtures or machinery furnished to the Consultant for the purpose of performing the work under the contract; and the payment of all direct and indirect damages to any person, firm, company or corporation suffered or sustained on account of the performance of such work during the time the contract is in force.

6. Proposal Instructions

Three (3) hard copies of the proposal, along with a digital copy in .pdf form on a USB drive shall be submitted in a sealed envelope to:

Jim Novosel
Community Development Director
Village of Westchester
10300 Roosevelt Road
Westchester, IL 60154

Proposals should be clearly marked on the outside of the envelope "Food Service Plan Review & Inspection Services" on or before 4:30 p.m. Friday, August 15, 2025. Any proposal received after this date and time will be refused.

Lengthy proposals are not required. Proposals are intended to be an expression of interest in providing services for the project, as well as background information on the firm and on its professional qualifications. Please provide the following:

A. Statement of Qualifications

- i. Provide background information on your firm including, but not limited to, the age of the business, the number of employees, and pertinent

financial data that will permit the Village to determine the capability of the proposer to meet all contractual requirements.

- ii. List the abilities, qualifications, and experience of the dedicated team who would be assigned to the Village and their experience on similar contracts.
- B. Terms and Conditions: List any terms and conditions which may apply to this contract and are not included in this RFP.
- C. Additional Information and Comments: Include any other information you believe to be pertinent but not specifically mentioned elsewhere.
- D. Please complete and attach copies of the following forms with your proposal.
 - Exhibit A** – Proposal Form, Detailed Cost Spreadsheet & Narrative
 - Exhibit B** – References
 - Exhibit C** – Proposer Certification
 - Exhibit D** – Sexual Harassment Policy

7. Evaluation Criteria

The selection of a Proposer will be based upon the following criteria:

- Quality, ability, capacity, and skill to fulfill the contract as specified.
- Ability to supply the services promptly, or within the time specified, without delay or interference.
- Character, integrity, reputation, judgment, experience, and efficiency.
- Quality of performance on previous contracts.
- Previous and existing compliance with laws and ordinances relating to the contract.
- Sufficiency of financial resources.
- Quality, availability, and adaptability of the commodities and services in relation to the Village's requirements.
- Ability to provide future maintenance and service under the contract.
- Number and scope of conditions attached to the Proposal.
- Record of payments for taxes, licenses or other monies due to the Village, if any.
- Proposed costs.

The Village reserves the right to reject any or all Proposals and to determine which Proposal is, in the Village's judgment, the most responsive. The Village also reserves the right to waive any informality in any Proposal and to delete certain items listed in the Proposal as set forth therein. The selection committee will make a recommendation to the awarding authority. Written Notice of Award will be made to the successful Proposer.

Exhibit A

Proposal

The undersigned, having examined the specifications, and all conditions affecting the specified services, offer to furnish all services, labor, and incidentals specified for the price below.

I (We) propose to complete the following scope of services as more fully described in the specifications for the following rates/costs: Please attach a rate sheet for all Food Service Plan Review & Inspection Services. Please also attach a narrative of your firm giving more detail as to your company and services.

Firm Name: _____

Address: _____

City, State, ZIP: _____

Signature: _____

Name Printed: _____

Title: _____

Telephone: _____ Date: _____

If a Corporation:

ATTEST: _____

Title: _____

Exhibit B

References

Your Company Name: _____
(Please Print)

The Proposer shall list three (3) references with needs similar to the Village of Westchester for whom Proposer has provided comparable services. Please include company name, address, telephone number, year(s) employed by referenced firms, contact person, and type of work you performed for that entity.

1. Company Name/Municipality: _____

Address: _____

Phone: (____) _____

Contact Person: _____

Type of Work and Date Performed: _____

2. Company Name/Municipality: _____

Address: _____

Phone: (____) _____

Contact Person: _____

Type of Work and Date Performed: _____

3. Company Name/Municipality: _____

Address: _____

Phone: (____) _____

Contact Person: _____

Type of Work and Date Performed: _____

Exhibit C

Proposer Certification

The undersigned, being first duly sworn an oath, deposes and states that he has the authority to make this certification on behalf of the proposer for the construction, product, commodity, or service briefly described as follows:

“Health Inspection Services”

- 1) The undersigned certifies that, pursuant to Chapter 720, Section 5/33E of the Illinois Compiled Statutes, 1993, the proposer is not barred from bidding on this contract as a result of a conviction for the violation of State of Illinois laws prohibiting bid-rigging or bid-rotating.
- 2) The undersigned states under oath that, pursuant to Chapter 65, Section 5/11-42.1-1 of the Illinois Compiled Statutes, 1993, the proposer is not delinquent in the payment of any tax administered by the Illinois Department of Revenue.
- 3) The undersigned certifies that, pursuant to Chapter 775, Section 5/2-105. of the Illinois Compiled Statutes, 1993, the proposer has a written sexual harassment policy in place including the following information:
 - a) An acknowledgment of the illegality of sexual harassment.
 - b) The definition of sexual harassment under State law.
 - c) A description of sexual harassment, utilizing examples.
 - d) The Proposer’s internal complaint process including penalties.
 - e) The legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission.
 - f) Directions on how to contact the Department or the Commission.

This business firm is: (check one)

____Corporation ____Partnership ____Individual

Firm Name: _____

Address: _____

City, State, ZIP: _____

Signature: _____

Name Printed: _____

Title: _____

Telephone: _____ Date: _____

ATTEST:

-SEAL-

SUBSCRIBED AND SWORN TO

before me this ____ day

of _____, 20__.

Notary Public

Exhibit D

Sexual Harassment Policy

_____ hereinafter referred to as "Proposer" having submitted a bid/proposal for _____ to the Village of Westchester, Cook County, Illinois, hereby certifies that said Proposer has a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105(A)(4) including the following information:

- 1) An acknowledgment of the illegality of sexual harassment.
- 2) The definition of sexual harassment under State law.
- 3) A description of sexual harassment, utilizing examples.
- 4) The Proposer's internal complaint process including penalties.
- 5) The legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission.
- 6) Directions on how to contact the Department or the Commission.
- 7) An acknowledgment of protection of a complaint against retaliation as provided in Section 6-101 of the Human Rights Act.

Each Proposer must provide a copy of such written policy to the Illinois Department of Human Rights upon request.

By: _____

Authorized Agent of Proposer

Subscribed and sworn to

before me this ____ day

of _____, 20__.

Notary Public