

Survey Title: Bid Deposits - Best Practices
 Survey Date: 22-Apr-19 REVISED: 3-Jul-19

Question: Does your agency request Bid Deposits for the following contract types:

Agency Name	a. Construction?	b. Architecture & Engineering?	c. Furnish and Deliver?	d. Professional/Labored Services?	e. Other?	Other: Specified	Reason	Received By:
Public Building Commission	Yes	No	No	No	N/A	N/A	We request bid deposits for construction contracts only. The others are considered Professional Services.	Lori Ann Lypson, Chief of Staff, PBC lori.lypson@cityofchicago.org
Chicago Transit Authority	No	No	No	No	N/A	N/A	For construction, rolling stock and some equipment, we may require performance bonds and insurance. We also use liquidated damages for poor performance.	John Reinitz, Director of Purchasing jreinitz@transitchicago.com
Cook County	Yes	No	Generally NO. If there is risk involved with application of items, we may require a bid deposit.	No	N/A	N/A	For A&E, professional and labored services, we use an RFP or RFQ (Request for Qualifications) so a bid deposit is not required. A negotiated contract procurement method is utilized. If the negotiations with the recommended firm do not end in a contract, we may choose to move on the next proposer.	Michael Lapinski, Special Assistant for Legal Affairs (Procurement) Michael.Lapinski2@cookcountyll.org
Chicago Public Schools	No	No	No	No	Yes	Real Estate	Because there was so much administrative burden in managing the bid deposit checks, the decision was made to no longer require them. With the exception of Real Estate sales, neither law or Board policies require them. Since bid bonds serve a similar protection and are easier to manage, we use these for general contracting projects.	Brad Broughton, Category Manager bdbroughton@cps.edu
Chicago Housing Authority	Yes (Bid Bond 5%)	No	No	No	N/A	N/A	Bid bonds are only required for Construction contracts	Eric Ocomy, Deputy Chief of Procurement eocomy@thecha.org
City of Chicago	Yes	No	No	No	N/A	N/A	We only require bid deposits for Construction projects over \$100,000.00	Gary Bell, Assistant Procurement Officer gary.bell@cityofchicago.org
City Colleges of Chicago								No Response
State of Illinois								No Response
Chicago Park District	Yes	No	No	No	N/A	N/A	The Chicago Park District Code only requires bid deposits for construction projects.	Mark Reed, Director of Purchasing, mark.reed@chicagoparkdistrict.com
Metra								No Response
University of Illinois at Chicago	Yes	No	No	No	N/A	N/A	Administration of bid deposits is too cumbersome so they are only required for Construction. We use pre-qualification for A&E services and therefore they are not required for these services. We use performance bonds.	Kevin Fair, Associate Director of Purchasing kevinf@uic.edu
Metropolitan Pier Exposition Authority	No	No	No	No	N/A	N/A	Although we don't require bid deposits, we have in the past for Construction projects. But because this was found to be a barrier to bidding since it is an added cost to bidders, and an added administrative burden to return all bid deposits, this requirement was eliminated. Instead, we indicate that failure to hold bids may result in a non-responsive determination in the future. No firms have since reneged their bids since we got rid of the bid deposit requirement.	Unknown (response received from MPEAPProcurement@mpea.com)