

Date:

To:

[INSERT]

### **NOTICE OF PROPOSED DISQUALIFICATION**

You are hereby notified that pursuant to Division 4 of the Cook County Procurement Code, the Cook County Chief Procurement Officer (hereinafter CPO) made a preliminary decision to disqualify the persons listed below:

[INSERT]

1. The proposed disqualification is based on the following provisions in the Cook County Code:

[INSERT]

2. The duration of the proposed disqualification is as follows:

[INSERT]

3. The reasons for the proposed disqualification are set out in an attached document.

4. You may contest the proposed disqualification by filing a Petition for Administrative Hearing with the Cook County Department of Administrative Hearings within 30 days after receipt of this notice.

5. The process by which you may petition for an administrative hearing to contest the proposed disqualification is set out in the Joint Rules and Procedures of the Office Of the Chief Procurement Officer and Department Of Administrative Hearings Concerning Disqualification of Contractors (hereinafter Joint Rules) which can be found at [www.cookcountyil.gov/procurement](http://www.cookcountyil.gov/procurement):

6. Should a party named in this notice fail to file an Petition for Administrative Hearing which complies with the Joint Rules within 30 days of receipt of this Notice, the proposed disqualification will constitute the County's final decision and the disqualification and will be implemented by the County without further review, with respect to that party .

7. Pursuant to Section IV of the Joint Rules, the CPO intends to impose the following constraints:

[INSERT]

8. Pursuant to Section IV of the Joint Rules you have ten days after receipt of this notice to submit a written response stating its reasons why the constraints should not be applied. No restriction shall go into effect until after the time for response has passed, or in the case of a response, until the CPO issues a decision on the application of the interim constraints.

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Signature

**Certificate of Service by Mail**

I certify that I served a copy of this Notice of Proposed Disqualification by mailing a copy to each of the above parties at the addresses shown above, by certified or registered mail, return receipt requested postage paid on:

\_\_\_\_\_,  
(Date of Mailing)

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Signature

Printed Name

**Certificate of Service by Delivery (Personal or Third Party Commercial)**

I certify that I served a copy of this this Notice of Proposed Disqualification by delivering or causing to be delivered by a third party commercial carrier a copy to each of the above parties as follows:

\_\_\_\_\_, \_\_\_\_\_,  
(Date of Personal Delivery) (Third Party Commercial Carrier, if applicable)

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Signature

Printed Name