



# DuPage County Procurement Services Division

421 North County Farm Road, Room 3-400  
Wheaton, Illinois 60187-3978

Phone: (630) 407-6200 Fax: (630) 407-6201  
General Email: purchasing@dupageco.org

<b>INVITATION TO BID:</b>	#15-003-MC	<b>BID ISSUE DATE:</b>	12/10/14
<b>BID DESCRIPTION:</b>	<b>FURNISH, INSTALL, REPAIR &amp; MAINTAIN EQUIPMENT IN COUNTY VEHICLES (RE-BID OF #14-217)</b>		
<b>BID OPENING DATE:</b>	12/24/14	<b>BID OPENING TIME:</b>	1:30 P.M.
<b>SUBMIT 1 ORIGINAL PLUS 4 COPIES</b>		<b>BOND REQUIRED:</b> NONE	

BID RESPONSES MUST BE RECEIVED AND TIME STAMPED NO LATER THAN THE PUBLIC BID OPENING DATE AND TIME (LOCAL TIME) SPECIFIED ABOVE. BIDS WILL BE OPENED AND READ ALOUD AT THAT TIME IN THE PROCUREMENT SERVICES DIVISION. LATE BIDS WILL NOT BE CONSIDERED.

**TO ALL PROSPECTIVE BIDDERS:**

You are hereby invited to submit your bid for the item(s) to be furnished and delivered, shipped F.O.B. delivered, to the address specified herein.

There will be a MANDATORY Site Visitation on December 15, 2014. Contractors will have the opportunity to view fully equipped vehicles at 10:00 a.m. Contractors will meet at the DuPage County Sheriff's Office, Jail Reception Area, 501 N. County Farm Road, Wheaton, IL 60187. Vendors who attended the previous MANDATORY Site Visitation on November 10, 2014 need not attend.

The original bid and the required number of copies must be received in a sealed envelope that has your name and address in the upper left corner and the attached label filled in and pasted on the lower left corner.

All bids are subject to staff analysis. The County of DuPage reserves the right to accept or reject any and all bids received and waive any and all technicalities.

Bids must be delivered and time stamped, prior to the public bid opening date and time, to:	<b>DU PAGE COUNTY PROCUREMENT SERVICES DIVISION 421 NORTH COUNTY FARM ROAD, ROOM 3-400 WHEATON, IL 60187-3978</b>
---	---

Any communication regarding this invitation between the date of issue and date of award is required to go through the Bid Coordinator or the Buyer listed below (or, in the Buyers absence, the Procurement Services Supervisor).

**Unauthorized contact with other DuPage County staff or officers is strictly forbidden.**

BUYER:	MARIA C. CALAMIA, CPPB	PHONE:	(630) 407-6182
EMAIL:	mcalamia@DuPageCo.org		
BID COORDINATOR:	Glenda Vasak	PHONE:	(630) 407-6190
EMAIL:	Glenda.Vasak@DuPageCo.org		

FULL NAME OF BIDDER	
BID CONTACT PERSON	
TELEPHONE NUMBER	

**FACSIMILE AND/OR E-MAIL TRANSMITTED BIDS WILL NOT BE ACCEPTED**

**PLEASE NOTE: Our bid documents have changed; please review carefully.**

**COUNTY OF DU PAGE, ILLINOIS****PROJECT INFORMATION**

<b>PROJECT NAME:</b>	<b>FURNISH, INSTALL, REPAIR &amp; MAINTAIN EQUIPMENT IN COUNTY VEHICLES</b>
<b>USER DEPARTMENT:</b>	<b>SHERIFF'S OFFICE, OFFICE OF HOMELAND SECURITY &amp; EMERGENCY MANAGEMENT, SECURITY, ANIMAL CONTROL</b>

<b>EVENT:</b>	<b>LOCATION:</b>	<b>DATE:</b>	<b>TIME:</b>
MANDATORY SITE VISIT (for vendors who did not attend the previous mandatory site visit on November 10, 2014)	Jail Reception Area 501 N. County Farm Road Wheaton, IL 60187 Contractors will have an opportunity to view fully equipped vehicles on site between the hours of 8am – 10am	12/15/14	10:00 a.m.
Deadline for Exceptions to Bid Language and Specification Inquiries.	Must be submitted in writing to: <a href="mailto:BidInformation@DuPageCo.Org">BidInformation@DuPageCo.Org</a>	12/16/14	4:00 p.m.
Response to Inquiries	Sent to all plan holders in attendance at the MANDATORY Site Visitation (for the mandatory site visitation on 11/10/14)	12/17/14	4:00 p.m.
Bidder's Proposal Due	Procurement Services, Room 3-400	12/24/14	1:30 p.m.

<input checked="" type="checkbox"/>	<b>SUBMITTAL CHECKLIST (BID PACKET SHOULD BE RETURNED IN ITS ENTIRETY)</b>
	ORIGINAL BID
	FOUR (4) COPIES
	ADDENDA NUMBER ACKNOWLEDGED, IF APPLICABLE
	REFERENCES
	PROPOSAL PRICING (INCLUDING UNIT PRICES, WHERE REQUIRED)
	CERTIFICATION/PROPOSAL SIGNATURE AFFIDAVIT PAGE, COMPLETED, WITH SEAL (IF CORPORATION) NOTARY PUBLIC AND AUTHORIZED SIGNATURE
	JOINT PURCHASING SECTION, COMPLETED
	BID SECURITY (IF APPLICABLE)
	WARRANTY INFORMATION
	COMPLETED VENDOR ETHICS DISCLOSURE FORM (SIGNED)
	COMPLETED IRS-Form W-9

<b>AWARDED CONTRACTOR REQUIREMENTS</b>	
BID SECURITY	NONE REQUIRED
CERTIFICATE OF INSURANCE	DUE WITHIN 30 DAYS OF NOTICE OF AWARD

## COUNTY OF DU PAGE, ILLINOIS

---

### INSTRUCTIONS TO BIDDERS

#### **ON-LINE NOTIFICATION OF SPECIFICATIONS:**

This document is available over the Internet at [www.DemandStar.com](http://www.DemandStar.com), as well as from the contact listed in this document. Adobe Acrobat® Reader is required to view electronic documents on-line. If you do not have Adobe Acrobat® Reader, you may download it for free from Adobe at [www.adobe.com/products/acrobat/readstep.html](http://www.adobe.com/products/acrobat/readstep.html).

Businesses without Internet access may contact the Procurement Services Division of the County at (630) 407-6190 for these documents.

Companies interested in doing business with the County are able to register and maintain their registration via the Internet at [www.DemandStar.com](http://www.DemandStar.com). Registration is not required but if you choose to register you will receive automatic initial notification from DemandStar of relevant opportunities with the County of DuPage.

The County is not responsible for errors and omissions occurring in the transmission or downloading of any specifications from this website. In the event of any discrepancy between information on this website and the hard copy specifications, the terms of the hard copy specification will control.

#### **ON-LINE PROVIDER DISCLAIMER:**

DemandStar.com has no affiliation with the County of DuPage other than as a service that facilitates communication between the County and its vendors. DemandStar.com is an independent entity and is not an agent or representative of the County. Communications to DemandStar.com do not constitute communications to the County.

#### **BID REQUIREMENTS:**

All bids must be submitted on the blank bid form furnished with these contract documents and shall conform to the terms and conditions set forth in this Invitation to Bid (the ITB). Please make and retain a copy of your Response (Bid) for your records. The bid must be enclosed in a sealed envelope bearing the bid number and the printed title of the bid. Bidders must sign, in ink, the bid form where indicated and have the signature notarized. **Unsigned bids will not be read.**

Bidder shall acknowledge receipt of each addendum issued in the space provided on the bid form.

#### **ALTERNATE/EQUAL BIDS:**

The specifications cannot cover precisely, all minute details of the equipment required. Therefore, for purposes of establishing a standard of quality, the items listed in the specification may state brand names, manufacturer's models, numbers, et cetera. The County of DuPage, for cost effective measures, standardizes on specific items; those bids will contain the language "NO SUBSTITUTIONS," and any alternative will not be considered. A generic or alternate brand product of equal specifications may be proposed as an alternative for the item identified unless "NO SUBSTITUTIONS" is indicated. However, in bidding the alternate item, the bidder must also attach manufacturer's printed specifications and literature.

Bidders submitting alternate items, of equal specifications, may be requested to provide samples of the item they intend to supply for testing. The Procurement Manager of DuPage County shall be the sole judge to determine whether the alternate item is actually equal to the item identified in the specifications and the Procurement Manager's decision will be final and binding.

Bidders are encouraged to submit cost-saving/value-added alternate bid pricing suggestions, such as rebates, creative lease agreements, extended warranty periods, trade-in allowances, or the availability of discounts for floor model or demonstrator units at significant savings. Any alternate pricing should be noted as a separate line that may be subtracted from the bid pricing as specified, allowing for clear evaluation and value-analysis by the County.

The County recognizes the expertise provided by many bidders and encourages creativity in bidding. Alternates may be considered if the bid submitted clearly indicates what will be furnished and how it will benefit the County. Alternates will be compared to the lowest responsive, responsible bid as specified.

## COUNTY OF DU PAGE, ILLINOIS

---

### **COMPETITION INTENDED:**

It is the County's intent that this Invitation to Bid (ITB) permits competition. It shall be the bidder's responsibility to advise the Buyer in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this IFB to a single source. Such notification must be received by the Buyer not later than seven (7) days prior to the date set for bids to close.

### **DEVIATIONS:**

The County of DuPage reserves the right to approve any material the Bidder proposes to furnish which contains deviations from specification requirements but which may substantially comply. If there is any deviation in the pack, source, quality, etc., of an item bid, from that prescribed in the specifications, Bidder must rule out the appropriate line in the specifications and clearly indicate the correction. Prices will be converted by the County to accommodate accepted deviations.

### **EXCEPTIONS:**

Exceptions will be considered up to the deadline listed in Project Information. Exceptions must be fully described, on the Bidder's letterhead and signed; exceptions must reference the bid number and the specification, contract term or other portion of the Invitation to Bid which is being excepted. If the Bidder wishes to propose terms and conditions or alternative paperwork it must do so as an exception. In the absence of such statement, the bid shall be considered as if submitted in strict compliance with all terms, conditions, and specifications; by its submission, the Bidder agrees that if selected, it will be bound by same. No exceptions or changes to contract terms will be accepted with the bid.

### **EXAMINATION BY BIDDER:**

The Bidder shall, before submitting his bid, carefully examine the bid and specifications. If his bid is accepted, he will be responsible for all errors in his bid resulting from his failure or neglect to comply with these instructions.

Unless otherwise provided in the SPECIAL CONDITIONS, when the specifications include information pertaining to preliminary investigations made by the County, such information represents only the opinion of the County of DuPage as to the location, character or quantity of the materials encountered. That information is only included for the convenience of the Contractor. The County of DuPage does not warrant the accuracy or the sufficiency of the information and assumes no responsibility therefore.

### **ELECTRONIC TRANSMITTALS:**

Facsimile and/or e-mail transmitted bids will not be accepted by the County of DuPage. In addition, the County of DuPage will not transmit facsimile bid specifications to the Bidder.

### **INTERPRETATION OF CONTRACT DOCUMENTS:**

If a potential Bidder is uncertain as to the meaning of any part of the specifications or this ITB, the bidder is expected to contact the Procurement Services Division up to the deadline listed on the Project Information page for Exceptions to Bids.

### **PREPARATION OF BIDS:**

The Bidder shall return his bid on the attached bid forms. It must be returned with all pages intact. Please make and retain a copy of the signed bid for your records. Unless otherwise stated, all blank spaces on the bid page or pages, applicable to the subject specification, shall be correctly filled in. Either a unit price or a lump sum price, or both as the case may be, shall be stated for each and every item, either typed in or printed in ink, in figures, and if required in words. Bidder shall acknowledge receipt of each addendum issued in the space provided on the bid form.

When a bid consists of a number of items, prices must be submitted for all items unless otherwise directed in the Special Conditions.

Where unit prices are to be bid, and/or where bids are to be made on more than one item, the Bidder shall extend the unit price(s) bid in the places provided on the pricing pages for the approximate quantities, shall compute the total amount of the bid and shall indicate same on the proposal pricing page. The Bidder must bid in accordance with the unit(s) of measure called for unless deviation procedure is followed. All extensions and total sums are subject to verification by the County and the correct extensions and sums will be used in the comparison of bids. If a discrepancy exists between the unit prices and totals, the unit prices shall prevail. If a discrepancy exists between the total base bid and the true sum of the individual bid items, the true sum shall prevail.

## **COUNTY OF DU PAGE, ILLINOIS**

---

Where unit prices are requested, the quantities stated are approximate only but will be used to determine bid award. The quantities for all items on which bids are to be received on a unit price basis, will not be used in establishing final payment due the Contractor. Bids will be compared on the basis of number of units stated in the Bid Pricing Section. Contract payment for unit price items will be based on the actual number of units delivered.

In certain cases, amounts are to be shown in both words and figures. When discrepancies occur between the "Written in Words" and the "In Figures" amounts for the total lump sum bid amount, the "Written in Words" shall govern.

Bidders are warned against making any erasures or alterations of any kind, and bids that contain omissions, erasures, conditions, or alterations may be rejected. The bidder must fill in all blanks. Use "N/A" or "None" where applicable.

If the Bidder is a corporation, the President shall execute the bid. In the event that the bid is executed by other than the President, a certified copy of that section of the corporate bylaws or other authorization by the corporation, which permits the person to execute the offer for the corporation, shall be submitted.

If the Bidder is a partnership, all partners shall execute the bid, unless one partner has been authorized to sign for the partnership, in which case, evidence of such authority satisfactory to the Procurement Manager shall be submitted.

If the Bidder is a sole proprietor, the owner shall execute the bid.

A "Partnership" or "Sole Proprietor" operating under an Assumed Name shall be registered with the Illinois County in which located, as provided in the Illinois Compiled Statutes, 805/ILCS 405/1 et seq.

### **SUBMISSION OF BIDS:**

The Bidder shall be responsible for delivery of bids to the Procurement Services Division before the date and hour set for the opening of bids. Late bids will not be considered and will be returned unopened.

All bids must be received in sealed envelopes that have your name and address in the UPPER left corner and the attached label filled in and pasted on the LOWER left corner.

Bids mailed "EXPRESS MAIL" must have bid number and due date on the outside of the EXPRESS MAIL envelope.

You must allow sufficient time for processing through the County's internal mailroom system.

### **PROPRIETARY INFORMATION:**

Under the Illinois Freedom of Information Act, all records in the possession of DuPage County are presumed to be open to inspection or copying, unless a specific exception applies. 5 ILCS 140/1.2 One exemption is "[t]rade secrets and commercial or financial information obtained from a person or business where the trade secrets or commercial or financial information are furnished under a claim that they are proprietary, privileged or confidential, and that disclosure of the trade secrets or commercial or financial information would cause competitive harm to the person or business, and only insofar as the claim directly applies to the records requested." 5 ILCS 140/7(1)(g). The county will assume that all information provided to us in a bid or proposal is open to inspection or copying by the public unless clearly marked with the appropriate exception that applies under the Freedom of Information Act. Additionally, if providing documents that you believe fall under an exception to the Freedom of Information Act, please submit both an unredacted copy along with a redacted copy which has all portions redacted that you deem to fall under a Freedom of Information Act exception.

### **CONTRACT AWARD INFORMATION:**

The successful bidder will be asked to sign a contract agreement (sample attached).

If the bidder wishes to propose terms and conditions or alternative paperwork he must do so as an exception (see EXCEPTIONS above).

Award notification will be sent to the vendor receiving the award via mail or fax. Award status can be viewed at [www.DemandStar.com](http://www.DemandStar.com).

---

## **COUNTY OF DU PAGE, ILLINOIS**

---

Response summaries will be available over the Internet at [www.DemandStar.com](http://www.DemandStar.com). This summary information will include bids that were delivered by the required bid opening date and time.

The above bid status information can also be obtained by contacting the Bid Coordinator at (630) 407-6190.

### **END OF INSTRUCTIONS TO BIDDERS**

## COUNTY OF DU PAGE, ILLINOIS

---

### GENERAL CONDITIONS

#### **ADDENDUM AND SUPPLEMENT TO INVITATION TO BID (ITB):**

If it becomes necessary or advisable to revise any part of this ITB or if additional data is necessary to enable the exact interpretation of provisions of this ITB, revisions will be provided in the form of an Addendum. If revisions are made after any mandatory Pre-Bid conference, the revisions will be provided only to those Contractors who will have attended the Pre-Bid conference.

Addendum information is available over the Internet at [www.DemandStar.com](http://www.DemandStar.com). Adobe Acrobat® Reader may be required to view this document. We strongly suggest that you check for any addenda a minimum forty-eight hours (48) in advance of the bid deadline.

#### **APPLICABLE CODES AND ORDINANCES:**

Contractor hereby certifies that all materials used conform to all articles and sections of all current applicable National Building Codes and other relevant construction-related codes. Workmanship and materials shall conform to all local applicable codes and ordinances.

#### **CHANGES:**

The County of DuPage reserves the right to make any desired change in the specifications after the same shall have been put under contract; but the change so made, with the price to be added or deducted from the contract price, therefore, shall be agreed upon in advance between County of DuPage and the successful Contractor.

Illinois law requires that changes in excess of \$10,000 or extensions greater than thirty (30) days must comply with the Criminal Code. The Procurement Services Division shall issue to the successful Contractor a written change order to the original contract; such change orders shall be binding upon both parties thereto and shall in no way invalidate or make void the terms of the original contract not modified by such change.

#### **COMMENCEMENT OF WORK:**

The successful Contractor must not commence any billable work prior to the County's execution of the contract or until any required documents have been submitted. Work done prior to these circumstances shall be at the Contractor's risk.

#### **COMMUNICATIONS:**

In an effort to create a more competitive and unbiased procurement process, the County desires to establish a single point of contact throughout the procurement process. From the issue date of this solicitation, until a contract has been awarded, all requests for clarification or additional information regarding this solicitation, or contact with the County personnel concerning this solicitation or the evaluation process must be solely to the contact person listed on the cover page of this solicitation.

No contact regarding this document with other County employees or officers is permitted unless expressly authorized by the Buyer issuing the solicitation. A violation of this provision is cause for the County to reject the Bidder's proposal. If it is later discovered that a violation has occurred, the County may reject any proposal or terminate any contract awarded pursuant to this solicitation.

#### **CONFIDENTIAL INFORMATION AND COUNTY PROPERTY:**

It is agreed that any and all specifications, drawings, or data furnished by County of DuPage shall (1) remain the County of DuPage's sole and exclusive property; (2) be considered and treated by Contractor as County of DuPage confidential information, and not be copied, reproduced or duplicated in any manner or disclosed to any person or party, except as is necessary in the performance of this contract and (3) be returned upon request.

#### **CONTRACTOR PERFORMANCE:**

The Instructions to Bidders, Bid Form, General Conditions, Special Conditions, contract specifications and attached exhibits, together with the approved purchase order shall be incorporated in and become terms of the Contract. All items shall be supplied in strict accordance with the specifications. The Contractor's performance under the terms of the Contract shall be to the satisfaction of the County. Failure to comply with any statutory requirements shall be deemed a performance breach.

## COUNTY OF DU PAGE, ILLINOIS

---

**DISCIPLINE:**

Nothing herein shall be construed to imply that the County of DuPage is retaining control over the operative details of the Contractor's work or the subcontractor's employee's work. The Contractor is assuming all oversight, and the Contractor is ensuring compliance with safety guidelines.

**DRUG FREE WORKPLACE:**

The Contractor (whether an individual or company) agrees to provide a drug free workplace as provided for in 30 ILCS 580/1 et seq.

**ENDORSEMENTS:**

Contractor shall not use the name, seal or images of County of DuPage in any form of endorsement to any third-party without the County's written permission.

**F.O.B.:**

All goods are to be shipped prepaid, F.O.B. delivered and installed. The total price quoted by the Bidder must be the total cost delivered to the location(s) stated. Bidder must not qualify his bid by stating a F.O.B. location other than such stated location(s). Shipments sent C.O.D. without County of DuPage's written consent will not be accepted and will at Contractor's risk and expense, be returned to Contractor. Unauthorized shipments are subject to rejection and return at Contractor's expense.

**FORCE MAJEURE:**

The County of DuPage shall not hold Contractor liable for an extraordinary interruption of events, or damage of County property, by a natural cause that cannot be reasonably foreseen or prevented; i.e., droughts, floods, severe weather phenomena, et cetera.

**HOLDING OF BIDS:**

Bidder may withdraw the bid at any time prior to the time specified as the closing time for the receipt of bids. However, no Bidder shall withdraw or cancel the bid for a period of ninety (90) calendar days after said closing time for the receipt of bids. Unauthorized withdrawal may result in forfeiture of the bid bond, or if no bid bond is required, the withdrawing Bidder shall pay the sum of \$1,000.00 as liquidated damages for the County's loss in re-bidding.

**INDEMNITY:**

The Contractor shall, at all times, to the extent permitted by law, fully indemnify, hold harmless, and defend the County and its officers, agents, and employees from and against any and all claims and demands, actions, causes of action, and cost and fees of any character whatsoever made by anyone whomsoever on account of or in any way growing out of the performance of this contract by the Contractor and its employees, or because of any act or omission, neglect or misconduct of the Contractor, its employees and agents or its subcontractors including, but not limited to, any claims that may be made by the employees themselves for injuries to their person or property or otherwise, and any claims that may be made by the employees themselves or by the Illinois Department of Labor for the Contractor's violation of the Illinois Prevailing Wage Act (820 ILCS 130/1 et seq.).

Such indemnity shall not be limited by reason of the enumeration of any insurance coverage or bond herein provided.

Nothing contained herein shall be construed as prohibiting the County, its officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, actions or suits brought against them. The Contractor shall likewise be liable for the cost, fees and expenses incurred in the County's or the Contractor's defense of any such claims, actions, or suits.

The Contractor shall be responsible for any damages incurred as a result of its errors, omissions or negligent acts and for any losses or costs to repair or remedy construction as a result of its errors, omissions or negligent acts.

The County does not waive its defenses or immunities under the Local Government and Governmental Employees Tort Immunity Act, 745 ILCS 10/1 et seq. by reason of indemnification or insurance.

## COUNTY OF DU PAGE, ILLINOIS

---

**LAW GOVERNING:**

The ITB and resulting contract shall be governed by the laws of Illinois. Bidder agrees to comply with all applicable State and Federal laws.

**LIENS, CLAIMS, AND ENCUMBRANCES:**

Contractor warrants and represents that all the goods and materials ordered herein are free and clear of all liens, claims, or encumbrances of any kind.

**LOBBYIST REGISTRATION:**

Bidder shall comply with the provisions of Chapter 2, Article IX, Section 2-600, Lobbyist Registration of the Code of DuPage County, Illinois.

**MSDS:**

When applicable, Contractor shall furnish Material Safety Data Sheets for their products, in compliance with the Illinois Toxic Substance Disclosure to Employee Act and the "Right-to-Know" law, 820 ILCS 220/0.01 and 820 ILCS 225/0.1. Material Safety Data Sheets, upon award of Contract, shall be submitted to the County Procurement Services Division.

**MISCELLANEOUS REQUIREMENTS:**

The County will not be responsible for any expenses incurred by the Contractor in preparing and submitting a Bid. All Bids shall provide a straightforward, concise delineation of your capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

**NON-DISCRIMINATING:**

The Contractor, its employees and subcontractors, agree not to commit unlawful discrimination and agree 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.

**PATENTS:**

Contractor undertakes and agrees to defend at Contractor's own expense, all suits, actions, or proceedings in which the County of DuPage, its Officers, agents or employees are made defendants for actual or alleged infringement of any U.S. or foreign letters patent resulting from the use or sale of the items purchased hereunder. Contractor shall inform the County of DuPage whenever infringement will result from Contractor's adherence to specifications supplied by the County of DuPage or by an authorized County representative. Contractor further agrees to pay and discharge any and all judgments or decrees, which may be rendered in any such suit, action or proceedings against the County of DuPage, its Officers, agents or employees therein.

**PAYMENT:**

Original invoices must be presented for payment in accordance with instructions contained on the Purchase Order including reference to Purchase Order number and submitted to the correct address for processing. The County shall pay all invoices pursuant to 50 ILCS 505, "Local Government Prompt Payment Act". Invoices containing charges for work subject to the Illinois Prevailing Wage Act (820 ILCS 130/) are required to be accompanied by the applicable Certified Transcript of Payroll form(s) for acceptance. Payment will not be made on invoices submitted later than six-months (180 days) after delivery of goods and any statute of limitations to the contrary is hereby waived.

**PROTEST:**

No protest shall be based on a matter or issue which could have been raised as an exception prior to bid opening.

Any protest concerning the award of a contract shall be decided by the Procurement Manager. Protests shall be made in writing to the Procurement Services Division and shall be filed within three (3) business days of final approval and acceptance of the bid by the County Board. A protest is considered filed when received by the Procurement Services Division. The written protest shall include the name and address of the protestor, the ITB number, a statement of the specific reasons for the protest and supporting exhibits. The Procurement Manager will respond to the written protest within seven (7) days. The Procurement Manager's decision relative to the protest shall be final.

Upon receipt of a protest the County may, but is not required to, delay its order under the awarded contract.

## **COUNTY OF DU PAGE, ILLINOIS**

---

### **RESERVATION OF RIGHTS:**

The County of DuPage reserves the right to reject any or all bids failing to meet the County's specifications or requirements and to waive technicalities. If in the County of DuPage's opinion, the lowest bid is not the most responsible bid, considering value received for monies expended, the right is reserved to make awards as determined solely by the judgment of the County of DuPage. In determining the lowest responsible bidder, the County shall take into consideration the qualities of the articles supplied, their conformity with the specifications, and their suitability to the requirements of the County and the delivery terms. Intangible factors, such as the Bidder's reputation and past performance, will also be weighed.

The Bidder's failure to meet the mandatory requirements of the ITB will result in the disqualification of the bid from further consideration. The County further reserves the right to reject all bids and obtain goods or services through intergovernmental or cooperative agreements, or to issue a new and revised ITB.

Submission of a bid confers no rights on the Contractor to a selection or to a subsequent contract. All decisions on compliance, evaluation, terms and conditions shall be made solely at the County's discretion and shall be made in the best interest of the County.

### **TAX:**

The County of DuPage does not pay Federal Excise Tax or Illinois Sales Tax. The tax exemption number is E9997-4551-06. A copy of the exemption letter is available upon written request.

### **TERMINATION, CANCELLATION AND DAMAGES:**

This contract may be terminated upon mutual agreement of both parties.

The County may terminate based on the Contractor's breach or default. Unless the breach or default creates an emergency situation, as determined in the County's sole discretion, the Contractor shall be given notice and a five (5) day opportunity to cure before the termination becomes effective.

If the County terminates this Contract because of the Contractor's breach or default, the County shall have the right to purchase items or services elsewhere and to charge the Contractor with any additional cost incurred, including but not limited to the cost of cover, incidental and consequential damages and the cost of re-bidding. The County may offset these additional costs against any sums otherwise due to the Contractor under this bid or any unrelated contract.

If the County of DuPage fails to appropriate funds to enable continued payment of multi-year Contracts the County may cancel, without termination charges provided Contractor received at least thirty (30) days prior written notice of termination.

### **TRANSFER OF OWNERSHIP OR ASSIGNMENT:**

The terms and conditions of this contract shall be binding upon and shall enure to the benefit of the parties hereto and their respective successors and assigns. Prior to any sales or assignments the County of DuPage must be notified and approve same in writing.

### **VENUE:**

By submitting a response, bidder agrees that venue for all disputes arising out of the solicitation process, including but not limited to judicial review of any protest decision, will be exclusively in the circuit court for the Eighteenth Judicial Circuit in DuPage County, Illinois and that Illinois law will control.

### **WARRANTY:**

Complete warranty information detailing period and coverage must be submitted.

## **END OF GENERAL CONDITIONS**

## COUNTY OF DU PAGE, ILLINOIS

---

### SPECIAL CONDITIONS

**ACCURACY DISCLAIMER:**

The Contractor shall thoroughly acquaint himself with the sites for the proposed bid to fully understand the facilities, difficulties and restrictions attending to the execution of the bid. The Contractor will be allowed no additional compensation for his failure to be so informed.

**JOINT PURCHASING:**

OTHER TAXING BODIES: Based on County Board Resolution IR-084-76.

Would your firm be willing to extend your bid to other taxing bodies in DuPage County such as school districts, townships, cities and villages, etc.? The approximate quantity usage is unknown.

YES \_\_\_\_\_ NO \_\_\_\_\_

State any other requirements that they would have to meet beyond that of our Bid invitation and specification.

---

---

---

NOTE: The County of DuPage would not be involved in purchasing by any other taxing body other than to receive a copy of their purchase order that would reference the County of DuPage contract number. The invoicing and payments would be entirely between the other taxing bodies and the Contractor. If the County of DuPage accepts this bid, the procedure to handle joint purchases would be developed by the County of DuPage with the Contractor and distributed to the taxing bodies by the County of DuPage.

**MANUALS:**

Contractor shall supply one (1) parts book, one (1) service and repair manuals and one (1) operator's manual with unit at time of delivery.

**MEETINGS:**

PRE-BID: A Mandatory Site Visit Meeting will be held for potential bidders on December 15, 2014 at 10:00 a.m. in the Jail Reception Area, located at 501 North County Farm Road, Wheaton, Illinois 60187.

PRE-AWARD: Bidder may be required to attend a pre-award meeting for clarifications, demonstrations, presentations; this meeting will be set with the Bidder prior to award of the contract.

**PERMITS, FEES, AND NOTICES:**

The Awarded Contractor shall secure and pay for all Building Permits and Governmental Fees, licenses, and inspection necessary for the proper execution and completion of the work which are legally required, file all notices, comply with all laws, rules, regulations and lawful orders bearing on the performance of the work.

**PROPERTY FURNISHED TO CONTRACTOR BY COUNTY OF DU PAGE:**

All property furnished to the Contractor by the County of DuPage or specifically paid for by the County of DuPage, for use in the performance of this contract, shall be and remain the property of the County of DuPage, shall be subject to removal upon the County of DuPage's instruction, shall be used only in filling orders from the County of DuPage, shall be held at the Contractor's risk, shall be kept insured by the Contractor at the Contractor's expense while in its custody or control in an amount equal to the replacement cost thereof, with loss payable to the County of DuPage, and upon recall by County of DuPage shall be packaged at Contractor's expense for shipment to County of DuPage in accordance with County of DuPage's instructions. Copies of policies or certificates of such insurance will be furnished to County of DuPage on demand.

It is agreed that any and all specifications, drawings, or data furnished by County of DuPage shall (1) remain the County of DuPage's sole and exclusive property; (2) be considered and treated by Contractor as County of DuPage confidential information, and not be copied, reproduced or duplicated in any manner or disclosed to any person or party, except as is necessary in the performance of this order/contract/and (3) be returned upon request.

## **COUNTY OF DU PAGE, ILLINOIS**

---

**QUALITY:**

All Recycled Products or Materials shall show percent of post-consumer recycled content.

Items that are used, demonstrators, obsolete, seconds, or which have been discontinued are unacceptable without prior written approval by the Sheriff's Office.

**QUANTITIES:**

The County of DuPage reserves the right to increase or decrease the quantities shown herein at any time during the life of the contract to correspond to the actual needs of the County of DuPage.

All quantities shown are ESTIMATES ONLY of anticipated volume for the one-year period. Quantities represent total usage and not order lot quantities. Orders will be placed on an "AS-NEEDED" basis, with quantities specified at time of order placement.

**RENEWAL & EXTENSION:**

The contract may be subject to three (3) additional twelve (12) month renewal periods provided there is no change in the terms, conditions, specifications, and prices and provided that such renewals are mutually agreed to by both parties. **In no event shall the term plus renewals exceed four (4) years.**

**SERVICE:**

Location of nearest service facility must be stated below:

**SUBCONTRACTORS:**

All subcontractors shall be identified on the form contained herein. Any subcontractor working on County vehicles would be subject to background and fingerprint checks. The County of DuPage reserves the right to reject any or all subcontractors.

**VENDOR QUALIFICATIONS:**

Vendor will provide a general history, description and status of their Company.

**WORKING WITHIN SECURED AREAS:**

A portion of the work will be performed within secured areas.

**Security**

Service Company shall, one (1) week prior to starting work, supply the completed Criminal History and Background information forms (sample attached) for all their employees and subcontractor employees who may be working at the jobsite, to Chief James Kruse at (630) 407-2003 , for advance security reasons.

Service Company will be required to perform all work in keeping with County security procedures while on the Facilities' grounds and shall be responsible for all personnel (including subcontractors) employed by their firm to ensure that Facilities' dress codes and overall policies are followed.

**Notice Warning**

Any person who takes into, or out of, or attempts to take into, or out of a correctional facility or the grounds belonging to or adjacent to a correctional facility, any item not specifically authorized by the correctional facility, shall be prosecuted under the provisions thereof. All persons, including employee and visitors, entering upon these confines are subject to routine searches of their persons, vehicles, property or packages.

## **COUNTY OF DU PAGE, ILLINOIS**

---

### **Contraband**

Contraband means any dangerous drug, narcotic drug, intoxicating liquor of any kind, deadly weapon, dangerous instrument, explosive or any other article whose use of or possession would endanger the safety, security or preservation of order in a correctional facility or any person therein. (Any article includes any substance that could cause abnormal behavior, i.e., marijuana, nonprescription medication, etc.)

A person, not otherwise authorized by law, commits promoting contraband:

By knowingly taking contraband into a correctional facility or the grounds of such a facility; or

By knowingly conveying contraband to any persons confined in a correctional facility; or

By knowingly making, obtaining, or possessing contraband while being confined in a correctional facility.

The Contractor will provide the County with a complete list of all persons duly authorized to work on this project. Only those persons will be allowed to work within secured areas. All Contractor's personnel authorized to work within secured areas may be subject to fingerprinting and a criminal security check performed by the County. The County may issue temporary identification cards, which will be kept by County's security personnel and issued and collected on a daily basis.

Law prohibits the import of contraband such as drugs, liquor, firearms, ammunition and other similar items into any areas of work. County's security personnel may conduct searches of Contractor's personnel, equipment, tools, and supplies at any time. Use of cameras and recording devices by Contractor's personnel is restricted. Such use must be approved on a case-by-case basis.

The County may require the Contractor to remove any worker who has been convicted of a felony, who is a family member of an inmate, or who violates any provision of this Article.

Work being performed within certain areas may require an escort provided by the County. These areas shall not be entered into without County's escort. Work within these areas may be restricted to spaces that can be observed by the County's escort.

All tools and equipment taken into a secured area shall be listed in a manifest with copies provided to County's security personnel. All tools and equipment shall be accounted for at the close of each day. All changes to the inventory shall be addressed by changing the manifest. Contractor is responsible for proper storage of tools and equipment when in a secured area. Report all broken tools and equipment to the County's security personnel.

A designated area outside of the secured area will be arranged for parking of personal vehicles. Delivery trucks will be admitted to receiving areas only by the request of the Contractor, and may be under the supervision of County's security personnel. Immediately load or unload trucks and remove from secured areas.

Workers shall not talk to, signal, whistle, or in any way attract the attention of any inmate, and shall restrict their movements to the project area. Nothing shall be taken from or given to an inmate. Inmates are not to help workmen in any way. Workers shall promptly notify their supervisor or County's security personnel of all unusual happenings pertaining to the inmates.

Within secured areas, the County will designate washing and toilet facilities for Contractor's use.

### **END OF SPECIAL CONDITIONS**

# COUNTY OF DU PAGE, ILLINOIS

---

JOHN E. ZARUBA  
SHERIFF

501 N. County Farm Road  
Wheaton, Illinois 60187  
(630) 407-2000  
FAX (630) 407-2013  
[www.co.dupage.il.us/sheriff](http://www.co.dupage.il.us/sheriff)



Civil Division (630) 407-2060  
Corrections (630) 407-2255  
Crime Laboratory (630) 407-2100  
Detective Division (630) 407-2323  
Radio Room (630) 407-2400  
Records Division (630) 407-2270  
Warrants Division (630) 407-2290

## OFFICE OF THE SHERIFF COUNTY OF DUPAGE

### APPROVAL FOR BACKGROUND INVESTIGATION, CRIMINAL HISTORY AND DRIVERS LICENSE CHECK

I, the undersigned, hereby authorize the DuPage County Sheriff to submit my fingerprints and other necessary identifying information to the Illinois State Police and/or the Federal Bureau of Investigation for the purpose of obtaining the release of any/all criminal history record information provided to and held by the aforementioned entities regarding me.

I, the undersigned, further authorize the DuPage County Sheriff to release of any/all criminal history record information obtained regarding me to \_\_\_\_\_.

I acknowledge that the criminal history record information obtained and/or released is to be used in the interest of and in the due administration of criminal laws or for the purpose of evaluating the qualifications and character of employees, prospective employees, licensure applicants, license holders, volunteers or prospective volunteers of units of local government, school districts and private organizations.

I, the undersigned, understand that the criminal history record information obtained by the DuPage County Sheriff shall be available to me for review and that I have the right to review and correct any criminal history record information the aforementioned entities may disseminate regarding me consistent with any applicable fees and rules and upon further verification of my identity.

List ALL names you have ever used (including maiden name) beginning with the most recent:

Name: \_\_\_\_\_  
(Print)      Last      First      Middle

Name: \_\_\_\_\_  
(Print)      Last      First      Middle

Name: \_\_\_\_\_  
(Print)      Last      First      Middle

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## COUNTY OF DU PAGE, ILLINOIS

---

Date of Birth: \_\_\_\_\_

Driver's License: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Sign

Print

***Office Use Only:***

Agency ORI Number:

Cost Center (if applicable):

Contact Person Name:

Contact Person Phone #:

Purpose Code:

2 OF 2

# COUNTY OF DU PAGE, ILLINOIS

## INSURANCE REQUIREMENTS

Upon notice of acceptance of proposal, the successful bidder shall, within thirty (30) calendar days of said notice, furnish to the Purchasing Agent a certificate of Insurance and provide policy endorsements evidencing specific coverage of the types of insurance in the amounts specified below. Such coverage shall be placed with a responsible company acceptable to the County licensed to do business in the State of Illinois, and with a minimum insurance rating of A:VII as found in the current edition of A M Best's Key Rating Guide. **All required insurance shall be maintained by the contractor in full force and effect during the life of the contract, and until such time as all work has been approved and accepted by the County.** The Contractor is responsible for all insurance deductibles and Self-Insured Retentions.

TYPE OF INSURANCE		MINIMUM ACCEPTABLE LIMITS OF
LIABILITY		
1.	<b>Workers Compensation</b>	Statutory
2.	<b>Employers Liability</b>	
	A. Each Accident	\$1,000,000
	B. Each Employee-disease	\$1,000,000
	C. Policy Aggregate-disease	\$1,000,000
3.	<b>**Commercial General Liability ****</b>	
	A. Per Occurrence	\$2,000,000
	B. General Aggregate	
	1. General Aggregate- Per project	\$2,000,000
	2. General Aggregate - Products/ Completed Operations	\$2,000,000
4.	Personal and Advertising Injury	\$1,000,000
	Each Occurrence	\$1,000,000
5.	<b>Fire Legal Liability (any one fire)</b>	\$100,000
6.	Medical Expense (any one person)	\$10,000
7.	<b>**Umbrella Excess Liability (over primary)</b>	\$2,000,000
	Retention for Self-Insured Hazards (each occurrence)	\$2,000,000
8.	<b>** Business Auto Liability ****</b>	\$1,000,000

\* Up to \$5,000,000.00 in Contract Value ( in excess contact Risk Manager)

\*\* An Additional Insured Endorsement as well as endorsements for Waiver of Subrogation and Insurance is Primary and Non-Contributory to additional insured insurance coverage in addition to a Certificate of Insurance

\*\*\*\* Garage Liability (combines standard GL & Auto Liability) Garage Keepers Liability (is for damage to our vehicle)

If any policy or coverage is written as "claims made" then coverage must be maintained for 4 years after project completion.

At all times during the term of the contract, the Contractor and its independent contractors shall maintain, at their sole expense, insurance coverage for the Contractor, its employees, officers and independent contractors, as follows:

NOTE: A) It is the responsibility of Contractor to provide a copy of this PROPOSAL to their insurance carrier.

B) It may also be required that the Contractor's insurer and coverage be approved by County prior to execution of the Contract.

C) No work shall be started until receipt of Certificate of Insurance.

The County of DuPage shall be named as additionally insured on all certificates of insurance. Insurance certificates shall also reference project name and BID NUMBER. Certificates should be faxed (and hard copy mailed) to:

## **COUNTY OF DU PAGE, ILLINOIS**

---

DuPage County Procurement Services Division  
Maria C. Calamia, CPPB, Buyer  
421 North County Farm Road  
Wheaton, IL 60187-3978

TX: (630) 407-6182  
FX: (630) 407-6201

The insurance carrier of the insured is required to notify the County of DuPage of termination of any or all of these coverages, prior to the completion of any contract, at least 30 days prior to expiration.

**CHANGES IN INSURANCE COVERAGE:**

The Contractor will immediately notify the County if any insurance has been cancelled, materially changed, or renewal has been refused and the Contractor shall immediately suspend all work in progress and take the necessary steps to purchase, maintain and provide the required insurance coverage(s) and limits. If suspension of work should occur due to insurance requirements, upon verification by the County of the required insurance the County will notify Contractor when they can proceed with the work. Failure to provide and maintain the required insurance coverage(s) and limits could result in immediate cancellation of the contract and the Contractor shall accept and bear all costs that may result due to the Contractors failure to provide and maintain the required insurance.

**INSURANCE RATING:**

All of the above-specified types of insurance shall be obtained from companies that have at least an A-VII rating in Best's Guide or the equivalent.

**SURVIVAL OF INDEMNIFICATION:**

The indemnification described above shall not be limited by reason of the enumeration of any insurance coverage herein provided, and indemnification shall survive the termination of the Contract.

**NOTICE OF LAWSUIT:**

Within 5 days of service of process, the County shall notify the Contractor of any lawsuit involving the indemnification provided for above. Failure to provide such notice shall not relieve the Contractor of its obligation to provide indemnification. However, the County shall be responsible for any additional costs of defense incurred due to their failure to provide such notice within 60 days.

**CHOICE OF LEGAL COUNSEL:**

The Contractor shall provide coverage as provided in the contract, if the County, an Employee, or Elected Official is named in a lawsuit then the County retains the right to choose legal counsel subject to the approval of the County and appointment by the State's Attorney of DuPage County.

**RIGHTS RETAINED:**

Notwithstanding the foregoing, nothing contained herein shall be deemed to constitute a waiver of any defenses or immunities otherwise available to the County.

## **END OF INSURANCE REQUIREMENTS**

## **COUNTY OF DU PAGE, ILLINOIS**

---

### **BID #15-003-MC SPECIFICATIONS**

This bid is to furnish, deliver, install and maintain various equipment in County owned vehicles for the DuPage County Sheriff's Office. Group 1 consists of flat fees for removal of equipment from vehicles being taken out of service and re-installing said equipment in new vehicles being placed into service. Group 2 consists of parts pricing and installation charges for NEW equipment being installed in County vehicles. Group 3 will establish a time and materials contract for "as needed" repair service for County vehicle equipment. Group 4 consists of a Fixed Fee Maintenance Agreement for Sheriff Vehicle Sirens, Strobes, LED, Flashers and Lighting.

#### **ADDITIONS/DELETIONS:**

All additions and deletions of equipment and accessories shall be handled in the form of a written change order. All equipment and accessory additions shall be coterminous with the balance of the contract. Pricing shall be agreed upon between the awarded Contractor and the County.

#### **INVENTORY:**

Contractor must keep detailed records of all equipment removed from County Vehicles and/or any County owned stock kept on site at Contractor's location. This list must be kept up-to-date and include equipment type and serial number and be available for County viewing at any time. Upon contract termination, all County owned equipment and inventory lists must be surrendered to the County upon request.

#### **INVENTORY OF PARTS:**

The Contractor shall be required to maintain an adequate stock of repair parts to keep all equipment in proper working condition. The Contractor shall at a minimum, house parts as required to test, service and maintain equipment. Replacement parts shall be as recommended by the manufacturer of the equipment.

#### **INVOICING:**

The Contractor shall submit itemized invoices, in triplicate, together with the copy of the work ticket detailing a breakdown of all charges. The invoice shall be based on the completion of tasks or deliverables. All invoices should clearly indicate which items are new (N) and which items are being re-installed (U) from decommissioned County vehicles. Invoices for removal of equipment must indicate the status of all removed equipment. For example, if the Contractor is removing a light bar and shotgun rack from an old squad car, Contractor must indicate light bar being re-installed in vehicle number X, shotgun rack to remain on site for further instruction.

Group 1: - Flat Rate Charges for Removal and Installation of Vehicle Equipment

Invoices to be submitted after completion of service.

Bill to: **DuPage County Sheriff's Office**  
Attn: Margaret Cusack  
501 N. County Farm Road  
Wheaton, IL 60187

Bill to: **DuPage County Office of Homeland Security & Emergency Management**  
Attn: James Joseph  
418 N. County Farm Road  
Wheaton, IL 60187

Bill to: **DuPage County Security Office**  
Attn: Keith Briggs  
421 N. County Farm Road  
Wheaton, IL 60187

Bill to: **DuPage County Animal Control**  
Attn: Todd Faraone  
120 N. County Farm Road  
Wheaton, IL 60187

## **COUNTY OF DU PAGE, ILLINOIS**

---

Group 2 – Parts and Installation Pricing  
Invoices to be submitted after completion of each individual job.

Bill to: **DuPage County Sheriff's Office**  
Attn: Margaret Cusack  
501 N. County Farm Road  
Wheaton, IL 60187

Bill to: **DuPage County Office of Homeland Security & Emergency Management**  
Attn: James Joseph  
418 N. County Farm Road  
Wheaton, IL 60187

Bill to: **DuPage County Security Office**  
Attn: Keith Briggs  
421 N. County Farm Road  
Wheaton, IL 60187

Bill to: **DuPage County Animal Control**  
Attn: Todd Faraone  
120 N. County Farm Road  
Wheaton, IL 60187

Group 3: - “As Needed Per Call Equipment Repair Service”  
Invoices to be submitted after completion of service, billed to the department requiring service.

Bill to: **DuPage County Sheriff's Office**  
Attn: Margaret Cusack  
501 N. County Farm Road  
Wheaton, IL 60187

Bill to: **DuPage County Office Homeland Security & Emergency Management**  
Attn: James Joseph  
418 N. County Farm Road  
Wheaton, IL 60187

Bill to: **DuPage County Security Office**  
Attn: Keith Briggs  
421 N. County Farm Road  
Wheaton, IL 60187

Bill to: **DuPage County Animal Control**  
Attn: Todd Faraone  
120 N. County Farm Road  
Wheaton, IL 60187

Group 4 - Vehicle Sirens, Strobes, LED, Flashers and Lighting Fixed Fee Maintenance Agreement  
Invoices to be submitted monthly

Bill to: **DuPage County Sheriff's Office**  
Attn: Margaret Cusack  
501 N. County Farm Road  
Wheaton, IL 60187

## COUNTY OF DU PAGE, ILLINOIS

---

### **PRICING:**

Prices must be entered for each separate service listed on the pricing page. The prices shall include all incidental parts and equipment necessary to complete the service e.g. hand and power tools, fasteners, connectors, grommets, fuses, new wire, cables, nuts, bolts, Velcro, tie straps, tape and any or all other shelf hardware items required to complete the work specified. The Contractor shall also be required to complete a pricing section, showing County cost for any new equipment provided by the Contractor. Prices for the transfer of equipment from one vehicle to another shall include all necessary parts (new brackets, bolts, washers, etc.) to complete the transfer. Pricing for any replacement antennas or batteries shall also be furnished with the bid.

Group 1: - Flat Rate Charges for Removal and Installation of Vehicle Equipment

Pricing shall remain firm for the contract period.

Group 2 – Parts and Installation Pricing

Individual Parts pricing shall remain firm for the initial contract period. Optional renewal pricing: Notice of any subsequent price increase shall be submitted to the County thirty (30) days in advance, along with proof of the corresponding price increase from your supplier. Price increases are subject to review and approval prior to acceptance.

Group 3: - "As Needed Per Call Equipment Repair Service"

Hourly rate shall remain firm for the contract period. Parts discount/mark-up shall remain firm for the contract period.

Group 4 - Vehicle Sirens, Strobes, LED, Flashers and Lighting Fixed Fee Maintenance Agreement

Unit pricing shall remain firm for the contract period.

### **SERVICE FACILITIES:**

The Contractor shall maintain a shop for drive-in service for work during inclement weather.

The Contractor shall maintain, in addition to its drive-in facility, service vehicles equipped with the appropriate FCC approved test equipment and carrying a stock of tubes, transistors and necessary replacement of parts for normal repair and maintenance of all communications equipment of the County. The Contractor's service vehicle(s) shall be configured, supplied and equipped in such a manner that all service can be accomplished on site.

Vehicular equipment may be taken by County personnel to the vendor's drive-in service facility for repair, if it is convenient to do so.

However, it shall be the Contractor's responsibility to transport to the service facility all County-owned radio equipment which cannot be repaired at the County department locations; and all radio equipment will be held at the Contractor's risk.

All bid prices shall include any and all travel to and from Contractors service facility.

The Contractor shall provide adequate testing equipment in their shop and in their mobile facility to make the required measurements. The Contractor shall furnish a list of their testing equipment, including make and model.

The Contractor shall maintain an adequate supply of flash tubes and flasher units to be stocked for the squad car light bars. Stocking quantities shall be maintained at a level of 10% for each type of light bar used, with a minimum quantity of three (3).

We currently take our squad cars out of service and drive them to the vendor's facilities for repairs. However, they are still able to respond to an emergency call within the County if necessary. Therefore, the vendor must have shop facilities located within a fifteen (15) mile radius of the DuPage County Administrative Complex. We cannot drive squads farther away without risking the health and safety of DuPage County residents by keeping these cars out of service for extended periods. We also want to avoid overtime costs associated with a repair site out of that radius.

The facilities shall have covered garage space in order to make immediate repairs on radio-equipped vehicles under all weather conditions. These facilities shall be able to accommodate standard sized radio-equipment

## **COUNTY OF DU PAGE, ILLINOIS**

---

vehicles, and shall be such that County vehicles may be stored overnight in such a manner as to prevent theft, or vandalism (i.e., they shall be completely enclosed behind walls, locked doors and under roof). These facilities shall incorporate at least one bay devoted to radio installation only, with associated mechanical devices necessary to provide emergency installation as required.

### **WORKMANSHIP AND INSPECTION**

All work under the resulting contracts shall be performed in a skillful and workmanlike manner. The County may, in writing, require the Contractor to remove any employee from work that the County deems incompetent or careless.

Further, the County may, from time to time, make inspections of the work performed under this contract. Any inspection by the County does not relieve the Contractor from any responsibility regarding defects or other failures to meet the contract requirements.

### **GROUP 1 – FLAT RATE CHARGES FOR REMOVAL AND INSTALLATION OF VEHICLE EQUIPMENT**

### **GROUP 2 – PARTS AND INSTALLATION PRICING**

#### **SCOPE OF SERVICE:**

Group 1 of this contract is to establish flat rate pricing for the removal and re-installation of various equipment in County-owned vehicles to include but not limited to: computer equipment (wiring for wireless internet card, front seat mount, and any specialized cables), mobile communications equipment, chipping of radio for identification, light bars, sirens exterior speakers, plastic rear seating, vehicular repeaters, security screens, shotgun racks and other associated equipment.

The service consists of removing the equipment from vehicles being removed from service and re-installing said equipment in new vehicles being placed into service. In addition, the Contractor may be required to install new or used equipment in additional units if and when additional units are put into service. Contractor shall provide all required hand and power tools, portable lights, extension cords, fasteners, connectors, grommets, fuses, new wire and cables required, and any or all other shelf hardware items required to complete the work specified. This does not include the equipment itself. In the event any new wiring or cables are required, the contractor shall provide them in sufficient length so that they are interchangeable between different manufacturers vehicles for future transfers.

Group 2 of this contract is to establish unit pricing for each individual piece of equipment and a corresponding installation cost. For each part listed in the pricing section, the bidder is to provide County cost for each part listed and the cost for installation of that part. If bidding an alternate part/manufacturer, it is to be noted on the pricing page. DuPage County reserves the right to accept or decline any alternates submitted. In addition, DuPage County reserves the right to purchase parts from another source, at any time. Pricing submitted will be used to verify new parts charges on Contractor invoices.

Contractor shall be responsible for their tools, hardware, and other items while on the County's premises. Whenever the term "parts" is used in this contract it is intended to mean new parts. Oil, water, dust, and foreign substances will be removed from any used equipment being removed and reinstalled in another vehicle.

If necessary, the equipment shall be repaired and re-calibrated at published manufacturer's standards/specifications by the contractor at the rate and parts prices submitted in Group 3 of this bid.

The Contractor shall schedule and perform service 8:00 a.m. to 4:00 p.m. Monday through Friday at the DuPage County Complex or at their facility.

The Contractor shall be expected to complete a complete install in ten (10) business days and a complete removal of equipment in one (1) business day. Any variations must be approved in writing by the County Authorized Representative.

### **GROUP 1 – EQUIPMENT TO BE REMOVED AND INSTALLED BY VEHICLE TYPE:**

#### **1. SQUAD CARS/CIVIL PROCESS VEHICLES**

- 800 MHz Radio with speaker
- VHF Radio
- Troy Products Communication Console
- Federal PA300 Siren

## COUNTY OF DU PAGE, ILLINOIS

---

- 200 Watt Siren Speaker
- Code 3 Switchbox and Arrow stick Controller
- Computer Floor Mount
- Docking Station
- AVL/GPS Unit
- Light bar- Code 3- Series 2700 LED Light bar
- Preemption Unit
- Rear Deck LED Lights
- Prisoner Shield
- Prisoner Transport Seat
- Prisoner Leg Restraints
- Mag Flashlight Rechargeable System
- Antennas for VHF, 800 MHz, Air card, Mobile Video and GPS
- 3 Accessory Outlet
- Mobile Printer
- Mobile Video Unit (Currently ICOP 20/20W – w/rear camera and collision sensor)
- Shot Gun Rack
- Headlight Flasher
- Taillight Flasher
- Map Light
- 100 Amp Circuit Breaker
- Power Distribution Center
- Corner Strobe System

**2. SLICK TOP SQUAD – TRAFFIC ENFORCEMENT**

- Same as Marked Squad Except
- Delete Light Bar
- Add Tail Light Strobes
- Add Grill Strobe or LED
- Add Interior Deck Arrow stick
- Add Interior Deck LED or Strobe Lights
- Add Interior Side LED or Strobe Lights
- Add Interior Front Window Upper and/or lower LED or Strobe Lights
- Add Interior Dual Head Moving Radar System
- Add LED or Strobe Mirror Lights

**3. WARRANT VEHICLES**

- Same as Marked
- May or May not have a Computer and AVL

**4. INVESTIGATOR UNITS:**

- 800 MHz Radio System
- VHF Radio System
- Under Cover Siren System
- 200 Watt Siren Speaker
- Front Strobe System
- Rear Tail Strobes
- Interior Low Profile warning Lights, LED or Strobe

**5. MARKED EXPLORERS**

- 800 MHz Radio with external speaker
- VHF Radio
- UHF Radio
- Troy Products Communications Console with beverage holder and arm rest
- Computer floor mount with articulating arm
- Code 3 Switchbox with Arrow stick Control
- Federal PA300 Siren

## COUNTY OF DU PAGE, ILLINOIS

---

- 200 Watt Siren Speaker
- Code 3 Defender Light bar
- Preemption unit
- One Pair Vertex Red/Blue LED in Taillights
- One Pair Vertex White in front light housing
- One Pair of XT4 LED Grill Lights
- Rear Cargo Barrier with 7 Gauge Wire Window
- 4 Gauge wire Coated Grid Screen for rear side windows and 5th door
- 800 MHz, VHF, UHF, Air card and GPS Antennas
- Mobile Video System (Currently ICOP 20/20W – w/rear camera and collision sensor)
- Mag Flashlight Rechargeable System
- 3 Accessory Outlet
- Red LED/White Incandescent Dome Light
- AVL/GPS Unit
- 100 Amp Circuit Breaker

### **6. K9 UNITS**

- 800 MHz Radio with external speaker
- VHF Radio
- UHF Radio
- Troy Equipment Communications Console with beverage holder and arm rest
- Computer Floor Mount with Articulating Arm
- Code 3 Switchbox and Arrow stick Controller
- Federal PA300 Siren
- 200 Watt Siren Speaker
- Code 3 Defender Light bar with Preemption
- Whelan six head strobe system four in rear two in front
- One Pair LED for lower window
- One Pair LED for Side/Rear through intersection lights
- Headlight Flasher
- One pair LED mirror lights
- Cargo Barrier with wire screen window to divide rear passenger seat from cargo area
- 4 Gauge wire coated grid screening to fit rear side and 5<sup>th</sup> door to protect contents of cargo area
- VHF, UHF, Two 800 MHz and GPS antennas
- Mag Flashlight rechargeable System
- 3 Accessory outlet
- Red LED/White Incandescent Dome Light
- 100 Amp circuit Breaker
- Eight Light head LED Light Stick
- K9 Containment Unit
- Cool Guard K9 Monitor with Pager and Fan
- Mobile Video System (Currently ICOP 20/20W – w/rear camera and collision sensor)
- GPS/AVL Unit

### **7. EXPEDITION COMMAND VEHICLES**

- Same as K9 Units
- Except Delete K9 Containment
- Delete Cool Guard K9 Monitor, pager and fan

### **8. PRISONER TRANSPORT AND SWAP VEHICLES**

- 800 MHz Radio System
- VHF Radio System
- Siren/Switchbox
- 200 Watt Siren Speaker
- Front and Rear Light bars
- 800 MHz and VHF Antennas
- Headlight Flasher

## COUNTY OF DU PAGE, ILLINOIS

---

- Taillights Flasher
- Two LED Red/Blue Wide Angle Lights
- Wedge Equipment mount

### **REMOVAL OF EXISTING EQUIPMENT:**

- A. Contractor shall carefully remove equipment so as not to damage the equipment or the vehicle
- B. Wires shall be removed at their terminal end with no loose pigtails to short out
- C. Antenna holes shall be plugged with rubber hole plugs furnished by the contractor
- D. Horn, brake lights and headlights shall be restored to their normal passenger car condition after removal of "Police Equipment"
- E. Replace disguise antenna with standard antenna where applicable

### **INSTALLATION OF EQUIPMENT:**

- A. All equipment shall be tested prior to installation. Notify the County of any inoperable equipment for repair or replacement.
- B. All equipment shall be cleaned prior to installation
- C. Equipment shall be installed in the new vehicle in the same location and manner as the old vehicle. Any deviations shall have prior approval by the Sheriff's Office
- D. New "disguise" antennas shall be provided by the Contractor on all re-installations.
- E. Grommets shall be used where wires pass through the firewall
- F. Star washers shall be used on all chassis ground connections
- G. All leads through the firewall and connected to the battery shall be fused at the battery, where applicable, as follows
  - Lights – 60 Amp
  - Radio – 40 Amp
  - Siren – 15 Amp

### **DISCONTINUED EQUIPMENT:**

It will be the responsibility of the Contractor to notify the County when parts are discontinued by the manufacturer and become unavailable. The County must approve the replacement model being offered by the Contractor. Such approval is contingent upon compliance with the following conditions:

- The replacement request must be in writing.
- The replacement is of equal or greater technology and offers the same or more features than the discontinued model
- The replacement has the same cost as the discontinued model

### **GROUP 3 – EQUIPMENT REPAIR – "AS NEEDED" TIME AND MATERIAL REPAIR SERVICE**

#### **SCOPE OF SERVICE**

Group 3 of this bid is for repairing, on an as needed basis, County-owned mobile communications and other related equipment to operate at optimum efficiency unless otherwise specified. It includes the furnishing of all labor, parts, tools, equipment, transportation and incidental services or material for on site service, with the option for off-site service to also be available. All parts used in the performance of the services shall be new genuine factory replacement parts and meet OEM specifications. Whenever the term "parts" is used in this contract it is intended to mean new parts. Oil, water, dust, and foreign substances will be removed from the equipment. The equipment shall not be subjected to mechanical abuse.

Contractors will be required to submit an hourly rate and parts price list with a discount noted. Any bid submitted without a price list may be rejected as non-responsive.

Additional equipment which is similar to the equipment listed in this contract and is acquired by the County during the period of this contract shall be repaired by the contractor at the hourly rate and parts discount established in the contract after the initial warranty period on the new equipment lapses.

The Contractor shall submit a written estimate for approval to the respective Departmental Representative prior to proceeding with any repairs in excess of \$250.00.

## **COUNTY OF DU PAGE, ILLINOIS**

---

Whenever a equipment requires repair, the Contractor shall verify that the equipment is operating at published manufacturer's standards/specifications prior to return to the County.

### **CONTRACTOR RESPONSIBILITIES:**

Whenever the Contractor reports to the County for emergency call, standard repair, or other service, the Contractor shall log in and out with the Department requiring service. When the Contractor logs out, he shall specify each individual piece of equipment serviced by identifying serial numbers, nomenclature, type of service rendered, equipment's physical location and whether or not the equipment is in proper working order.

If at any time an item of equipment must be removed from its location, the Contractor shall give the Department a signed receipt for same, indicating make, model and serial number and date when equipment will be returned. Further, any transportation costs necessitated for pickup and return of equipment shall be the responsibility of the Contractor.

The Contractor shall be responsible for damage or loss of equipment when removed from County location for repair or maintenance.

- (a) Equipment in need of minor repair or service in the Contractor's shop shall be repaired and returned within seven (7) working days.
- (b) Equipment in need of major repair shall be repaired and returned within seven (7) days of receipt of those parts necessary to complete repairs.

Major repairs shall be defined as repairs needed as a result of fire, lightning, vehicular accident, vandalism or like incident. The Contractor will not repair any equipment where the cost of such repair exceeds 33 percent of the cost of replacing the equipment without prior authorization from the County.

If the Contractor inspects warranted equipment and determines that any necessary service is covered under the equipment warranty, the County shall not be charged for any service to that equipment, including the initial inspection. Copies of equipment warranties will be made available to the successful contractor.

### **PROCEDURES:**

The extent and character of the services to be performed by the contractor shall be subject to the general control and approval of the County Sheriff, County States Attorney, County Coroner, and the Director of Homeland Security and Emergency Management or their authorized representative(s). The awarded Contractor shall not comply with requests and/or orders issued by other than the above cited individuals or their authorized representative(s) acting within their authority for the County. Any change to the contract must be approved in writing by the Purchasing Manager and the Contractor.

### **REPAIR DOCUMENTATION:**

In all cases when maintenance or repair service is performed, a service/repair record or equivalent service form, acceptable to the County, shall be completed in detail by the awarded contractor. This service/repair record shall list the type of equipment, model number, serial number, inventory number and exact nature of work performed and parts used. Upon completion of work, the Contractor shall obtain a signature of approval from the Counties designated representative. The Contractor shall include a copy of the service/repair record with the invoice that will be submitted.

The Contractor shall maintain a service history file, on a per unit basis, made readily available to designated County Personnel for review and evaluation of reliability and performance.

### **REPORTS AND RECORDS:**

In addition to any reports regarding equipment condition and inventory, the Contractor shall maintain a set of FCC records indicating the location of all in squad radio equipment serviced. These records must show date of service to each unit by serial number as well as job ticket numbers, the department the equipment is being used in and vehicle numbers where applicable. These records must be available for inspection at any and all times by the County and/or its official representative. **A copy of ALL service work performed shall be sent to the appropriate County Department and must indicate the vehicle number or radio number.** The Contractor will be responsible for providing a receipt for all communication equipment removed from the County for in-shop repairs, as well as for all work performed on our equipment. You **MUST ITEMIZE PARTS** on the job tickets

## **COUNTY OF DU PAGE, ILLINOIS**

---

submitted to the departments. **ALL JOB TICKETS MUST BE SIGNED BY AN AUTHORIZED COUNTY EMPLOYEE AT THE TIME THE WORK IS COMPLETED.**

The Contractor will provide to the County, any documentation, drawings and technical information for any modifications or upgrades to any system covered by service or maintenance.

### **SUBCONTRACTORS:**

The satisfactory supply of service and completion of the efforts listed herein are the responsibility of the successful bidder. The successful bidder must retain total responsibility in the event they elect to subcontract certain portions of service. The County will interface only with the successful bidder and not any subcontractors. All subcontractors must be approved, in writing, by the County and may be subjected to a criminal background and fingerprint checks.

### **QUALIFICATIONS:**

The Contractor shall have had at least five (5) years experience in the maintenance of equipment similar to that owned by the County. If requested by the County, the contractor shall furnish statements of satisfactory performance of maintenance work from other local governments or public agencies for whom they have performed services on equipment similar to that owned by the County, within the five (5) year period immediately preceding submission of bid.

All in squad radio maintenance shall be performed by the holder of at least a second-class FCC radio-telephone operators' license. Furthermore, the successful bidder shall be responsible for ensuring that the County will be able to contact one of their employees in the shop at all times during the normal working hours (8:00 a.m. to 4:30 p.m., Monday through Friday) of the County. Names and FCC license numbers of these men must be furnished as part of the bid. Technicians must have at least two (2) years experience maintaining communications equipment.

### **WARRANTIES:**

All parts and materials used shall be guaranteed by the Contractor against mechanical, electrical and workmanship defects for a period of at least ninety (90) days from the date of repair/installation. In the event a defect is detected, the Contractor shall furnish replacement parts and materials at no additional charge.

### **REPORTS AND RECORDS:**

In addition to any reports regarding equipment condition and inventory, the Contractor shall maintain a set of FCC records indicating the location of all radio equipment. These records must show date of service to each unit by serial number as well as job ticket numbers, the department the equipment is being used in and vehicle numbers where applicable. These records must be available for inspection at any and all times by the County and/or its official representative. **A copy of ALL service work performed shall be sent to the appropriate County Department and must indicate the vehicle number or radio number.** The Contractor will be responsible for providing a receipt for all communication equipment removed from the County for in-shop repairs, as well as for all work performed on our equipment. You **MUST ITEMIZE PARTS** on the job tickets submitted to the departments. **ALL JOB TICKETS MUST BE SIGNED BY AN AUTHORIZED COUNTY EMPLOYEE AT THE TIME THE WORK IS COMPLETED.**

The County is responsible to maintain the inventory listing by adding any new equipment and deleting any equipment taken out of service.

The Contractor will provide to the County, any documentation, drawings and technical information for any modifications or upgrades to any system covered by service or maintenance.

### **GROUP 4 - SHERIFF VEHICLE SIRENS, STROBES, LED, FLASHERS AND LIGHTING FIXED FEE MAINTENANCE AGREEMENT:**

#### **SCOPE OF SERVICE:**

Group 4 of this bid is for a full service maintenance agreement and required repair, on an as needed basis, for Sheriff vehicle sirens, strobes, LED, flashers and lighting devices to operate at optimum efficiency unless otherwise specified. Maintenance shall include, at a minimum, all electrical and mechanical repairs, checking and/or adjusting the equipment to within manufacturer's specifications; furnishing of all labor, parts, tools, equipment, transportation and incidental services or material for on-site service (County premises), with the

## **COUNTY OF DU PAGE, ILLINOIS**

---

option for off-site service to also be available. All parts used in the performance of the service shall be new genuine factory replacement parts and meet OEM specifications. Whenever the term "parts" is used in this contract it is intended to mean new parts. Oil, water, dust, and foreign substances will be removed from the equipment. The equipment shall not be subjected to mechanical abuse. Whenever equipment requires repair, the Contractor shall verify that the equipment is operating at published manufacturer's standards/specifications prior to returning equipment to the County. All inspections, service, maintenance, repairs and adjustments of siren, strobes and lighting equipment will be performed by and under the direct supervision of an experienced and qualified service engineer.

### **QUALIFICATIONS:**

The Contractor shall have had at least five (5) years experience in the maintenance of equipment similar to that owned by the County. If requested by the County, the contractor shall furnish statements of satisfactory performance of maintenance work from other local governments or public agencies for whom they have performed services on equipment similar to that owned by the County, within the five (5) year period immediately preceding submission of proof of qualification. Failure to provide this information may cause the bid to be declared non-responsive.

The successful bidder shall be responsible for ensuring that the County will be able to contact one of their employees in the shop at all times during the normal working hours (8:00 a.m. to 4:30 p.m., Monday through Friday) of the County. Names of these men must be furnished as part of the bid. Technicians must have at least two (2) years experience maintaining equipment.

### **END OF SPECIFICATIONS**

# COUNTY OF DU PAGE, ILLINOIS

## BID FORM PROCUREMENT SERVICES DIVISION BID #15-003-MC

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Name of Bidder	
Main Business Address	
City, State, Zip Code	
Telephone Number	
Fax Number	
Bid Contact Person	
Email Address	

TO: The DuPage County Procurement Services Division

The undersigned certifies that he is:

the Owner/Sole Proprietor       a Member of the Partnership       an Officer of the Corporation       a Member of the Joint Venture

herein after called the Bidder and that the members of the Partnership or Officers of the Corporation are as follows:

(President or Partner)

(Vice-President or Partner)

(Secretary or Partner)

(Treasurer or Partner)

Further, the undersigned declares that the only person or parties interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm or corporation; that he has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Procurement Manager, DuPage Center, 421 North County Farm Road, Wheaton, Illinois 60187, and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits, including Addenda No. \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ issued thereto;

Further, the undersigned proposes and agrees, if this bid is accepted, to provide all necessary machinery, tools, apparatus and other means of construction, including transportation services necessary to furnish all the materials and equipment specified or referred to in the contract documents in the manner and time therein prescribed.

Further, the undersigned certifies and warrants that he is duly authorized to execute this certification/affidavit on behalf of the Bidder and in accordance with the Partnership Agreement or by-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Bidder and is true and accurate.

Further, the undersigned certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either 720 Illinois Compiled Statutes 5/33 E-3 or 5/33E-4, bid rigging or bid-rotating or as a result of a violation of 820 ILCS 130/1 et seq., the Illinois Prevailing Wage Act.

The undersigned certifies that he has examined and carefully prepared this bid and has checked the same in detail before submitting this bid, and that the statements contained herein are true and correct.

## COUNTY OF DU PAGE, ILLINOIS

---

If a Corporation, the undersigned further certifies that the recitals and resolutions attached hereto and made a part hereof were properly adopted by the Board of Directors of the Corporation at a meeting of said Board of Directors duly called and held and have not been repealed, nor modified and that the same remain in full force and effect. *(Bidder may be requested to provide a copy of the corporate resolution granting the individual executing the contract documents authority to do so.)*

Further, the bidder certifies that he has provided equipment, supplies or services comparable to the items specified in this contract to the parties listed in the reference section below and authorizes the County to verify references of business and credit at its option.

Finally, the Bidder, if awarded the contract, agrees to do all other things required by the contract documents, and that he will take in full payment therefore the sums set forth in the bidding schedule.

**BID AWARD CRITERIA:**

Contractors may bid on one or more groups. The County reserves the right to award by total bid, by group in accordance with our language in the Bid Document relating to Contractor selection (or rejection) in the best interest of the County of DuPage.

**BID PRICING:****GROUP 1 – FLAT RATE CHARGES FOR REMOVAL AND INSTALLATION OF VEHICLE EQUIPMENT****1. SQUAD CAR AND CIVIL PROCESS VEHICLES**

SERVICE DESCRIPTION	UNIT PRICING	ESTIMATED QUANTITES	EXTENDED PRICING
NEW EQUIPMENT INSTALLATION	\$	20	\$
EQUIPMENT REMOVAL	\$	20	\$
EQUIPMENT RE-INSTALLATION	\$	20	\$
CONCEALED TRUNK INSTALLATION*	\$	20	\$
CONCEALED TRUNK REMOVAL*	\$	20	\$
LIGHT BAR INSTALLATION	\$	20	\$
LIGHT BAR REMOVAL	\$	20	\$
SIREN INSTALLATION	\$	20	\$
GRILL LIGHT INSTALLATION	\$	20	\$
REAR SEAT CAGE INSTALLATION	\$	20	\$
REAR SEAT RESTRAINTS INSTALLATION	\$	20	\$
<b>TOTAL SQUAD CARS AND CIVIL PROCESS VEHICLES</b>			\$

\*These are lights that are in the trunk, that activate when the lid is raised. Five (5) photos are available upon request that should help provide a better understanding of the concealed trunk installation and concealed trunk removal.

**COUNTY OF DU PAGE, ILLINOIS**

---

**2. SLICK TOP SQUAD – TRAFFIC ENFORCEMENT**

SERVICE DESCRIPTION	UNIT PRICING	ESTIMATED QUANTITES	EXTENDED PRICING
NEW EQUIPMENT INSTALLATION	\$	5	\$
EQUIPMENT REMOVAL	\$	5	\$
EQUIPMENT RE-INSTALLATION	\$	5	\$
<b>TOTAL WARRANT VEHICLES</b>			\$

**3. WARRANT VEHICLES**

SERVICE DESCRIPTION	UNIT PRICING	ESTIMATED QUANTITES	EXTENDED PRICING
NEW EQUIPMENT INSTALLATION	\$	3	\$
EQUIPMENT REMOVAL	\$	3	\$
EQUIPMENT RE-INSTALLATION	\$	3	\$
<b>TOTAL INVESTIGATOR VEHICLES</b>			\$

**4. INVESTIGATOR VEHICLES**

SERVICE DESCRIPTION	UNIT PRICING	ESTIMATED QUANTITES	EXTENDED PRICING
NEW EQUIPMENT INSTALLATION	\$	5	\$
EQUIPMENT REMOVAL	\$	5	\$
EQUIPMENT RE-INSTALLATION	\$	5	\$
<b>TOTAL INVESTIGATOR VEHICLES</b>			\$

**5. MARKED EXPLORERS**

SERVICE DESCRIPTION	UNIT PRICING	ESTIMATED QUANTITES	EXTENDED PRICING
NEW EQUIPMENT INSTALLATION	\$	8	\$
EQUIPMENT REMOVAL	\$	8	\$
EQUIPMENT RE-INSTALLATION	\$	8	\$
<b>TOTAL MARKED EXPLORERS</b>			\$

**6. K9 UNITS**

SERVICE DESCRIPTION	UNIT PRICING	ESTIMATED QUANTITES	EXTENDED PRICING
NEW EQUIPMENT INSTALLATION	\$	3	\$
EQUIPMENT REMOVAL	\$	3	\$
EQUIPMENT RE-INSTALLATION	\$	3	\$
<b>TOTAL K9 UNITS</b>			\$

**COUNTY OF DU PAGE, ILLINOIS**

---

**7. EXPEDITION COMMAND VEHICLES**

SERVICE DESCRIPTION	UNIT PRICING	ESTIMATED QUANTITES	EXTENDED PRICING
NEW EQUIPMENT INSTALLATION	\$	2	\$
EQUIPMENT REMOVAL	\$	2	\$
EQUIPMENT RE-INSTALLATION	\$	2	\$
<b>TOTAL EXPEDITION COMMAND VEHICLES</b>			\$

**8. PRISONER TRANSPORT AND SWAP VEHICLES**

SERVICE DESCRIPTION	UNIT PRICING	ESTIMATED QUANTITES	EXTENDED PRICING
NEW EQUIPMENT INSTALLATION	\$	3	\$
EQUIPMENT REMOVAL	\$	3	\$
EQUIPMENT RE-INSTALLATION	\$	3	\$
<b>TOTAL PRISONER TRANSPORT AND SWAP VEHICLES</b>			\$

<b>TOTAL SQUAD CARS AND CIVIL PROCESS VEHICLES</b>	\$
<b>TOTAL SLICK TOP SQUAD – TRAFFIC ENFORCEMENT VEHICLES</b>	\$
<b>TOTAL WARRANT VEHICLES</b>	\$
<b>TOTAL INVESTIGATOR UNITS</b>	\$
<b>TOTAL MARKED EXPLORERS</b>	\$
<b>TOTAL K9 UNITS</b>	\$
<b>TOTAL EXPEDITION COMMAND VEHICLES</b>	\$
<b>TOTAL PRISONER TRANSPORT AND SWAP VEHICLES</b>	\$
<b>TOTAL GROUP 1</b>	\$

## COUNTY OF DU PAGE, ILLINOIS

---

### GROUP 2 – PARTS AND INSTALLATION PRICING

For each part listed, the bidder is to provide County cost for each part and the cost for installation of that part. If bidding an alternate part/manufacturer, it is to be noted on the pricing page. Alternates must meet or exceed the specifications. Include any Specifications and/or color sheets outlining the alternate submitted. DuPage County reserves the right to accept or decline any alternates submitted. In addition, DuPage County reserves the right to purchase parts from another source, at any time. Pricing submitted will be used to verify new parts charges on Contractor invoices. This section will not be included as part of the total bid, however, any parts pricing determined to be manifestly unbalanced will be rejected as non-responsive.

DESCRIPTION	MANUFACTURER	MODEL/SYITLE	PART COST	INSTALL COST
Accessories Outlet (3)	Able 2	14.0553	\$	\$
Antenna Couplers	Stico	Aton-VHF	\$	\$
Antenna (on glass)	Andrew Wireless	8795L	\$	\$
Antenna (only)	Lojack		\$	\$
Antenna (dual band disguise)	Stico	Roof-DB-VHF/CEL	\$	\$
Antenna (single band disguise)	Stico	Roof-SB-VHF	\$	\$
Arrowstick	Code 3	AS 847	\$	\$
Arrowstick (split)	Code 3	AS-SPLT	\$	\$
Arrowstick Control Heads	Code 3	AS-10/AS-08	\$	\$
Beacons (interior)	Federal	FB3	\$	\$
Canine Containers	American Aluminum	E/Z Rider K-9	\$	\$
Canine Monitoring System	Premier	Premier K-9	\$	\$
Canine Monitoring System	Radiotronics	K-9 Lifeguard JR	\$	\$
Circuit Breakers	Right Connection	02-803	\$	\$
Console	Havis	T1800	\$	\$
Console	Troy	CC-C16	\$	\$
Dashrotators	Federal/Code 3/ Five-O	FBI/FBI/II/Dashlazer/Five-O/Etc.	\$	\$
Deck Lights		AP300	\$	\$
Deck Lights	Federal	Old Type or GHI	\$	\$
Deck Light Flashers	Federal	FA 3	\$	\$
Diodes	Various	Function Specific	\$	\$
Easy Kill Module	Fleet System	EZK-10	\$	\$
Flashlight System	MagLite	System 7	\$	\$

REVISED 06/28/2013

**COUNTY OF DU PAGE, ILLINOIS**

---

DESCRIPTION	MANUFACTURER	MODEL/SYITLE	PART COST	INSTALL COST
Flashlight System	Stinger	76514	\$	\$
Grill Lights	Whelen	GRHAL	\$	\$
Grill LED	Whelen	GRLLED	\$	\$
Headlight Flashers	Federal/Code 3	fh12	\$	\$
Headsets	Plantronics	H31-P10	\$	\$
Headset System	Sigtronics	US-455	\$	\$
Hockstopper	Progard	W3105F	\$	\$
Ignition Overrides	Secure Idle	S1440TH	\$	\$
LED Lights	Code 3	Various	\$	\$
Light Bar Clamps	Various	Vehicle Bar Specific	\$	\$
Light Bar Dome	Various	Bar/Color Specific	\$	\$
Light Bar Leg Kits	Code 3/Federal	Vehicle & Bar Specific	\$	\$
Light Bar (mini)	Federal	IM-FAST	\$	\$
Map Light System	Able 2	13.053	\$	\$
Mic Clip	Troy	MCB1	\$	\$
Mini-Jet	Federal	JM-Fast	\$	\$
Noise Supresser	Antenex	NS1535B	\$	\$
Power Distribution Center	PDC70 or Relay Control	TSD	\$	\$
Relays	Terminal Supply	332 002150	\$	\$
Seat Protection (bucket)	Progard	W3112	\$	\$
Shields (prisoner)	Progard	Wire Screen W3400	\$	\$

**COUNTY OF DU PAGE, ILLINOIS**

---

DESCRIPTION	MANUFACTURER	MODEL/SYITLE	PART COST	INSTALL COST
Shields (prisoner)	Progard	Steel P2300	\$	\$
Shotgun Rack	ESMET	BL	\$	\$
Shotgun Timers	Able 2	25.4802	\$	\$
Siren	Code 3	3000	\$	\$
Siren (undercover)	Code 3	3050	\$	\$
Siren	Federal	MS300V	\$	\$
Siren PA with MIC	Federal	PA300-012 MSC	\$	\$
Siren (speaker)	Federal	100 Watt Vehicle Specific	\$	\$
Slick Sticks	Code 3	HS-37	\$	\$
Spotlight	Unity Mfg	Vehicle Specific	\$	\$
Spotlight Bulb	Unity Mfg	H7680X	\$	\$
Spotlight Handle	Unity Mfg	6701-0101	\$	\$
Strobe (cables)	Whelen	EXT-25 & EXT-15	\$	\$
Strobe (4 output supply)	Whelen	UPS 64C/64LX	\$	\$
Strobe (6 output supply)	Whelen	UPS690	\$	\$
Strobe Halogen Combo	Code 3	AS-HS	\$	\$
Strobe (interior dash)	Code 3	Various	\$	\$
Strobe (interior side)	Code 3	Various	\$	\$
Strobe (interior side halogen light)	Code 3	Various	\$	\$
Strobe (mirror)	Whelen or Code 3	RMVS	\$	\$
Strobe Supply	Code 3	PSE 475/460	\$	\$
Strobe Tubes	Whelen	S30HAL	\$	\$
Strobe (visor)	Whelen	F1220	\$	\$
Strobe (visor)	Super Nova		\$	\$
Switchbox	Federal	SW400SS	\$	\$

**COUNTY OF DU PAGE, ILLINOIS**

DESCRIPTION	MANUFACTURER	MODEL/SYITLE	PART COST	INSTALL COST
Switches (mercury)	Able 2	5.0512	\$	\$
Tail Light Flashers	Soundoff	ETFBSS-P	\$	\$
Tail Lights (flashing)	Able 2	17.0841	\$	\$
Terminal Block	Various	Various	\$	\$
Terminals	Various	Various	\$	\$
V-Con	Code 3	3692L4	\$	\$
V-Con II	Code 3		\$	\$
Wire Loom	Terminal Supply	# by Size	\$	\$
Light Bar (LED) Squad Car	Code 3	2700 Series	\$	\$
Light Bar (LED) SUV	Code 3	Defender	\$	\$
LED Grill Lighting			\$	\$
LED Rear Deck Lighting			\$	\$
Metal Caging for rear windows of SUV vehicles			\$	\$
Blue/Red LED lightheads for mounting in tail lights	Whelen	Vertex LED	\$	\$
Radio Console for SUV			\$	\$
VHF, 128 CHANNEL, 50 WATT MOBILE RADIO WITH ALPHANUMERIC DISPLAY	KENWOOD	S/N G3501250	\$	\$
18" CONSOLE			\$	\$
VERTEX SUPER LED SPLIT RED/BLUE	WHELEN		\$	\$
VERTEX WHITE	WHELEN		\$	\$
ARROWSTICK CONTROL SWTICH			\$	\$
MOMENTARY SWITCH			\$	\$
RED/WHITE LED	CODE 3		\$	\$
BLUE/WHITE LED	CODE 3		\$	\$
BRACKET			\$	\$
COMPUTER FLOOR MOUNT FOR FORD UTILITY WITH OFFSET MOUNT	HAVIS		\$	\$
CHARGER			\$	\$
3 ACCY OUTLET			\$	\$
INSTALL MATERIAL			\$	\$

REVISED 06/28/2013

**COUNTY OF DU PAGE, ILLINOIS**

---

DESCRIPTION	MANUFACTURER	MODEL/SYITLE	PART COST	INSTALL COST
SWITCH 7-CONTROL W/SLIDE SWITCH			\$	\$
GUN LOCK			\$	\$
POWER CABLE	ICOP		\$	\$
10 TERMINAL CINCH BLOCK			\$	\$
4 TERMINAL STRIP			\$	\$
UNIVERSAL SPEAKER WITH BRACKET	ROADPRO		\$	\$
WATERPROOF ATC FUSEHOLDER			\$	\$
DUAL HEAD LED LIGHthead RED/BLUE 7 INCHES			\$	\$
EIGHT LIGHthead LED LIGHT STICK RED/BLUE 28" LENGTH			\$	\$
SLIDING WINDOW PARTITION			\$	\$
DRIVER ADVANTAGE PACKAGE MOUNT			\$	\$
UV & S&S DAP KICK PANEL			\$	\$
UTILITY REAR WINDOW GUARD			\$	\$
READ CARGO BARRIER WITH PROGARD PRISONER RESTRAINT SEAT (UTILITIES FACTORY SEAT BELTS)			\$	\$
WINDOW BARRIERS			\$	\$
VEHICULAR CHARGER			\$	\$
VHF 50 WATT NARROWBAND CAPABLE ISPERN RADIO SYSTEM	KENWOOD		\$	\$
2700 LED LIGHTBAR TO DSO SPECs WITH BUILT-IN PREEMPTION AND BLUE ARROWSTICK (SAME AS SPECs FOR CROWN VIC SQUADS)	CODE 3		\$	\$
18" ADJUSTABLE CONSOLE INCLUDES REQUIRED FLOOR PLATE FOR UTILITY INTERCEPTOR AND REQUIRED FACEPLATES (THE ICOP 2020 DVR AN ONLY MOUNT IN THE CONSOLE. EXTRA LENGTH CONSOLE IS NEEDED, OTHERWISE THE ISPERN RADIO WILL HAVE TO BE MOUNTED OUTSIDE OF THE FRONT OF THE CONSOLE. THE COST OF THE NEW CONSOLE WITH ACCESSORIES IS THE SAME AS THE COST OF REQUIRED FLOORPLATE AND ALL NEW FACEPLATES THAT WOULD BE NEEDED.	TROY		\$	\$

REVISED 06/28/2013

**COUNTY OF DU PAGE, ILLINOIS**

---

DESCRIPTION	MANUFACTURER	MODEL/SYITLE	PART COST	INSTALL COST
ONE PAIR OF VERTEX RED/BLUE LED LIGHTHEADS FOR MOUNTING IN THE TAILLIGHTS	WHELEN		\$	\$
ONE PAIR CODE 3 WHITE VEHICLE SPECIFIC LED LIGHTHEADS FOR FRONT HL HOUSING			\$	\$
100 WATT SIREN SPEAKER FOR FORD UTILITY INTERCEPTOR	FEDERAL OR EQUAL		\$	\$
ONE PAIR CODE 3 XT4 GRILL LIGHTS, ONE RED/WHITE AND ONE BLUE/WHITE	CODE 3		\$	\$
ROCKER SWITCHES FOR ARROWSTICK CONTROL. THEY WILL MOUNT IN THE CONSOLE SWITCHPLATE			\$	\$
COMPUTER FLOOR MOUNT FOR FORD UTILITY WITH OFFSET MOUNT. WILL UTILIZE NEW DOCKING STATIONS PROVIDED BY DSO	HAVIS		\$	\$
1/4 WAVE VHF ANTENNA WITH MOUNT			\$	\$
806-866 QW8063 MBDN – COMPLETE ANTENNA KIT			\$	\$
MAG LIGHT CHARGER CRADLE & CABLE			\$	\$
3 ACCY OUTLET			\$	\$
HIGH CURRENT BREAKERS 100 AMPS			\$	\$
PA300 100 WATT SIREN SYSTEM	FEDERAL OR EQUAL		\$	\$
SWTICH 7-CONTROL WITH SLIDE SWITCH			\$	\$
UNIVERSAL SHOTGUN/RIFLE RACK WITH HANDCUFF KEY OVERRIDE. WILL FIT MOST RIFLES/SHOTGUNS	SANTA CRUZ		\$	\$
POWER CABLE FOR FOR UTILITY INTERCEPTOR	ICOP		\$	\$
BROADCAST SPEAKER FOR DVR PLAYBACK	ICOP		\$	\$
XT302 RED/BLUE LED LIGHTHEADS FOR READ SIDE WINDOW MOUNTING TO PROVIDE THROUGH INTERSECTION WARNING PROTECTION	CODE 3		\$	\$
XT308 EIGHT HEAD LED LIGHT STICK FOR REAR WINDOW MOUNTING TO PROVIDE ADDITIONAL REAR WARNING PROTECTION	CODE 3		\$	\$
IGNITION OVERRIDE FOR FORD SEDAN & SUV INTERCEPTORS			\$	\$

**COUNTY OF DU PAGE, ILLINOIS**

DESCRIPTION	MANUFACTURER	MODEL/SYITLE	PART COST	INSTALL COST
WINDOW SCREENS IN REAR CARGO AREA OF FORD UTILITY INTERCEPTOR. SURPLUS DSO WIRE SCREENS FROM OLD SQUADS WOULD BE MODIFIED TO FIT IN SIDE AND REAR DOOR WINDOWS			\$	\$

**\*\*\*\*\* Where available, all references to "Strobe" lighting should be quoted with a similar LED lighting product\*\*\*\*\***

**ESTIMATED CORE LIST OF EQUIPMENT:**

The estimated equipment indicated in the schedule is an approximation of requirements based on past experience and not binding on the County of DuPage. The items listed below should account for no less than 80% of the anticipated parts to be purchased. The items shown below are for bid analysis purposes only. The County of DuPage has the right to order any quantity which the using department deems necessary.

**ADDITIONAL ITEMS:**

During the contract period, additional product line items not specified may be accepted as additional contracted items. The acceptance of product line item or additional item is at the discretion of the Buyer. Acceptable supplemental items may include items that become an upgrade of the goods or the services offered under this ITB. They may also include rarely purchased items. The County reserves the right not to award or add items for which prices are deemed high and not in the best interest of the County. Please attach net price list or catalog with discount of other items you carry that may be purchased from the awarded contract. Items which do not have established and auditable pricing SHALL NOT be purchased against this contract.

Please provide an hourly installation charge for items that are not on the core list of equipment but may be added at the Buyer's discretion and the Sheriff's request \$\_\_\_\_\_ /hr.

**GROUP 3 – “AS NEEDED” PER CALL EQUIPMENT REPAIR SERVICE  
(ATTACH APPLICABLE PARTS PRICE LIST)**

**Contractor is to provide an hourly rate for the repair service as outlined in Group 2**

DESCRIPTION OF SERVICE	HOURLY RATE	ESTIMATED HOURS	EXTENDED TOTAL
<b>NORMAL WORK HOURS</b> <b>8:00 A.M. – 5:00 P.M.</b>	\$ /HOUR	30	\$
<b>AFTER NORMAL WORK HOURS</b> <b>5:00 P.M. – 11:00 P.M.</b>	\$ /HOUR	30	\$
<b>TOTAL LABOR COST</b>			\$

**MARK UP/DISCOUNT ON PARTS: \_\_\_\_\_ % BASED UPON \$10,000.00 LIST PRICE = \$  
(\$10,000.00 LESS DISCOUNT/PLUS MARK-UP)**

<b>TOTAL LABOR COST</b>	\$
<b>TOTAL PARTS COST</b>	\$
<b>TOTAL GROUP 3 AS NEEDED PER CALL EQUIPMENT REPAIR SERVICE</b>	\$

**COUNTY OF DU PAGE, ILLINOIS**

**GROUP 4 - VEHICLE SIRENS, STROBES, LED, FLASHERS AND LIGHTING FIXED FEE  
MAINTENANCE AGREEMENT**

Contractor is to provide a cost for a fixed fee, full service maintenance agreement per vehicle, per month.

DESCRIPTION	PRICE PER VEHICLE PER MONTH	QUANTITY (# OF MONTHS)	PRICE PER VEHICLE FOR A ONE (1) YEAR PERIOD (PRICE PER VEHICLE PER MONTH X 12)	QUANTITY OF VEHICLES	TOTAL PRICE (PRICE PER VEHICLE X 1 YEARS x 176 VEHICLES)
SIRENS, STROBES, FLASHERS & LIGHTING	\$	12	\$	176 VEHICLES	\$
<b>TOTAL PRICE (PRICE PER VEHICLE FOR A ONE (1) YEAR PERIOD X 176 VEHICLES</b>					\$

TOTAL GROUP 1 FLAT RATE CHARGES FOR REMOVAL AND INSTALLATION OF VEHICLE EQUIPMENT	\$
TOTAL GROUP 2 - PARTS AND INSTALLATION PRICING	
TOTAL GROUP 3 - "AS NEEDED" PER CALL EQUIPMENT REPAIR SERVICE	\$
TOTAL GROUP 4 - VEHICLE SIRENS, STROBES, LED, FLASHERS AND LIGHTING FIXED FEE MAINTENANCE AGREEMENT	\$
<b>TOTAL BID</b>	<b>\$</b>

**TOTAL BID AMOUNT:**

\$ \_\_\_\_\_  
Total (in figures)

\_\_\_\_\_ Dollars and \_\_\_\_\_ Cents.

(Print or Type)

The Contractor agrees to provide the equipment, service and/or supplies as described in this solicitation and subject, without limitation, to all specifications, terms, and conditions herein contained. Bidder shall acknowledge receipt of each addendum issued in the space provided on the bid form.

**X** \_\_\_\_\_

(Signature and Title)

**CORPORATE SEAL**

(If available)

**BID MUST BE SIGNED AND NOTARIZED  
FOR CONSIDERATION**

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ AD, 20\_\_\_\_

My Commission Expires: \_\_\_\_\_

(Notary Public)

## COUNTY OF DU PAGE, ILLINOIS

---

### VENDOR ETHICS DISCLOSURE

The Vendor Ethics Disclosure Statement can be found on the next page and on the County's Internet site under Contractor Forms in the Procurement section. The most current version of the form should always be utilized. There is also another form for additional pages; all pages are Adobe fillable forms.

**Continuing Disclosure:** It is the contractor/vendor's responsibility to update contribution information on an ongoing basis during the life of the contract. The vendor is required to submit an updated Ethics Disclosure Statement to the user department, any time contributions are made to the Chairman or County Board Members subsequent to the most recent authorized contract action.

**Failure to Comply:** Failure to provide the requested information will at minimum delay awarding of the contract and could result in the selected vendor being disqualified as non-responsive and non-responsible.

Providing fraudulent information on the Vendor Ethics Disclosure Statement may result in a Class 3 Felony.

**Contribution:** A gift, subscription, dues, loan, advance or deposit of money or anything of value, including services, knowingly received in connection with the nomination for election or election of any person to County office.

**Multi-year contracts:** Those contracts with a duration greater than 12 months require annual updates, to be filed by the vendor with the user department, and forwarded to Procurement. The reporting period should be the current and previous calendar years.

**Prohibited Source:** Any person or entity who (i) is seeking official action by the Chairman, County Board member or in the case of an employee, by the employee or by the Chairman or County Board member, or another employee directing that employee; (ii) does business or seeks to do business with the Chairman, County Board member or employee (iii) conducts activities regulated by the Chairman, County Board member or employee (iv) has interests that may be substantially affected by the performance or non-performance of the official duties of the Chairman, County Board member or employee (v) is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act or the DuPage County Lobbyist Registration Act, except that an entity not otherwise a prohibited source does not become a prohibited source merely because a registered lobbyist is one of its member or serves on its board of directors (vi) is a Political Action Committee to which a prohibited source has contributed.

# COUNTY OF DU PAGE, ILLINOIS



## Required Vendor Ethics Disclosure Statement

Company Name:			
Company Contact:		Contact Phone:	
Bid/Contract/ PO:			

**The DuPage County Procurement Ordinance requires the following written disclosures prior to award:**

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess **\$25,000**, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

**I have made the following campaign contributions within the current and previous calendar year:**

If no contributions have been made enter "NONE" below:

Recipient	Donor	Description (e.g., cash, type of item, in-kind service, etc.)	Amount/Value	Date Made

Attach additional sheets if necessary. Sign each added sheet and number each page    (#) of    (total pages).

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid and shall update such disclosure with any changes that may occur.

Lobbyists, Agents And Representatives And All Individuals Who Are Or Will Be Having Contact With County Officers Or Employees In Relation To The Contract Or Bid	Telephone	Email

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

**Continuing disclosure is required, and I agree to update this disclosure form as follows:**

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments.

The full text of the county's ethics and procurement policies and ordinances are available at <http://www.dupageco.org/CountyBoard/Policies/>

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Title

\_\_\_\_\_

Date

\_\_\_\_\_

Page 1 of \_\_\_\_\_ **Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.**

# COUNTY OF DU PAGE, ILLINOIS

Form **W-9**  
 (Rev. December 2011)  
 Department of the Treasury  
 Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

<small>Print or type See Specific Instructions on page 3</small>	<p>Name (as shown on your income tax return)</p> <p>Business name/disregarded entity name, if different from above</p> <p>Check appropriate box for federal tax classification:</p> <p><input type="checkbox"/> Individual/sole proprietor   <input type="checkbox"/> C Corporation   <input type="checkbox"/> S Corporation   <input type="checkbox"/> Partnership   <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ► _____</p> <p><input type="checkbox"/> Other (see instructions) ► _____</p> <p>Address (number, street, and apt. or suite no.)</p> <p>City, state, and ZIP code</p> <p>List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <p><input type="checkbox"/> Exempt payee</p>
--	--	---

### **Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number	
Employer identification number	

### **Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification Instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the Instructions on page 4.

Sign Here	Signature of U.S. person ►
--------------	-------------------------------

Date ►

### **General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

### **Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business.

Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

**Please submit completed W-9 form with your bid proposal**

## COUNTY OF DU PAGE, ILLINOIS

---

### REFERENCES

The bidder must list four (4) references, listing firm name, address, telephone number and contact person to whom they have provided similar equipment, material or services for a period of not less than six (6) months. Additional references may be required. If bidder is a new business, provide references that will enable the County to determine if bidder is responsible.

COMPANY NAME:	
ADDRESS:	
CONTACT PERSON:	
TELEPHONE NUMBER:	

COMPANY NAME:	
ADDRESS:	
CONTACT PERSON:	
TELEPHONE NUMBER:	

COMPANY NAME:	
ADDRESS:	
CONTACT PERSON:	
TELEPHONE NUMBER:	

COMPANY NAME:	
ADDRESS:	
CONTACT PERSON:	
TELEPHONE NUMBER:	

STATE THE NUMBER OF YEARS IN BUSINESS:	
STATE THE CURRENT NUMBER OF PERSONNEL ON STAFF:	

**COUNTY OF DU PAGE, ILLINOIS**

---

**BIDDER'S SUBCONTRACTORS**

<b>FULL NAME OF BIDDER:</b>	
<b>CONTACT PERSON:</b>	

**SUBCONTRACTORS:**

A. Will you employ subcontractors? \_\_\_\_\_  
(YES) \_\_\_\_\_ (NO) \_\_\_\_\_

B. If "YES", identify with each firm's name, address, telephone number and work to be subcontracted:

<b>COMPANY NAME:</b>	
<b>ADDRESS:</b>	
<b>CONTACT PERSON:</b>	
<b>TELEPHONE NUMBER:</b>	
<b>WORK TO BE PROVIDED:</b>	

<b>COMPANY NAME:</b>	
<b>ADDRESS:</b>	
<b>CONTACT PERSON:</b>	
<b>TELEPHONE NUMBER:</b>	
<b>WORK TO BE PROVIDED:</b>	

**COUNTY OF DU PAGE, ILLINOIS**

---

<b>COMPANY NAME:</b>	
<b>ADDRESS:</b>	
<b>CONTACT PERSON:</b>	
<b>TELEPHONE NUMBER:</b>	
<b>WORK TO BE PROVIDED:</b>	

<b>COMPANY NAME:</b>	
<b>ADDRESS:</b>	
<b>CONTACT PERSON:</b>	
<b>TELEPHONE NUMBER:</b>	
<b>WORK TO BE PROVIDED:</b>	

The Contractor will not change or use subcontractors not identified in this bid without prior written approval from the County of DuPage.

A request for a change in subcontractors shall be made in writing and will include a description of any savings that may be realized in the execution of this contract, and must be passed on to the County of DuPage.

**FAILURE TO PROVIDE SUBCONTRACTORS MAY BE JUST CAUSE  
FOR REJECTION OF BIDDER'S PROPOSAL.**

**COUNTY OF DU PAGE, ILLINOIS**

---

**SAMPLE**

**CONTRACT AGREEMENT**

**CONTRACT #[CONTRACT NUMBER] BETWEEN [CONTRACTOR]  
AND THE COUNTY OF DU PAGE**

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2015, between the County of DuPage, Illinois a body corporate and politic, located at 421 North County Farm Road, Illinois, 60187-3978 (hereinafter referred to as the COUNTY), and \_\_\_\_\_, licensed to do business in the State of Illinois, located at \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (hereinafter referred to as the CONTRACTOR).

**RECITALS**

WHEREAS, the COUNTY requires the goods and/or services specified in Bid #15-003-MC for its Sheriff's Office, located at 501 North County Farm Road, Wheaton, Illinois 60187; and

WHEREAS, the CONTRACTOR is the vendor selected pursuant to the bid process and is willing to perform under the terms of the Bid and this Contract.

NOW, THEREFORE, in consideration of the premises and mutual covenants contained herein, the parties agree that:

**1.0 CONTRACT DOCUMENTS**

1.1 This Contract includes all of the following component parts, all of which are fully incorporated herein and made a part of the obligations undertaken by the parties:

- 1.1.a Bid Invitation
- 1.1.b Project Information
- 1.1.c Instructions to Bidders
- 1.1.d General Conditions
- 1.1.e Special Conditions
- 1.1.f Insurance/Bonding Requirements and Certificates
- 1.1.g Bid Form (including Certification/Proposal, Signature Affidavit including Proposal Pricing)
- 1.1.h Specifications (including any addenda, interpretations and approved exceptions)
- 1.1.i Exhibits
- 1.1.j County Purchase Order

1.2 All documents are or will be on file in the office of the Procurement Services Division, DuPage Center, 421 North County Farm Road, Room 3-400, Wheaton, Illinois 60187.

1.3 In the event of a conflict between any of the above documents, the documents control from top to bottom; i.e., "a" controls over "b".

**2.0 DURATION OF THIS CONTRACT**

- 2.1 Unless terminated as provided in the Bid Invitation, the term of this Contract shall be a one year period.
- 2.2 The Contract term is subject to renewal according to the Bid Invitation Specifications.
- 2.3 In no event shall the term plus renewals exceed four (4) years.

**3.0 BID PRICES AND PAYMENT**

- 3.1 The Contractor shall provide the required goods and or services described in the Bid Specifications for the prices quoted on the Bid Form.
- 3.2 The County shall make payment pursuant to the Illinois Local Government Prompt Payment Act.

# **COUNTY OF DU PAGE, ILLINOIS**

---

**4.0 AMENDMENTS**

- 4.1 This Contract may be amended by mutual agreement.
- 4.2 All amendments will conform to State of Illinois Statutes and County procedures for Change Orders.

**5.0 CONTRACT ENFORCEMENT - ATTORNEY'S FEES**

- 5.1 If the County is required to take legal action to enforce performance of any of the terms, provisions, covenants and conditions of this Contract, and by reason thereof, the County is required to use the services of an attorney, including the States Attorney, then the County shall be entitled to reasonable attorney's fees and all expenses and costs incurred by the County pertaining thereto and in enforcement of any remedy, including costs and fees relating to any appeal.

**6.0 SEVERABILITY CLAUSE**

- 6.1 If any section, paragraph, clause, phrase or portion of this Contract is for any reason determined by a court of competent jurisdiction to be invalid and unenforceable, such portion shall be deemed separate, distinct and an independent provision, and the court's determination shall not affect the validity or enforceability of the remaining portions of this Contract.

**7.0 GOVERNING LAW**

- 7.1 This Contract shall be governed by the laws of the State of Illinois both as to interpretation and enforcement. Venue for all disputes will be exclusively in the circuit court for the Eighteenth Judicial Circuit in DuPage County, Illinois and that Illinois law will control.

**8.0 ENTIRE AGREEMENT**

- 8.1 This Contract, including the documents listed in 1.0, contains the entire agreement between the parties.
- 8.2 There are no covenants, promises, conditions, or understandings; either oral or written, other than those contained herein.

IN WITNESS WHEREOF, the parties set their hands and seals as of the date first written above.

**COUNTY OF DU PAGE, ILLINOIS**

By: \_\_\_\_\_

JOHN A. MENEGHINI  
PROCUREMENT OFFICER

**[CONTRACTOR]**

By: \_\_\_\_\_

AUTHORIZED SIGNATURE

\_\_\_\_\_

# NO-BID RESPONSE

BID #15-003-MC

## Furnish, Install, Repair & Maintain Equipment in County Vehicles

In the event that your organization chooses not to submit a proposal for this solicitation the DuPage County Procurement Services Division is interested in the reasons why offerors have chosen not to submit proposals in order to better serve the taxpayers of DuPage County. Please indicate your reason(s) by checking all applicable items below and return this form to the address shown below.

- Could not meet specifications.
- Items or materials requested not manufactured by us or not available to our company.
- Insurance requirements too restricting.
- Bond requirements too restricting.
- Scope of services not clearly understood or applicable (too vague, too rigid, etc.).
- Project not suited to our organization.
- Quantities too small.
- Insufficient time allowed for preparation of proposal.
- Other (please specify):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vendor Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Please send your responses to:

DuPage County Procurement Services  
421 N. County Farm Road  
Room 3-400  
Wheaton, IL 60187  
Email: [BidInformation@DuPageCo.Org](mailto:BidInformation@DuPageCo.Org)

**LATE BIDS CANNOT BE ACCEPTED!**

**SEALED BID PROPOSAL**

**INVITATION #:** 15-003-MC

**OPENING DATE:** December 24, 2014

**OPENING TIME:** 1:30 P.M.

**DESCRIPTION:** Furnish, Install, Repair & Maintain Equipment in  
County Vehicles

**DATED MATERIAL-  
DELIVER IMMEDIATELY**

PLEASE CUT OUT AND AFFIX THIS BID LABEL (ABOVE)  
TO THE OUTERMOST ENVELOPE OF YOUR PROPOSAL  
TO HELP ENSURE PROPER DELIVERY!

**LATE BIDS CANNOT BE ACCEPTED!**