

**INVITATION TO BID:** Purchase of Body Armor for the Vermilion County Sheriff's Department, Vermilion County, Danville, IL. (Hereinafter sometimes referred to as the "County.") For the

VERMILION SHERIFF'S DEPARTMENT

2 E. South Street

Danville, IL 61832

Bids are invited for the purchase of body armor equipment, for the Vermilion County Sheriff's Department, Danville, IL 61832.

A single lump bid will be required for the project. Supplemental materials in addition to that bid form will be accepted.

Sealed bids, submitted in duplicate. will be received until 11:00 a.m. on March 17, 2023, at the office of the Vermilion Sheriff's Department, 2 E. South Street, Danville, IL 61832. Bids offered after this time will not be considered. Bids will be publicly opened, read aloud at that date and time and shall be open to public inspection thereafter in the Vermilion County Board Office for a period of at least forty-eight (48) hours before an award of the contract is made.

Bid documents may be examined at the office of the Vermilion County Board. A limit of one (1) complete set of documents may be obtained at the office of the Vermilion County Board.

The County reserves the right to reject any or all proposals, to waive any informality in the bidding, and to accept that proposal which the County considers to be in its best interest. As described herein, selected bidders may be required to demonstrate the products offered in response to the bid as required by the County prior to the award of any bid.

The bid documents will also be posted on line at <https://www.vercounty.org/>

The County reserves the right to reject any or all proposals, to waive any informality in the bidding, and to accept that proposal which the County considers to be in its best interest.

By: W. Patrick Hartshorn

Vermilion County Sheriff

## **INSTRUCTION TO BIDDERS**

### 1.01 PROJECT

Purchase of body armor equipment for Sheriff Deputies and personnel for law enforcement purposes in hazardous situations, for the Vermilion Sheriff's Department, Vermilion County, Danville, IL 61832.

### 1.02 CONTACT PERSON

Michael Hartshorn, Vermilion County Sheriff's Department, 217-554-4080

### 1.03 BIDS

Bids to be considered must be made in accordance with the instructions contained herein. A lump-sum bid is called for in the Bid Form and is required. **Bidders must however add as an attachment a breakdown of costs in any format they deem appropriate so long as the costs for items are separately set out. The County reserves the right to accept a bid for the most reasonable, efficient, and or cost-effective proposal regardless of the design so long as the proposal meets the safety needs for law enforcement personnel of the County. Bidders may be required to demonstrate the use of any item as part of the bid process.**

## **THE SPECIFICATIONS FOR THE BID ARE ATTACHED AS EXHBIT "A" LABELED BID SUMMARY**

Bids shall be submitted in duplicate on forms furnished with this specification. Additional supporting documentation will be accepted. The bidder must by interlineation or by separate document indicate their compliance with every paragraph and subparagraph of this bid specification. If a separate document is used, it must indicate compliance with all specifications or specifically point out any exceptions to these bid specifications. Bids shall be submitted in an opaque, sealed envelope on or before the time stated and shall bear the name of the individual, firm, or corporation submitting the bid and the title of the project.

If the bidder is a corporation, the proposal shall bear the legal name of the corporation and the corporation seal. The bid shall be signed by an officer authorized to bind the

corporation to a contract and the signer's signature shall be attested to another office of the corporation.

Where applicable, all Contracts for the Construction of Public Works are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1-12). Any bidder must acknowledge compliance with all applicable State and Federal laws.

#### 1.04 DOCUMENTS

Documents for the bid will be available for examination and will be obtainable from the Vermilion County Sheriff's Department or the Vermilion County Board Office during regular business hours.

Prospective bidders may obtain a limit of one complete set of documents for bidding purposes.

#### 1.05 EXAMINATION OF DOCUMENTS AND PROJECT PREMISES

Upon submitting a bid, it is presumed that the bidder has acquainted himself with the Specifications prepared by the County. It is understood that omissions from the bid requirements due to the failure of the bidder to fully acquaint himself with the requirements of the Documents will not entitle the bidder to additional consideration of compensation, if awarded the contract. As allowed under County Purchasing Policies and Federal regulations, any use of a brand name or trade name in these bid forms and specifications is for illustration purposes only. No specific brand item is required so long as it meets the safety and security needs of personnel in the Sheriff's Department.

Bidders, as selected based upon their submission of conforming bid documents, may be required to attend a bidders' conference to demonstrate some or all of the equipment and their uses prior to the award of the bid. The Sheriff's Department will contact the selected bidders to arrange for any demonstration. Contact Captain Michael Hartshorn for questions. Partaking of this bid process shall constitute acceptance of this condition.

#### 1.06 INTERPRETATION OF DOCUMENTS

Interpretations of the meaning of the Bid Requirements, or of the bid Contract Documents will be valid only if issued in writing by the County as Addenda. Such

Addenda will be issued no later than three days prior to the date for receiving bids. Each Addendum will be numbered and dated and issued to all prospective bidders of record at the time of issuance. Bidders may receive such addenda by providing their email to [mhartshorn@vermilionsheriff.org](mailto:mhartshorn@vermilionsheriff.org). The interpretations or clarifications made other than by such written Addenda will not be binding upon the County. Each bidder submitting a bid must acknowledge receipt of Addendum received in the blanks provided for this purpose in the proposal form.

Should a bidder find discrepancies in, or omissions from the Documents, or should he be in doubt as to the meaning of any requirements in the Documents, he shall at once notify the County in writing, but in no event later than seven days prior to the date for receiving proposals. Conflicting requirements brought to the County's attention subsequent to seven days prior to the date for receiving bids will be subject to the County's decision and at no additional cost to the County.

#### 1.07 SUBMISSION OF BIDS

Bids will be received at the time and location stated in this Invitation for Bids.

Bids received after the time set for receiving bids will not be considered. Bids will be opened and read aloud immediately at March 17, 2023 at 11:00 AM.

#### 1.08 MATERIAL

No re- built. re-conditioned. re-furbished or previously used equipment is acceptable. Refer to the description of the scope of work and specifications, marked as Exhibit A for further specifications.

#### 1.09 METHOD OF AWARD- LOWEST QUALIFIED BIDDER

If at the time a Contract is to be awarded, and after review of all bids and any required demonstration of equipment, the lowest base bid submitted by responsible bidder, including listed addenda, do not exceed the amount of funds then estimated by the County as available to finance the Contract, the Contract will be awarded based upon the base bids and the listed alternates as outlined in paragraph 1.12 below.

#### 1.10 RETAIL SALES TAX EXEMPTION

Retail sales taxes shall not be included in the bid amount as the County is exempt from payment of such.

#### 1.11 ADDITIONAL CONDITIONS

Prices must include delivery. Any item damaged in or prior to delivery must be replaced by the successful bidder.

All bidders must provide evidence of compliance with Federal and State law upon request.

Any subcontractors must be identified in the Bid.

The award of the bid is not assignable without the written consent of the County.

#### 1.12 AWARD OF CONTRACT

A. The County reserves the rights to waive any informality in or to reject any or all bids and to accept any bids deemed most favorable to the interest of the County after all bids have been examined and tabulated.

B. The County may award a contract on individual items within a particular group or on the total group of items.

C. Contracts shall be awarded to the lowest responsible bidder on the basis of the bid that is in the best interests of the County to accept. In awarding the contract, in addition to price, the County will consider:

- a. the ability, capacity, and skill of the bidder to perform the contract to provide the service required;
- b. whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
- c. the character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- d. the quality of the performance of previous contracts or services;
- e. the previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
- f. the sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
- g. the quality, availability, and adaptability of the supplies or contractual services to the particular use required and their fitness for the use required by the Sheriff's Department and based upon any required demonstration of the use of the equipment;

h. the ability of the bidder to provide future maintenance and service for the use of the subject of the contract; and the number and scope of conditions attached to the bid.

i. the overall design and efficiency of the proposal for the purposes of equipping law enforcement personnel with security and protective equipment. The County may choose a design or proposal that differs from the County's current configuration if in the sole discretion of the County the proposal is overall in the best interests of the County and achieves the safety and protection needs of law enforcement personnel in terms of quality, efficiency, and cost and is of sufficient reliability expected in the law enforcement field for like equipment.

D. The County shall not accept the bid of a contractor who is in default on the payment of taxes, licenses, or other money due the County.

**MISCELANEOUS TERMS:**

1. QUALITY ASSURANCE

A. Perform work or assembly of items in accordance with manufacturer's installation instructions.

B. All materials and work must comply with the description and scope of work attached to this bid as Exhibit "A" unless the bidder is offering a better or superior option and then only with the consent of the Sheriff of Vermilion County in writing.

D. Source Limitations: No used materials will be accepted.

2. SAFETY AND SITE ISSUES

All applicable rules of Illinois OSHA, where required, will be observed during any demonstration of the equipment.

3. DELIVERY, STORAGE AND HANDLING

Bidder shall deliver the equipment in a secure and protected manner to protect it from damage in shipping or delivery issues.

#### 4. WARRANTY

Manufacturer's Warranty: Any warranty as applicable.

**BID FORM**

TO: Vermilion County Sheriff's Department

Attn: Captain Michael Hartshorn

Vermilion County Sheriff's Department, 2 E. South Street,  
Danville, IL 61832

FOR: Purchase of Body Armor

FROM: \_\_\_\_\_

The undersigned having familiarized himself with all requirements of the proposed Contract Documents as prepared by the County and duly issued Addenda to said Documents, as acknowledged herein, proposes to furnish all things as required by said Documents and Addenda thereto for Base Bid stated below.

BASE PROPOSAL: For the purchase of body armor, the bid amount is:

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_).

Notes:

**TIME OF COMPLETION**

If awarded the contract, the undersigned agrees to commence work as bid herein on the date of the Notice To Proceed issued by the County, and to complete the project not later than 60 Days after the Notice to Proceed is issued unless there is a delay due to extreme weather or reasons agreed upon by the County and bidder.



**BID FORM - CONTINUED**

ADDENDUM RECEIPT

Receipt of the following Addenda to the Proposal Requirements and Contract Documents are acknowledged:

Addendum No.        \_        Dated        \_

Addendum No.        \_        Dated        \_

Addendum No.        \_        Dated        \_

All Contracts for the Construction of Public Works are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1-12). Any purchase shall be under the statutory terms of the Local Government Prompt Payment Act at 50 ILCS 505/1, et. seq. Submission of this bid constitutes acceptance of all terms in the bid request and State and Federal law as set out herein.

BID GUARANTEE

The undersigned agrees that the County shall have the right to retain this bid for a period of Sixty (60) days from the date of receiving bids and guarantee the amount or amounts set forth herein to be firm for the same Sixty (60) day period.

It is understood and agreed that the County reserves the right to award the contract to his best interests, to reject any or all bids, to waive any informalities in the bidding, and to hold all bids for the bid guarantee period and to require any demonstration of equipment prior to the award of any bid.

\_\_\_\_\_  
Signed this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Business Name                      Business Address

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

Attest by Corporate officer (if corporation): \_\_\_\_\_