

**CHAMPAIGN COUNTY BOARD
COMMITTEE OF THE WHOLE ADDENDUM
Finance/Policy/Justice
County of Champaign, Urbana, Illinois
Tuesday, February 14, 2012 – 6:00 p.m.**

*Lyle Shields Meeting Room, Brookens Administrative Center
1776 East Washington Street, Urbana, Illinois*

VII. Finance:

A. Budget Amendments/Transfers

5. Budget Amendment #12-00012 1-2
Fund/Dept: 075 Regional Planning Commission-636 Milford Sanitary/Storm Sewer
Increased Appropriations: \$21,000
Increased Revenue: \$21,000
Reason: To Reflect Receipt of a New Contract for County FY2012 to Administer the DCEO Grant for Construction of Sanitary/Storm Sewer Separation on Behalf of the Village of Milford.

IX. Policy, Personnel, & Appointments:

D County Administrator

2. Request for Approval of Release of RFP 2012-002 Champaign County Sheriff's Office Prisoner Transport Bus 3-28

FUND 075 REGIONAL PLANNING COMM DEPARTMENT 636 MILFORD SANIT/STORM SEWER

INCREASED APPROPRIATIONS:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	21,000	21,000

INCREASED REVENUE BUDGET:

ACCT. NUMBER & TITLE	BEGINNING BUDGET AS OF 12/1	CURRENT BUDGET	BUDGET IF REQUEST IS APPROVED	INCREASE (DECREASE) REQUESTED
See attached				
TOTALS	0	0	21,000	21,000

EXPLANATION: TO REFLECT RECEIPT OF A NEW CONTRACT FOR COUNTY FY'12 TO ADMINISTER THE DCEO GRANT FOR CONSTRUCTION OF SANITARY/STORM SEWER SEPARATION ON BEHALF OF THE VILLAGE OF MILFORD.

DATE SUBMITTED:

2/12/2012

AUTHORIZED SIGNATURE

** PLEASE SIGN IN BLUE INK **

APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 EAST WASHINGTON
URBANA, IL 61802
(217) 384-3776
(217) 384-3765 – PHYSICAL PLANT
(217) 384-3896 – FAX
(217) 384-3864 – TDD
Website: www.co.champaign.il.us

ADMINISTRATIVE SUPPORT
INFORMATION TECHNOLOGY
MICROGRAPHICS
PURCHASING
PHYSICAL PLANT
SALARY ADMINISTRATION

MEMORANDUM

TO: Carol Ammons, Deputy Chair – Policy, Personnel & Appointments and Members of the Champaign County Board

FROM: Sheriff Dan Walsh
Deb Busey, County Administrator

DATE: February 10, 2012

RE: RELEASE of RFP 2012-002 for REPLACEMENT OF CHAMPAIGN COUNTY SHERIFF'S OFFICE PRISONER TRANSPORT BUS

Issue:

We request the Policy, Personnel & Appointment Committee approval of the Release of RFP 2012-002 Champaign County Sheriff's Office Prisoner Transport Bus.

Report:

The Champaign County Sheriff's Office Prisoner Transport Bus has been scheduled for replacement since FY2010. The replacement is budgeted within the Sheriff's Capital Asset Replacement Fund. The Sheriff has delayed the replacement as long as possible, in light of the financial challenges faced by the County over the past three years. However, at this point, the Sheriff has determined it is time to replace the bus for the following reasons: the current vehicle has 114,414 miles on an undersized (for its weight) gasoline engine; to have a breakdown on the road with prisoners on board could present serious concerns and challenges; and following is the assessment of the bus by our Highway Fleet Maintenance Mechanic:

Re: 2002 Blue Bird Bus that is used for transporting inmates to various locations.

- 1) It has a large amount of body rust
- 2) It has a large amount of frame rust
- 3) It is equipped with a under sized V8 gasoline engine
- 4) Lacking power and performance
- 5) Engine is showing signs of wear and stress
- 6) Engine is using 2 to 3 quarts of oil every oil change

Photos of the bus are also attached, for your information.

The replacement of this bus will require a window of at least seven months for the bus to be built after the County has approved the purchase. The release of the RFP at the February 14th Policy, Personnel & Appointments Committee Meeting will enable the Sheriff to bring back a recommendation for award of contract by the March 13th Policy, Personnel & Appointments Committee Meeting. With this time frame, we hope to obtain the bus within the 2012 fiscal year with the funds currently appropriated for this replacement in FY2012.

Recommendation:

The Policy, Personnel and Appointments Committee approves the release of RFP 2012-002 for Replacement of Champaign County Sheriff's Office Prisoner Transport Bus.

Thank you for your consideration of this request.



CHAMPAIGN COUNTY SHERIFF'S OFFICE



REQUEST FOR PROPOSAL: 2012 - 002

CHAMPAIGN COUNTY SHERIFF'S OFFICE

PRISONER TRANSPORT BUS

Sealed Proposals Due Date: 2:00 P.M., February 29, 2012

REQUEST FOR PROPOSAL: 2012 - 002

CHAMPAIGN COUNTY SHERIFF'S OFFICE
PRISONER TRANSPORT BUS

On behalf of the Champaign County Sheriff, I invite you to furnish a proposal in accordance with the guidelines for the Prisoner Transport Bus outlined herein. Carefully read the attached documents and follow the procedures as outlined in order to be considered for this project.

All information is required to be submitted as outlined. Receipt of your response must be received on or before Wednesday, **February 29, 2012**. Forward your response to the following address:

Attn.: Kris Bolt
Champaign County Sheriff's Office
204 E. Main St.
Urbana, Illinois 61801
T: (217) 384 - 1205
E-mail: kbolt@co.champaign.il.us

Questions regarding this project are directed to Kris Bolt at (217)-384-1205.

Cordially yours,

Kris Bolt,
Chief Deputy
Champaign County Sheriff's Office

CHAMPAIGN COUNTY Sheriff's Office

NOTICE TO VENDORS

RFP DATA

PROPOSAL NUMBER: 2012-002
TITLE: Prisoner Transport Bus
CONTACT: Kris Bolt
PHONE #: 217-384-1205
FAX #: 217-384-1217
E-MAIL: kbolt@co.champaign.il.us

PROPOSAL DUE DATE/TIME

DUE DAY/DATE: Wednesday, February 29, 2012
TIME: 2:00 P.M.
MAILING ADDRESS: Champaign County Sheriff's Office
Attn.: Kris Bolt, Chief Deputy
204 E. Main
Urbana, Illinois 61801

DIRECTIONS: In Urbana, take Main Street to Vine St. The Sheriff's Office is across the Street from the Courthouse.

Proceed to main entrance and Reception Counter.

NOTICE TO VENDORS – AMENDMENTS

Notice is hereby given that sealed information responses will be received in the Champaign County Sheriff's Office, sometimes referred to herein as "Champaign County," or "County," 204 E. Main St., Urbana, Illinois 61801 until 2:00 P.M., (Local Time) on:

Wednesday, February 29, 2012

There may be one or more amendments to this document. If you desire to receive copies or notices of any such amendments, you must provide the information requested below to Kris Bolt, via fax at 217-384-1217 or by e-mail to kbolt@co.champaign.il.us. Champaign County will send amendments only to those firms that timely complete and return this form via fax or provide the requested information by timely e-mail.

RFP number	2012 - 002
Vendor name	
Mailing address	
Phone number	
Fax number	
Contact person	
E-mail address	
WE WILL NOT BE ABLE TO SUBMIT A PROPOSAL FOR THIS PROJECT DUE TO THE FOLLOWING REASONS:	

Send amendments by (check one): fax e-mail

E-mailed amendments may be sent in a Microsoft Word format. Any alterations to the document made by the Vendor are grounds for rejection of proposal, cancellation of any subsequent award, or any other legal remedies available to Champaign County Sheriff's Office.

REQUEST FOR PROPOSAL: 2012 - 002

SECTION 1. GUIDELINES & OVERVIEW

PROJECT SCOPE:

1. **GENERAL:** Champaign County Sheriff's Office is soliciting proposals from professionals qualified to produce a prisoner transport bus.

2. **ADDENDA:** Addenda are written instruments issued by the Sheriff's Office prior to the date of receipt of information, which modify or interpret the RFP by addition, deletions, clarifications, or corrections. In the event a Vendor discovers any ambiguity, conflict, discrepancy, or other error in the Request for Proposal, it shall immediately notify the Sheriff's Office of such error in writing and request modification, clarification, explanation, interpretation or correction of the document the Sheriff's Office will make modifications by issuing a written revision, addenda, and will give written notice to all parties who have submitted the "Notice to Vendors" to Champaign County Administrative Services.

A. Each vendor shall ascertain prior to submitting a proposal that all addenda issued have been received, and by submission of a proposal, such act shall be taken to mean that such Vendor has received and understands fully the contents of the addenda. The County will not be responsible for any statements, clarifications, representations, explanations or interpretations of the proposal documents not in written addenda.

B. Any inquiries regarding this RFP should be referred to the following individual:

Kris Bolt

204 E. Main St.

Urbana, Illinois 61801

Telephone: (217) 384-1205/Fax: (217) 384-1217

e-mail: kbolt@co.champaign.il.us

C. E-mail and fax are acceptable; e-mail is preferable. Responses will be issued by the County in the form of an Addendum to this RFP.

3. **RESPONSES:** Response must be submitted in a sealed envelope labeled "**RFP: 2012 - 002, Prisoner transport bus**"

Opening Date/Time - Wednesday, February 29, 2012 @ 2 P.M. Response not submitted in the proper format will be considered unqualified, unresponsive, and will not be considered for award of contract.

A. **Vendor Failure:** Failure to provide detailed responses will result in the vendor being eliminated from consideration. The unreasonable failure of a vendor to promptly supply information in connection with respect to responsibility may be grounds for a determination of being non-responsive.

B. **Signature:** The responding party must sign in the firm or corporate name and must bear the original longhand signature of a principal legally authorized to sign contracts. The name of each person signing should be typed or printed below the signature. Both issues must be in compliance for the proposal to be accepted and considered valid.

C. **Corrections:** The individual signing the document for the proposing financial organization shall initial all erasures or corrections.

D. **Variations/Exceptions:** All variations to the County specifications must be described in detail (free from ambiguity) on the "Exceptions to Specifications" sheet. Variations to specifications not listed will not be accepted.

- E. **Vendor Cost:** The County is not liable for any costs incurred by the vendor in preparation, submission, and presentation of his/ her information.
- F. **Clarifications:** Champaign County reserves the right to request clarifications or corrections to information. Requests for clarification of technical response must be in writing.
- G. **Addenda:** Any addenda issued during the time of the process shall become part of the response.

4. **SUBMISSION OF RESPONSE & CLOSING DATE:** Sealed responses are due on or before but no later than 2:00 P.M., **Wednesday, February 29, 2012.** Champaign County will not accept any response received after 2:00 P.M. and shall return such late response to the Vendor.

Sealed responses are to be delivered to the following address:

Champaign County Sheriff's Office
204 E. Main
Urbana, Illinois 61801
ATTN: Kris Bolt, Chief Deputy

- A. **Comprehensive Response:** The Vendor shall carefully examine the RFP. The Vendor shall familiarize himself with all the local conditions affecting this project. Response 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. Any proposal which is incomplete, conditional, obscure, or which contains additions not called for or irregularities of any kind, may be the cause for rejection of the proposal, at the discretion of the County Administrator.
- B. **Late Responses.** Response must be received by the date/time shown. ***Requests for time extensions will not be granted.*** Late Requests for response will not be considered. Responses or unsolicited amendments to proposals received by the County after the closing date will not be considered.
 - i. Vendors mailing response should allow for normal mail time to ensure receipt of their response by Champaign County Sheriff's Office prior to the time fixed for the receipt of the proposal. The vendor shall bear all risks associated with delays in the U.S. mail or delivery service.
- C. **Project Contract Documents:** Vendors at the time of the submission of information must include in their response package all applicable contract documents in which Champaign County and vendor could potentially use as a contract.
- D. **Response Withdrawal:** Vendors **may provide written request** to withdraw their response ***after*** the RFP closing date and any time prior to selection and notice of award. The County shall have sole authority to grant or deny such a request.
 - i. **Prior to Opening Date/Time:** Vendor may withdraw their response any time ***prior*** to the RFP closing date. The following parameters must be followed:
 - ii. All material submitted regarding this RFP becomes the property of the County and will only be returned to the vendor at the County's option.
 - iii. Any person may review all vendors' responses after final selection and award.
 - iv. Negligence on the part of the vendor in preparing the proposal confers no right of withdrawal after the time fixed for the receipt of the information.
- E. **County/Vendor Discussions.** Discussions may be conducted with Vendors who submit a response determined to have a reasonable likelihood of being selected for award. However, a response may be accepted without such discussions. Therefore, all information requested and necessary for the County to evaluate this RFP should be included in your response.
- F. **Vendor Errors:** Vendor will be responsible for all errors resulting from failure or neglect to comply with these instructions.
- G. **County Provided Information:** All information provided by the County in this RFP is offered in good faith and without liability.

ity. Individual items are subject to change at any time. The County makes no certification that any item is without error. The County is not responsible or liable for any use of the information, or for any claims attempted to be asserted.

H. **Vendor Expenses:** Champaign County shall not be financially responsible for any cost(s) incurred by vendors in the preparation of this information, demonstration, and presentation or resulting contracts.

5. **RFP RESPONSE OPENING:** The Chief Deputy or his designee will open and read the responses at **2:00 P.M., Wednesday, February 29, 2012.** Sealed responses received after the designated proposal due time and date will not be accepted for consideration. Responses that are not withdrawn and returned prior to award of contract become the property of Champaign County, Illinois.

A. **GENERAL TERMS & CONDITIONS:**

B. **Award of Contract**

The Champaign County Sheriff intends to award this contract in whole to the lowest responsive and responsible vendor that is in compliance with all specifications, terms and conditions contained herein. The Vendor shall have specific experience supplying similar products, on a satisfactory basis, to other government/institutional clients of similar size and facility requirements. The Champaign County Sheriff reserves the right to request additional information subsequent to the award date for evaluation purposed.

C. **Champaign County Sheriff Rights**

Champaign County reserves the right; to reject any or all proposals, waive any or all irregularities, to negotiate for the modification of any proposal with the mutual consent of the Vendor, to re-advertise for response if desired, and to accept the proposal which in the judgment of the Champaign County Sheriff provides the best solution and in the best interest of the County consistent with applicable law.

- i. The County may seek clarification from a Vendor at any time and failure to respond promptly is cause for rejection.
- ii. The County may require submission of best and final offers. The County reserves the absolute right to conduct such investigations as it deems necessary to assist in the evaluation of any proposal and to establish the experience, responsibility, reliability, references, reputation, business ethics, history, qualifications and financial ability of the proposed awarded Vendor. The purpose of such investigation is to satisfy the County that the Vendor has the experience, resources and commercial reputation necessary to perform its obligations under the Contract.

D. **Additional General Conditions**

- i. Champaign County requires all Vendors (s) to comply with the Equal Opportunity Affirmative Action and Fair Employment Practices regulations of the County of Illinois and Federal Government.

- ii. **Tax Exempt Status:** Champaign County is exempt from federal excise and transportation taxes.

Champaign County is also exempt from payment of Illinois Sales Tax.

TAX EXEMPTION IDENTIFICATION NUMBER: E9998-5942-06.

(A copy of the Tax Exemption Letter will be provided to the awarded Vendor).

- iii. **Vendor Competency:** The Champaign County Sheriff reserves the right to determine whether a Vendor has the ability, capacity, and resources necessary to perform in full any contract resulting from this RFP. The County may request from Vendors', information it deems necessary to evaluate such Vendors' qualifications and capacities to deliver the products and/or services sought hereunder. The County may reject any Vendor's proposal for which such information has been requested but which the Vendor has not provided.

iv. **Disqualification of Vendors:** Any of the following may be considered sufficient for the disqualification of an Vendor and the rejection of his/her proposal(s):

1. Evidence of collusion among Vendors.
2. Lack of expertise and poor workmanship as shown by performance history.
3. Uncompleted work under other contracts which in the judgment of the County, might hinder or prevent the prompt completion of additional work is awarded.
4. Being in arrears on existing contracts, in litigation with the County, or having defaulted on a previous contract.

v. **Insolvency.** The County shall have the right to terminate the Contract at any time in the event awarded Vendor files a bankruptcy petition; or is adjudicated bankrupt; or if a bankruptcy petition is filed against Successful Vendor; or if awarded Vendor becomes insolvent or makes an assignment for the benefit of its creditors or an arrangement pursuant to any bankruptcy law; or if a receiver is appointed for awarded Vendor or its business.

vi. **Cancellation:** The County reserves the right to cancel the whole or any part of this contract upon 10 day written notice due to failure by the Vendor to carry out any obligation, term or condition of this contract. The County will issue written notice to the Vendor for acting or failing to act as in any of the following:

1. The Vendor fails to adequately perform the services set forth of this contract
2. The Vendor fails to complete the work required or to furnish the materials required within the time stipulated in the contract;
3. The Vendor provides material that does not meet the specifications of this contract;
4. The Vendor fails to progress in the performance of this contract and/or gives the County reason to believe that the Vendor will not or cannot perform the requirements of the contract.
5. Upon receipt of the written notice of concern, the Vendor shall have ten (10) days to provide a satisfactory, written response to the County. Failure on the part of the Vendor to adequately address all issues of concern may result in the County resorting to any single or combination of the following remedies:
 - a. Cancel the contract;
 - b. Reserve all rights or claims of damage for breach or any covenants of the contract;

E. Project Payments - Payment to awarded Vendor will be made in accordance with the Local Government Prompt Payment Act. (50 ILCS 505/1 et sec)

F. Drug Free Workplace: The Awarded Vendor (whether an individual or Vendor) agrees to provide a drug free workplace as provided for in 30 ILCS 580/1 et sec.

G. Law Governing: All State of Illinois and/or Federal Laws shall be hereby specifically made a part of this contract as set forth herein. Jurisdiction and venue shall be exclusively found in the 6th Judicial Circuit Court, Champaign County of Illinois

- H. **Commencement of Work:** The successful Vendor 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 Vendor's risk.
- I. **Indemnification:** The awarded Vendor shall indemnify, defend, and hold harmless the Champaign County Sheriff, its officers, agents, and employees from any and all claims, demands, suits, actions, proceedings, loss, cost, and damages of every kind and description, including attorneys' fees and/or litigation expenses, which may be brought or made against or incurred on account of loss of or damage to any property or for injuries to or death of any person, caused by, arising out of, or contributed to, in whole or in part, by reasons of any act, or Information Technology, professional error, fault, or negligence of awarded Vendor, its employees, agents, representatives, or awarded Vendor, their employees, agents, or representatives in connection with or incident to the performance of the contract, or arising out of Workers Compensation claims, Unemployment Compensation claims, or Unemployment Disability Compensation claims of employees of awarded Vendor and/or its awarded Vendors of claims under similar such laws and obligations. The awarded Vendor obligation under this provision shall not extend to any liability caused by the sole negligence of the Champaign County Sheriff or its officers, agents, and employees. Such indemnification shall specifically include infringement claims made against any and all intellectual property supplied by the awarded Vendor and third parties.
- J. **Change in Ownership/Financial Viability Status:** The awarded Vendor shall notify Champaign County immediately of any change in its status resulting from any of the following: (a) Vendor is acquired by another party; (b) Vendor becomes insolvent; (c) Vendor, voluntarily or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) Vendor ceases to conduct its operations in normal course of business. Champaign County shall have the option to terminate its contract with the Vendor immediately on written notice based on any such change in status.
- K. **Collusion/Conflict of Interest Prohibited:** Vendor collusion with other Vendors or employees thereof, or with any employee of the County, is prohibited and may result in Vendor disqualification and/or cancellation of award. Any attempt by the Vendor, whether successful or not, to subvert or skirt the principles of open and fair competition may result in Vendor disqualification and/or cancellation of award. Such disqualification and/or cancellation shall be at no fault or liability whatsoever to the County.
- No officer, employee, or their dependent or person residing in and sharing the expenses of their household, shall have a financial interest in the sale to the County of any real or personal property, equipment, material, supplies, or services. This rule also applies to subcontracts with the County. Soliciting or accepting any gift, gratuity favor, entertainment, kick-back or any items of monetary value from any person who has or is seeking to do business with the County of Champaign is prohibited. Any Vendor aware of this type of activity is encouraged to report to the County Administrator. In connection with this RFP each Vendor shall ensure that no improper, unethical, or illegal conflict of interest exists between or among the Vendor, the County, and any other party to this RFP.
- The County reserves the right to determine the materiality of such relationships, when discovered or disclosed, whether intended or not; and to determine whether or not Vendor disqualification and/or cancellation of award shall result. Such disqualification and/or cancellation shall be at no fault or liability whatsoever to the County.
- L. **Confidentiality:** After award of the contract, all responses, documents, and materials submitted by Vendor pertaining to this RFP will be considered public information and will be made available for inspection, unless otherwise determined by the County Administrator. All data, documentation and innovations developed as a result of these contractual services shall become the property of the County. Based upon the public nature of these RFPs, a Vendor must inform the County, in writing, of the exact materials in the offer which cannot be made a part of the public record in accordance with the Illinois Freedom of Information Act.
- M. **Non-Discrimination:** Awarded Vendor shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. Furthermore, the Awarded Vendor shall comply the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended.
- N. **Americans with Disabilities Act** It shall be a condition that any Vendor, firm or corporation supplying goods or services, must be in compliance with the appropriate areas of the Americans With Disabilities Act of 1990 as enacted, and from time to time amended, and any other applicable Federal regulation. A signed, written certificate stating compliance with the Americans with Disabilities Act may be required, upon request by the County.

6. **SCHEDULE OF EVENTS**

- A. February 10, 2012RFP Available
- B. February 29, 2012RFP due 2:00 P.M. , 204 E. Main, Urbana, IL.
- C. February 29, 2012Proposal Opening, 2:00P.M. Sheriff's Conference room, 204 E. Main, Urbana, IL.
- D. March 5, 2012Award of Contract

7. **MINORITY PARTICIPATION**

- A. The Champaign County Board is committed to promoting the broadest possible participation of contractors, subcontractors, or material suppliers for its construction projects. Minority-Owned Business Enterprises or Female-Owned Business Enterprises are encouraged to participate in this project. To be complete, each Proposal shall be accompanied by a "Minority Participation Documentation" form. This document is required as an informational tool only to review the bidding process after a contract is awarded. It shall be submitted in a separate, sealed envelope, and shall not be opened or considered until after the contract is awarded. The Champaign County Board is an Equal Opportunity Employer.

8. **EVALUATION CRITERIA** The Sheriff shall consider to following in awarding a contract:

- A. Total delivery cost.
- B. Delivery date
- C. References of Work Done of a Similar Nature and Size
- D. Warranties/Guarantees
- E. Products/Options included in cost

9. **DOCUMENTATION:** The Contractor will be responsible to provide Champaign County with a set of **As-Built** plans and shall include but not be limited to; Specifications and any other documentation required to accurately convey the completed scope of work and equipment supplied.

10. OUTLINE SPECIFICATIONS:

SPECIFICATIONS FOR:

PRISONER TRANSPORT SHUTTLE BUS

Champaign County Sheriff

This is a RFP (Request for Proposal) for a prisoner transport vehicle to be used by the Champaign County Sheriff's Office, hereafter referred to as the "procuring agency." Award of contract will not be based on the price alone. The proposal that best meets the needs and requirements of the procuring agency, and is considered in the best interest of the procuring agency, will be awarded a contract to supply the equipment as specified. The decision of the procuring agency shall be final.

Scope

It is the intention of this specification to describe a vehicle of substantial and durable construction in all respects. Particular attention is given to features, which will provide the safest possible vehicle for transporting people.

Purpose

The purpose of these specifications is to describe a medium-sized shuttle bus that will be used to transport adult prisoners in rural and urban areas. The bus will be constructed as a unibody matrix of steel and fiberglass reinforced plastics and resin hardened composite that offers a light weight and non corrosive body panels. The bus body is to be mounted on a minimum 19,500# GVWR chassis. All vehicle suppliers must conform to this technical specification. Metal exterior skinned buses will not be accepted.

General

This specification is written around specific needs of this agency. This has been done to establish a certain standard of quality. Other brands will be considered providing the vendor provides documentation clearly describing any variations to the bid specifications. Such request must meet or exceed the specifications called for in this bid document. The determination of procuring agency regarding any such request as far as accepting or denying said request will be final.

Materials

All materials used in conversion of the bus shall conform in all respects to American Society of Testing Materials, Society of Automotive Engineers or similar association standards.

Capacity:

Vehicle must be able to accommodate the following loads.

- 20 adult prisoners
- 2 guard seats
- Driver

It is the intent of procuring agency to purchase equipment that meets the following specifications and requirements.

Bidders must answer all questions. Any unanswered will be considered non compliant and subject to bid rejection. Any questions answered "NO", must contain a detailed description addressing variances and support documentation to support reason why alternative should be considered as an equal.

DIMENSIONS:

Overall exterior length	360" maximum
Overall Exterior width (ex. mirrors)	96" maximum
Overall height (excludes roof hatch)	121" maximum
Interior head room	75" minimum
Interior width (seat level)	92" minimum
Aisle width	15" minimum
Ground to first step	11.5" maximum

Does your bid comply: Yes___ No___

CHASSIS EQUIPMENT AS FOLLOWS:

Model year/make:	2012 cutaway chassis
Wheelbase:	201" maximum
G.V.W.R.:	19,500# minimum
Engine:	6.6L minimum diesel engine
Transmission:	6 speed automatic w/overdrive
Axle ratings:	Front 7,000# min, Rear 13,660#
Rear axle ratio:	4.10 maximum with limited slip
Suspension:	Coil springs front/leaf rear with MorRyde system
Steering:	Power
Brakes:	Power disc, antilock
Shocks:	Heavy duty front and rear
Batteries:	Dual 750CCA each
Alternator:	Dual OEM Ford alternators
Bumper front:	OEM front
Bumper rear:	Formed steel black powder coated with pull out or fixed step
Horns:	Dual note
Tires:	6=LT225/70R 19.5G radials
Fuel capacity:	40 gallons minimum
Radiator:	Heavy duty largest capacity available
Gages:	Oil pressure, fuel, Amp meter, temperature, Tachometer, hour meter
Drive shaft guards:	Two (2)
Wipers:	Intermittent
Air bag:	Drivers side
Steering features:	Tilt and telescopic wheel/cruise control

Does your bid comply? Yes___ No___

VEHICLE BODY

Body, General Construction

The body structure shall be built as an integral unit. All joints and corners where stress concentration may occur shall be adequately reinforced to carry required loads and withstand road shock. The bus body shall be certified by an independent testing agency to meet the requirements of Federal Motor Vehicle Safety Standard Number 220 (School Bus Rollover Protection) and FMVSS 221. Certification of compliance with these test shall be provided with the submission of this bid. Failure to submit this data will render your bid unresponsive.

Does your bid comply? Yes___ No___

Body Frame Structure

Multi point rubber isolators shall be used to mount body to the cab chassis. All structural fabrication shall use 1010/1020 low carbon hot rolled steel. All exposed steel shall be treated with an anti corrosive protective material.

STEEL FLOOR

The steel sub frame parts shall be welded together in a welding fixture and constructed from the following material.

12-gauge roll formed, black/gray cross members with an anti-rust coating on the inside of the formed part welded to two 3/16" steel long sills which are 4 1/2" wide x 1 1/8" high. These cross members are a modified "C" shape 1 1/2" wide x 3" high.

14-gauge steel floor support tubes 1 1/2" x 3/4" are welded between the cross members to form a grid that ties the steel sub frame together.

12-gauge high tensile steel floor side rails attach the sidewalls to the steel floor structure.

12-gauge seat track 1 5/8" wide x 7/8" high are welded every 6" to a 14-gauge steel strip that is 3 1/2" wide and welded to the cross members.

Rear wheel wells are constructed of 12-gauge steel and designed with flanges that are welded under the lip of the cross members to create a watertight seal and fastened at the wall side.

The steel sub frame is painted after sub assembly to provide protection from rust and corrosion.

Does your bid comply? Yes___ No___

SIDEWALLS

The sidewall structure shall consist of a steel cage and fiberglass laminated together to form a one piece seamless wall constructed in the following manner.

3/4" x 3/4" 16-gauge top (11-gauge bottom) and 1 1/2" x 3/4" 14-gauge steel tubing is designed to create a steel grid work that is a part of the total steel structure which then surrounds the passenger compartment. All models have one additional 1 1/2" x 3/4" horizontal support located 1" above and below the window line. A 3/4" x 3/4" 16-gauge steel tube framework is included around the rear wheel well area again for additional support.

Does your bid comply? Yes___ No___

ROOF

The roof structure shall consist of a steel cage and fiberglass laminated together to form a one piece seamless roof. It is constructed in the following manner.

3/4" x 3/4" 16-gauge and 3/4" x 1 1/2" 14-gauge steel tubing creates a steel grid work which along with the sidewall cage completes the steel that surrounds the passenger compartment.

Does your bid comply? Yes___ No___

Body Panels

Roof and front and rear caps shall be fiberglass properly attached to side walls forming a unibody design without exposed fasteners or protruding fasteners.

Body panels (side walls) shall consist of a matrix of fiberglass reinforced plastic. Exterior surfaces shall be a minimum of .020" thickness of high gloss gelcoat to prevent moisture penetration and corrosion. The center layer shall consist of 3/4" (2 lb. density) polyurethane foam. Steel sections shall be integrated into the roof and sidewalls to provide additional

structural integrity and to provide sound attachment surfaces for various features or options and provide a fully integrated steel roll cage.

Lower skirt panels may be metal or fiberglass type.

Does your bid comply? Yes___ No___

INTERIOR:

Walls and head liner are to be of ABS or FRP bright white material. All interior trim pads are to be gray vinyl.

Does your bid comply? Yes___ No___

MIRRORS:

Shall consist of two (2) exterior power and heated manually telescoping mirrors with non corrosive heads each incorporating a flat 7" x 9" mirror and a 7" x 5" convex spot mirror located in bottom portion of mirror head. Exterior mirrors shall be OEM Ford chassis supplied. Interior shall have a 6" x 16" mirror for viewing passenger area.

Does your bid comply? Yes___ No___

PASSENGER ENTRANCE DOOR:

- A. The entry door shall be fully encompassed by an integrally welded steel door surround and stepwell. The complete door surround will incorporate the step well, and shall be installed in the body as a single unit. Door frame structure shall be made of high quality steel and shall be finished with a high gloss powder coat paint. The door shall have a full clear opening width of at least 32" and a full height of at least eighty inches (80").
- B. The entry door shall be a two-leaf, outward opening type, **electric** operated, and controlled from the driver's seat.
- C. Door panels shall incorporate full view one piece tinted safety glass with anodized aluminum framing.
- D. At the meeting edges of each door leaf, a rubber seal shall be installed so that the edges form a tight overlapping seal when closed.
- E. A 1-1/4" stainless steel grab bar (stanchion) shall be securely fastened to both sides of the interior of the doorway parallel to the steps to assist passengers in entering or exiting the vehicle.
- F. Full view plexi glass style door panels are not acceptable.
- G. All fasteners shall be stainless steel or non corrosive type
- H. Door shall have an exterior mounted entrance door key switch that is hot all the time

Does your bid comply? Yes___ No___

FLOOR COVERING:

The floor covering in passenger area shall be transit rubber grey in color. The floor shall be covered with 3/16" ribbed flooring on the step risers and center aisle. Rest of the flooring shall be 1/8" smooth flooring. Steps shall have a 2" white safety nosing on each step edge. Step tread shall be of one-piece rubber flooring. Color of floor is to be gray. The floor covering shall be butt jointed and securely cemented to the plywood floor with a waterproof adhesive. The floor sub-structure shall be covered with a minimum 3/4" thick one solid piece (no seams) plywood FRP encased floor that is pattern cut to the floor plan desired. Entire underside (where permitted by chassis manufacturer) shall be covered with commercial grade undercoating. This is extremely important due to the highly corrosive climate in which the bus will be operated. Submit description of floor design with bid.

Does your bid comply? Yes___ No___

WINDOWS:

- A. The windshield is to be a one-piece design. Windshield shall be laminated tinted safety glass.
- B. The driver's window shall be capable of opening. This window shall be tempered or laminated glass.
- C. Passenger compartment windows shall consist of small rectangular style windows that are located just below the roof line up near the top of the side walls. Windows shall be installed horizontally. These window shall be fixed style, non-opening and are for the purpose of allowing light transmission only. Approximate size of these windows is 6" x 30". These windows shall be installed between the security cages on both sides. See attached drawing for desired location and style.

Does your bid comply? Yes___ No___

LIGHTING:

INTERIOR: Shall consist of one (1) LED step well light to illuminate entrance area adequately when door is opened and one (1) LED drivers courtesy light that activates when drivers door is opened or with head light switch. Passenger cabin shall be illuminated by lights (min of 6 each side) that are mounted above the center aisle. These lights shall activate when the entrance door is open or with a separate interior switch located by the driver. All interior cabin lights, overhead step well, driver's dome shall be LED type round in design with a minimum of 24 LED diodes in each light fixture.

EXTERIOR: Shall consist of OEM chassis standard front cab light configuration. In addition, body shall have five (5) amber clearance lamps on the front and five (5) red on the rear in ICC configuration. On the upper rear left and right side corners of the body, there shall be one (1) red light that matches the clearance lamps.

Rear of bus shall have a license plate lamp, two (2) 4" round tail/stop lamps, two (2) 4" round white back up lamps and two (2) 4" round amber turn signals. Lamps shall be installed in a manner that is aesthetically pleasing and in combination form. School bus type lamps are not acceptable

Vehicle shall have high mount center stop lamp as well as mid ship marker/turn lights.

ALL exterior lamps, with exception of OEM chassis lighting, shall be LED type. This includes body marker lights, mid ship/turn marker lights, tail/turn/stop/backup lights and license plate light

Does your bid comply? Yes___ No___

DRIVERS CONSOLE:

A separate drivers console shall be included for the purpose of accommodating all switches that are installed by body manufacturer. These shall include, but are not limited to, electric door switch, heater switch, air conditioning controls, interior passenger lights switch and lift power switch.

All switches installed by body manufacturer shall be heavy duty rocker style that are back lit for night operation and labeled as to use. Only exception is regarding rear air conditioning switches which shall be those supplied by the air conditioning manufacture.

Does your bid comply? Yes___ No___

WIRING:

All wiring shall follow a uniform code of color, and be number and/or function coded to allow with ease the identity of individual wires throughout the vehicle.

There shall be two (2) fuse/relay boxes. One shall be chassis OEM installed and shall not be altered in any way. The other shall be for body and components as installed by body manufacturer. This junction box shall be installed on the interior of vehicle.

An electrical wiring diagram shall be supplied with the vehicle for all body components.

Does your bid comply? Yes___ No___

AIR CONDITIONING:

Shall consist of chassis OEM dash air conditioning and body manufacturer installed rear air conditioning.. Capacity of rear unit shall be a minimum of 68,000 BTU's with dual compressors. System shall incorporate 3 fan skirt mounted condenser. Evaporator shall be installed in the rear of vehicle. Front and rear systems shall work independently of each other. Bidder shall submit information on make and type of air conditioning proposed along with wiring/plumbing diagrams with bid.

Does your bid comply? Yes___ No___

HEATING:

Shall consist of chassis OEM dash heater/defroster and two (2) rear floor mounted heaters with a minimum of 65,000 BTU's each.. Heaters shall be evenly spaced in the passenger compartment. An exterior mounted shut off valve shall be supplied for the rear heater. An inline heater booster pump is also required.

Does your bid comply? Yes___ No___

STANCHIONS, HAND RAILS and MODESTY PANELS:

Bus shall have a vertical and horizontal stanchion and modesty panels mounted behind the entrance door and drivers seat. . There shall also be a right and left entrance hand rail at step area. These hand rails shall be mounted in a manner that allows passengers to grasp throughout the ascent or descent of the vehicle. In other words they shall follow the incline of the steps. Hand rails and vertical stanchions shall be stainless steel.

All handrails and stanchions shall be attached to steel plates that are fabricated into the headliner and walls

Does your bid comply? Yes___ No___

SEATS:

DRIVER: Shall be OEM chassis supplied. This seat shall be covered with OEM material.

PASSENGERS: Bus shall be able to accommodate 23 people that includes 20 prisoners, 2 guards and driver. Prisoner seats shall be Freedman Seating 2 passenger hard shell prisoner seats.

Two (2) swivel base guard seats shall be furnished. These seats shall be high back style with left and right armrest and retractable seat belts. Seats shall be level 3 cloth covered.

First row of seats on each side of aisle shall have shackle rings (total of 4) securely fastened to the front underside of the seat

See attached floor plan for desired seat layout

Does your bid comply? Yes___ No___

REVERSE ALARM:

Vehicle is to be equipped with a reverse alarm that activates when the transmission is put in reverse operation.

Does your bid comply? Yes___ No___

Security Package:

The interior of the bus shall have two containment walls. Behind the aisle facing guard seats shall be a partition that consist of a metal framed wall with mesh panels Framing shall consist of 1 1/2" x 1 1/2" x 1/8" angle steel with 3/4 - 9 expanded metal meshing. Over these panels shall be heavy duty clean lexan material to serve as protection for the guards and driver. Plexi glass material is not acceptable. Lexan panels shall be installed from a point starting at 12" above the floor and 12" below the ceiling.

At the rear of the bus forward of the luggage compartment shall be another wall built to the same specifications as the front partition but will not require a lexan shield.

Partitions shall be designed with a center hinged door that will swing to the front and street side of the bus. Doors shall incorporate a latch that will accommodate a heavy duty padlock. This shall be mounted to the forward side of the front door and rear side of the rear door. Front door shall also have lexan shield.

There shall be no more than 1/2" gap at any point between the security partitions and the wall or ceiling. The ability to pass items or each around the partitions is not acceptable.

Any fasteners used shall be tamper proof to the extent practicable.

After fabrication of security walls, all metal shall be properly cleaned, scraped and prepared for application of a quality black painted finish.

Rear Luggage:

A rear luggage compartment shall be supplied. Depth shall be a minimum of 32" deep and shall have a single panel hinged door with no windows. Door shall have a locking handle.

Does your bid comply? Yes___ No___

Wheel:

Shall be OEM white in color.

Does your bid comply? Yes___ No___

FAST IDLE SYSTEM:

Bus shall have a fast idle system.

Does your bid comply? Yes___ No___

MISCELLANEOUS:

Mud flaps at front and rear wheels.

Does your bid comply? Yes___ No___

Vehicle shall be delivered with the following safety equipment:

- 1. (2) 5# fire extinguisher front and rear
- 2. First aid kit
- 3. Reflector triangles

All equipment shall be mounted in vehicle.

Does your bid comply? Yes___ No___

AM/FM radio with 2 front and 2 rear speakers

Does your bid comply? Yes___ No___

Vehicle shall have an exterior view camera system that includes a rear view back up camera as well as side view cameras with one mounted each side just behind the driver and entrance doors. Monitor shall be able to display all three camera views at a time when in a manual mode. Rear view camera shall activate when transmission put in reverse and side cameras will activate with turn signal activation.

Does your bid comply? Yes___ No___

Vehicle color shall be bright white.

Bidder/manufacture shall certify that vehicle being bid does not exceed the maximum GVWR when loaded per the requirements of the chassis manufacturer.

Bidder shall submit proposed floor plans with bid.

Bidder shall submit product catalogues on the vehicle being proposed as well as on air conditioning system and other

pertinent equipment.

Bidder shall certify that the vehicle being bid is built within the guidelines of the chassis manufacturer.

Bidder must be a fully licensed and bonded vehicle dealer in the State of Illinois. A copy of valid license must be included with the bid.

Does your bid comply? Yes___ No___

Any exceptions or deviations from these bid specifications must be addressed in writing and submitted with the bid. If the vendor is aware of any Federal DOT or State DOT or ICC rules or regulations or safety recommendations that this RFP has omitted or breached please indicate at the end of your response.

Prices and Payments

All bid prices shall be complete and include warranty and delivery of the completed vehicle to this agency.

Payment shall be made in accordance with these specifications and the Bid Proposal submitted by the Bidder. Payment will be made upon delivery of and acceptance of the vehicle.

Full payment will be made when the unit is delivered to the procuring agency and inspected to verify compliance with procurement specifications, free of damage and properly invoiced.

Delivery:

Vehicles purchased under this contract shall be delivered to the procuring agencies facility.

Warranty:

A description of all applicable warranties as well as copies of said warranties shall be submitted with the bid. These shall include, but may not be limited to chassis, body, air conditioning system etc.

Service:

The ability of the contractor to perform timely service on the vehicle purchased under this RFP is of paramount concern. To assure timely repairs, it is required that the successful proposer have a service and stocking parts facility within 65 miles of the Champaign County jail to support the product being offered. This is for body and associated equipment only and does not apply to OEM chassis. Submit with bid proposal information on service location, hours of operation and any other pertinent service related benefits available.

Options:

- 1. Stainless steel wheel inserts

Upgrade cost \$_____

- 2. Interior surveillance camera security system that includes 3 cameras two of which monitor interior and one that views front of bus through windshield. Shall include a digital recording system with removable 250 GB hard drive, 4 channel, Software and viewing cables, 2 day/night cameras and incident marking button. System desired is manufactured by247Security Inc.

Upgrade cost \$_____

- 3. Metal lockable small gun security box. Location to be determined

Upgrade cost \$_____

Make/Model/Year of proposed product: _____

Bidders name: _____

Contact: _____

Signature: _____

Title: _____

Date: _____



1776 EAST WASHINGTON
URBANA, IL 61802
(217) 384-3776
(217) 384-3765 – PHYSICAL PLANT
(217) 384-3896 – FAX
(217) 384-3864 – TDD
Website: www.co.champaign.il.us

ADMINISTRATIVE SUPPORT
DATA PROCESSING
MICROGRAPHICS
PURCHASING
PHYSICAL PLANT
SALARY ADMINISTRATION

STATEMENT OF NON-COLLUSION

The undersigned affirms that they are dully authorized to submit requested information, that this Vendor, corporation, firm, partnership or individual has not prepared this “RFP” in collusion with any other respondent, and that the contents of this “RFP” have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this RFP.

Date _____

Vendor _____

Address _____

Phone/Fax _____

Respondent

(Signature) _____

(Print Name) _____

Position with Vendor _____

Signature of Official Authorizing This Information: _____

(Print Name) _____

Official Position _____

SUBMIT “STATEMENT OF NON-COLLUSION” FORM WITH RESPONSE PACKAGE

LATE INFORMATION CANNOT BE ACCEPTED

CHAMPAIGN COUNTY INSURANCE GUIDELINES

1. **Binder/Certificates of Endorsements/ Endorsements/ Coverage Verification:**

All vendors submitting bids must provide binders or certificates of endorsement insurance forms as completed by authorized agent or broker. (Use our forms - attached). The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. Champaign County reserves the right to require complete, certified copies of all required insurance policies at any time. If subcontractors are to be utilized, vendors shall include them as insured's and shall furnish separate certificates of insurance and endorsements for each subcontractor.

2. **Adjustments to Insurance Policy:**

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after twenty (20) days prior written notice by certified mail, return receipt requested, has been given to Champaign County.

3. **Minimum Limits of Insurance:**

Vendors shall maintain each category of insurance and its corresponding minimums -

a. **Broad Form Comprehensive General Liability:**

\$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage, Contractual Liability, Broad Form Property Damage, Products and Completed Operations Liability insurance is to be carried in sufficient aggregate value as to sufficiently cover this project.

4. **Policies are to contain the following provisions:**

- a. Champaign County, its officials and employees shall be covered as insured for: liability arising out of activities performed by or on the behalf of the vendor; products and completed operations of the vendor, or all automobiles utilized by the vendor. The coverage shall contain no special limitations on the scope of protection afforded to Champaign County, its officials or employees.
- b. The vendor's insurance coverage shall be primary insurance for Champaign County, its officials and employees. Any insurance issued to Champaign County, its officials or employees shall be in excess of that vendor's insurance and shall in no way reduce the Venders Liability.



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES CERTIFICATE OF INSURANCE

RETURN CERTIFICATE TO:

BID PROPOSAL 2011-002

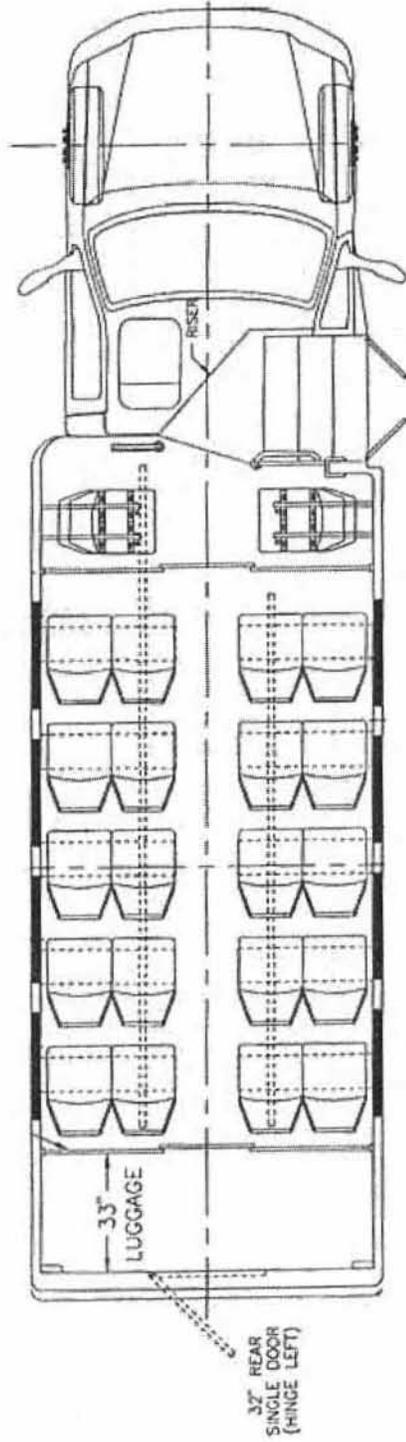
BROOKENS ADMINISTRATIVE CENTER
 ADMINISTRATIVE SERVICES
 1776 EAST WASHINGTON STREET
 URBANA, ILLINOIS 61802-4581
 ATTN: DEBRA BUSEY, COUNTY ADMINISTRATOR

This certifies that the following policies have been issued to the Insured named below and are in at this time.

INSURED: _____ ADDRESS: _____

Description of operations / locations / products insured: (Provide Contract Name / Number)

POLICIES & INSURERS	LIMITS	BODILY INJURY	PROPERTY DAMAGE	POLICY NO.	EXP. DATE
WORKERS' COMPENSATION _____ (NAME OF INSURER) BEST'S RATING	EMPLOYERS LIABILITY: \$ _____				
(CHECK POLICY TYPE) COMPREHENSIVE GENERAL LIABILITY: _____ OR COMMERCIAL GENERAL LIABILITY: _____ (NAME OF INSURER) BEST'S RATING:	CLAIMS MADE: OCCURRENCE: EACH OCCURRENCE: AGGREGATE OR COMBINED SINGLE LIMIT: AGGREGATE:	_____ _____ _____ _____	_____ _____ _____ _____		
BUSINESS AUTO POLICY LIABILITY COVERAGE SYMBOL: COMMERCIAL GENERAL LIABILITY: _____ (NAME OF INSURER) BEST'S RATING:	EACH PERSON EACH ACCIDENT: OR COMBINED SINGLE LIMIT: AGGREGATE:	_____ _____ _____	_____ _____ _____		
UMBRELLA LIABILITY _____ (NAME OF INSURER) BEST'S RATING:	CLAIMS MADE: OCCURRENCE: OCCURRENCE/ AGGREGATE: SELF-INSURED RETENTION:	_____ _____ _____	_____ _____ _____		



Desired Window Design/Look

