



CHAMPAIGN COUNTY, ILLINOIS
REQUEST FOR PROPOSAL (RFP)
FOR
A FULL BODY SECURITY
SCANNER

ISSUE DATE: AUGUST 30, 2021

ISSUED BY: CHAMPAIGN COUNTY SHERIFF'S OFFICE
URBANA, IL 61801

PROJECT CONTACT: DUSTIN D. HEUERMAN, SHERIFF
CHAMPAIGN COUNTY SHERIFF
217-384-1205 MAIN
217-384-1219 FAX
DHEUERMAN@CO.CHAMPAIGN.IL.US

RFP RESPONSE DUE: SEPTEMBER 27, 2021 - 1:00 PM CST
CHAMPAIGN COUNTY SHERIFF'S OFFICE
ATTN: SHERIFF DUSTIN HEUERMAN
204 E. MAIN STREET
URBANA, IL 61801

REQUEST FOR PROPOSAL: 2021-009

FULL BODY SECURITY SCANNER

On behalf of the Champaign County Sheriff's Office, I invite you to furnish a proposal in accordance with the Proposal Guidelines and Proposal Specifications for the services stated herein. Carefully read the attached documents and follow the procedures as outlined in order to be considered for award of contract for this project.

All technical proposals are to be submitted as outlined. To be considered for the award of contract, proposals must be received on or before September 27, 2021 by 1:00 pm (CST). Proposals are to be received at the following address:

Champaign County Sheriff's Office
Attn: Sheriff Dustin Heuerman
204 E. Main Street
Urbana, Illinois 61801

Questions regarding the bid package should be directed to Sheriff Dustin Heuerman, C/O Teresa Schleinz at TSchleinz@co.champaign.il.us. All questions should be made by email. If answered, a copy of the question and answer will be sent to all vendors.

Sincerely,

Dustin D. Heuerman

Sheriff

NOTICE TO OFFERORS – AMENDMENTS

Notice is hereby given that sealed proposals will be received in the Champaign County Sheriff's Office, Attn: Sheriff Dustin Heuerman, 204 E. Main Street, Urbana, Illinois 61801 until 1:00 PM. (local time) on:

September 27, 2021

with the opening on September 27, 2021 @ 2:00 pm at 204 E Main St, Urbana, IL.

The purpose of this RFP is to solicit responses from qualified individuals/vendors for the procurement of equipment and services as set forth herein. There may be one or more amendments to this proposal solicitation. If you desire to receive copies or notices of any such amendments and questions and answers; you must provide the information requested below to Champaign County Sheriff's Office. Please send this information to Teresa Schleinz by e-mail at tschleinz@co.champaign.il.us. Champaign County Sheriff's Office 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. Information and amendments will be sent via email only.

| | | |
|--------------------------|----------|----------------------------|
| RFP number | 2021-009 | Full Body Security Scanner |
| Company name | | |
| Mailing address | | |
| | | |
| | | |
| Phone number | | |
| Fax number | | |
| Contact person | | |
| E-mail address MANDATORY | | |

Send amendments by

X E-mail

VENDOR INSTRUCTIONS

1. INTRODUCTION

The purpose of this RFP is to solicit proposals from responsible and qualified vendors interested in participating on a project to furnish, deliver, install, and support one (1) new full body security scanner designed to detect external and internal contraband on offenders entering the Champaign County Satellite Jail.

The system will be delivered, installed, and calibrated by the Vendor at the Champaign County Satellite Jail facility located at 502 S. Lierman Avenue, Urbana, IL 61802.

While the final space for the body scanner is still be considered, the dimensions for the smallest space being considered are 7'-0" x 12'-0", with a ceiling height of 8'-0". The existing door size for the room is 2'-9"W x 6'-11"H. The largest area being considered is 15'-7" x 6'-8", with a ceiling height of 8'-6". Proposals that meet the requirements of this RFP and take up a minimal amount of space are encouraged.

Accurate data recording and storage must be an essential function of the scanning unit.

- The system must be able to record the total number of scans generated, and be able to provide staff the ability to abstract from the data the number of scans for designated reporting periods.
- Staff must also be able to save scans that are positive for contraband separately from the total images created.
- Staff must also be able to determine the number of scans performed on specific offenders and the number of scans performed by specific staff members, and be able to break out the numbers of scans that are positive or negative for contraband by specific staff member.

Contractor will work with the Champaign County Corrections Division to coordinate the permitting/certifying requirements by all appropriate regulatory agencies for the work performed and all equipment installed.

A. Pre-proposal Tour

If you would like to tour the Satellite Jail you may contact Teresa Schleinz at (217)384-1205 or tschleinz@co.champaign.il.us to arrange details. This is a facility tour only, only questions specific to the facility will be answered, nothing concerning the RFP or potential contract itself.

B. Quote Period

Proposals shall be good for one hundred and twenty (120) days.

2. GENERAL REQUIREMENTS

A. Specifications for Equipment

- The body scanner shall be able to detect objects hidden on clothes, in clothes and inside body cavities.
- Imaging shall not exceed 0.25 uSv.
- The body scanner shall self-calibrate before each scan.

- The unit programming shall have the capability to save JPG and MBP formats, allowing images to be printed on thumb drives and be able to print on Windows 7 & 10 supported printer.
- The unit programming shall have the capability to retrieve every inmate scanned in a single daily folder with unique retrievable numbers.
- The unit programming shall have the capability to electronically stamp all scans completed with the time, date, operator/user name and a unique scan sequence number.

B. Training and Support Requirements

- Successful Vendor shall support and supply privacy software “PREA” (Prison Rape Elimination Act) for privacy areas for both male and female staff, arrestees and inmates.
- Successful Vendor shall provide Bureau of Prisons (BOP)/National Institute of Justice (NIJ) certified and documented application training and Basic Radiation Safety Class (BRSC) for employees and operators.
- Successful Vendor shall provide on-site training by an American Registered Radiologic Technologist (ARRT) certified trainer.
- Successful Vendor shall provide a “Train the Trainer” Program for future trainers.
- Manuals: The following manuals, in the quantities indicated, shall be delivered with each piece of equipment (electronic copies should also be provided). The cost of these manuals shall be included in the unit price:
 - Operation Manual (2 copies)
 - Parts Manual (2 copies)
 - Repair Manual (2 copies)
 - Suggested Policy and Procedures Manual for Use with Equipment and Software (2 Copies)

C. Delivery

- Destination is 502 S. Lierman Avenue, Urbana, IL 61802. The proposal shall include all costs of packaging, transporting, delivery and unloading equipment.
- Delivery date shall be negotiated with the Champaign County Sheriff’s Office (CCSO) and coordinated with the Jail Superintendent or his/her appointed designee based on the timeframe for installation provided in the RFP response and guaranteed from the receipt of the purchase order and/or signed contract.
- All goods shall be completely assembled by the Successful Vendor prior to acceptance by CCSO. Space will be provided by the CCSO for on-site assembly. The Vendor shall supply the necessary labor and materials for assembly and placement of all equipment/software as specified herein.
- A demonstration shall be furnished for a quality test or comparison.
- Successful Vendor shall be responsible for the prompt removal of all debris which is a result of this contractual service.

D. Contract and Payments

- Champaign County will be invoiced for the initial costs upon successful completion of the installation and training of the equipment and software (successful completion is defined as no major issues outstanding and Champaign County is using the equipment and software as intended). The invoice will be paid within 30 days of the receipt of the invoice.
- Any recurring costs (outlined on the pricing sheet to include duration) will be invoiced annually from the original invoice and will be paid within 30 days of the receipt of the invoice.

- Specific contract and payment terms will be negotiated with the selected vendor before final contract signing and/or invoicing.

E. Insurance

- The selected vendor shall indemnify Champaign County and hold its officials, employees and agents harmless from any and all liability, losses, damages, claims, suits, judgements, expenses, attorney fees and costs resulting from or arising out of the negligence, willful misconduct and/or omission of the vendor.
- The selected vendor, at its sole cost and expense, will maintain general and professional liability insurance and other insurance as necessary or required by law to protect the vendor, its employees and agents, and Champaign County against any claims resulting from or arising out of the services provided under the agreement with Champaign County. Champaign County will be named as an additional insured on all insurance policies required to be purchased by the vendor. The selected vendor will need to provide a certificate of liability insurance with a minimum of \$2 million coverage before a final contract can be finalized.

3. RFP RESPONSE INSTRUCTIONS

- A.** The submitted response must comply with the requirements set forth in this RFP. Adherence to these requirements will ensure a fair and objective analysis of all RFP responses. Failure to provide any information requested may result in rejection of the RFP response.

If you have questions regarding any part of this RFP, please submit those questions in an e-mail to the Project Contact listed on the front of this RFP by September 17, 2021, 2:00 PM (CST). All questions received, plus answers or responses, will be e-mailed by September 22, 2021 by the County to all vendors who requested copies of the RFP. If there are no questions received, an e-mail indicating such will be sent to each vendor by September 17, 2021.

- B. Delivery of RFP Responses:** Responses to this RFP must be delivered by the date, time and place specified on the cover page of this RFP. It is the sole responsibility of the vendor to ensure that their RFP response is received in the allowed time. Any RFP response received after the response date and time shall be eliminated from consideration. If mailed, **submit one (1) original and two (2) printed copies of your response for this RFP.** The RFP response must be enclosed in a sealed package, clearly labeled in black lettering:

SEALED RFP RESPONSE

PROJECT DESCRIPTION: CHAMPAIGN COUNTY FULL BODY SCANNER

PROJECT CONTACT: Sheriff Dustin Heurman

RFP DUE DATE/TIME: September 27, 2021, 1:00 PM CST

VENDOR NAME: *Vendor Name*

Sealed proposals are to be delivered to:

Champaign County Sheriff's Office

Attn: Sheriff Dustin Heurman

204 E. Main Street

Urbana, IL 61801

RFP responses will be opened on **September 27, 2021, 2:00 p.m. CST** at the office of the Champaign County Sheriff.

4. CONTACT WITH CHAMPAIGN COUNTY EMPLOYEES

To ensure a fair and objective evaluation of all RFP responses, vendors are required to submit all inquiries to the Project Contact noted on the cover of this RFP.

5. ASSESS RFP DOCUMENTS

Before submitting an RFP response, vendors shall examine the specifications in order to understand all existing conditions and limitations. The vendor shall indicate in the RFP response the total cost of all items included in the RFP.

6. COSTS OF RFP PREPARATION AND SUBMISSION

Each vendor shall be responsible for all costs incurred in order to prepare and submit their response to this RFP.

7. TAXES

Sales of any kind to Champaign County and other governmental bodies are exempt from the Retailers Occupation Tax, Service User Tax and Federal Excise Tax. Our Tax Exempt ID# is E9998-5942-06.

8. AUTHORITY

This Request for Proposal is issued pursuant to applicable provisions of Illinois Law and Champaign County Ordinances. Any contract resulting from this Request for Proposal shall be governed and construed according to the laws of the State of Illinois. The contracting parties shall agree that any dispute between parties will be resolved in the Champaign County Circuit Court, said court to be the exclusive venue to resolve any dispute between the parties to the contract, and both parties further agreeing that said court shall have personal jurisdiction over them regarding all disputes involving the contract.

9. RFP RESPONSE REQUIREMENTS

The following items must be included in all responses to this RFP:

1. Vendor shall provide all physical, electrical, environmental and radiation safety specifications/requirements of each unit, a complete list of software functionality and a timeline for delivery, installation and training.
2. A signed "Certifications and Signature of Bidder" page and "Price Page" detailing the vendor's proposed fixed, initial costs, recurring costs and total cost over the life of the equipment.

3. A discussion of the vendor's work experience which details the vendor's work with public entities in Illinois and the percentage and number of years of experience with that work, and specifically the unit being proposed.
4. Contact information for three (3) customer references with a similar sized inmate base (150-250).
5. Detail any current or past employee and/or company affiliations involved with litigation pertaining to the proposed equipment/software.

10. DEMONSTRATIONS AND PRESENTATIONS

Vendors may also be required to make presentations and/or provide written clarifications of their responses at the request of Champaign County.

11. EVALUATIONS

It is the purpose of this Request for Proposal to obtain the highest quality of services, and to maximize to the fullest extent possible the value of the expendable funds. The Award shall be made to the responsible vendor whose proposal is determined to be the most advantageous to Champaign County taking into consideration price and the evaluation factors set forth below.

When evaluating any proposal, Champaign County shall consider such factors as:

- a. Price and cost effectiveness.
- b. The size, stability, durability and portability of the equipment.
- c. The functionality of the equipment including the time to scan, scatter zone, resolution and reset capability.
- d. The software capabilities.
- e. Training, support and procedural guides.
- f. Installation timeframe and costs.

Champaign County may require of any vendor such information as may be necessary to satisfy the County of the vendor's qualifications.

An evaluation team will evaluate RFP responses. The RFP response selected shall provide the most cost-effective approach that meets the stated requirements. The lowest price RFP response will not necessarily be selected.

Champaign County reserves the right to reject any or all RFP responses, to make no award, or to request modifications to initial RFP responses. Champaign County further reserves the right to excuse technical defects in a RFP response when, in its sole discretion, such excuse is beneficial to Champaign County.

12. EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

EQUAL EMPLOYMENT OPPORTUNITY CLAUSE: Required by the Illinois Department of Human Rights as a material term of all public contracts:

“EQUAL EMPLOYMENT OPPORTUNITY

In the event of the contractor's non-compliance with the provision of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights (the 'Department'), the contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this contract, the contractor agrees as follows:

- a. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will initiate the appropriate affirmative action to rectify any such underutilization.
- b. That, if it hires additional employees in order to perform this contract, or any portion thereof, it will determine the availability (in accordance with the Department's Rules) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- c. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.
- d. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Human Rights Act and the Department's Rules. If any such labor organization or Representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules, the contractor will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
- e. That it will submit reports as required by the Department's Rules, furnish all relevant information as may from time to time be requested by the Department of the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department Rules.
- f. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department Rules.

- g. That it will include verbatim or by reference by provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon every subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions or this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.”

With respect to the subcontracts referred to under paragraph 7. of the Equal Opportunity Clause above, the following is an excerpt from the Illinois Administrative Code Title 44, Section 750.5:

SEXUAL HARASSMENT: It is a civil rights violation and an unfair employment practice for any employer, employee or agent of any employer to engage in sexual harassment; provided, that an employer shall be responsible for sexual harassment of the employer’s employees by non-employees or non-managerial and non-supervisory employees only if the employer becomes aware of the conduct and fails to take reasonable corrective measures.

The contractor shall have written sexual harassment policies that shall include, at a minimum, the following information: (i) the illegality of sexual harassment, (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) the contractor’s internal complain process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Illinois Human Rights and the Illinois Human Rights commission; (vi) protections against retaliation as provided by Section 6-101 of the Illinois Human Rights Act. A copy of the policies shall be provided to the Owner upon request.

REQUIRED FORMS

**From this point
forward all forms
must be
submitted with
the Request for
Proposal**

CHAMPAIGN COUNTY, ILLINOIS
REQUEST FOR PROPOSAL (RFP)
FOR
A FULL BODY SECURITY SCANNER

CERTIFICATIONS AND SIGNATURE OF BIDDER

1. The undersigned bidder submits with this proposal and bid sheet, all information as called for.
2. The undersigned bidder states that he has been regularly engaged in work of the type required by the specifications herein for _____ years.
3. The undersigned bidder hereby certifies that it is not barred from bidding on any contract offered for bid by the State of Illinois or any unit of local government as a result of a conviction for violating Sections 33E-33 or 33E-4 of the Illinois Criminal Code.
4. The undersigned bidder hereby certifies that it is not delinquent in the payment of any tax administered by the Illinois Department of Revenue. If the undersigned bidder has entered into an agreement with the Department of Revenue for the payment of any taxes that are past due and is in compliance with that agreement, the bidder shall so state.
5. The undersigned bidder hereby certifies that it is not barred or suspended from any grants or contracts funded by the Federal government.
6. If your organization is a corporation, limited liability company, limited liability partnership, or limited partnership, etc., you must provide a copy of your current certification of good standing from your State of incorporation with your bid. Failure to do so may result in the rejection of your bid.
7. Pursuant to Illinois law as it pertains to foreign corporations, foreign limited liability companies, foreign limited liability partnerships, or foreign limited partnerships, you may be required to register with the Illinois Secretary of State. A foreign entity is an entity organized or incorporated in a state other than Illinois. The undersigned bidder hereby certifies that it has examined the relevant statutes and determined that either: (1) It is not required to register as a foreign entity with the Illinois Secretary of State; or (2) It is required to register as a foreign entity with the Illinois Secretary of State, that it has so registered, and that proof of registration is attached hereto.

The undersigned, having familiarized himself/herself with condition affecting the cost of the work and its performance and having carefully examined and fully understands the Instructions to Bidders, General Conditions, and other requirements of the RFP, this Proposal For and its Certifications and Commitments, and all other pertinent contract documents and addenda, hereby proposes to furnish all labor, materials, equipment and services to satisfactorily perform this contract according to its terms for the above stated consideration.

The undersigned further certifies that he/she executed the Proposal with full authority to do so and that all statements contained in the proposal are true and correct and made with full knowledge that Champaign County will rely upon the truth of the statements contained in this Proposal in awarding the contract.

NOTE: Failure to Sign and/or not return this Certification will result in your bid being determined as "non-responsive".

Name of Business

Date

Type or printed name

Signature

Title

Business F.E.I.N or Social Security
Number

Subscribed and sworn this _____ Day of _____, 20_____

CHAMPAIGN COUNTY, ILLINOIS
REQUEST FOR PROPOSAL (RFP)
FOR
A FULL BODY SECURITY SCANNER

PRICE PAGE

Total Initial Costs \$ _____

Unit Cost (includes Installation) \$ _____
Accessories \$ _____
Warranty \$ _____
Maintenance \$ _____
Training \$ _____
Other \$ _____

Recurring Annual Costs \$ _____

Warranty \$ _____
Duration (Number of Years) _____

Maintenance \$ _____
Duration (Number of Years) _____

Other \$ _____
Duration (Number of Years) _____

Total Costs \$ _____

In addition to this price page, please provide a separate document if there is a need to illustrate/explain additional itemization.

Name of Business

Date

Type or printed name

Signature

CHAMPAIGN COUNTY, ILLINOIS
REQUEST FOR PROPOSAL (RFP)
FOR
A FULL BODY SECURITY SCANNER

VENDOR CONTACT INFORMATION

Name of Vendor: _____

Contact Name: _____

Vendor Address: _____

Vendor E-Mail: _____

Phone: _____ **Fax:** _____