



COUNTY OF CHAMPAIGN, ILLINOIS
REQUEST FOR PROPOSAL

FOR

**CORONER DIGITAL PORTABLE X-RAY UNIT
WITH CONTROL STATION
RFP#2023-002**

Closing Date and Time:
May 15, 2023 10:00 a.m.

Documents are available for inspection online at <https://www.co.champaign.il.us/CountyExecutive/bids.php>. The respondent remains responsible for obtaining all addenda, which will be posted on the same website.

Project Contact:
Duane Northrup, Coroner
dnorthrup@co.champaign.il.us

REQUEST FOR PROPOSAL FOR THE PURCHASE AND IMPLEMENTATION OF A DIGITAL
PORTABLE X-RAY UNIT WITH CONTROL STATION

Sealed proposals will be received for a Champaign County Coroner Digital Portable X-Ray Unit with Control Station. Sealed envelopes must be clearly marked on the exterior “Champaign County Coroner Digital Portable X-Ray Unit with Control Station” CONFIDENTIAL RFP#2023-002 and contain two (2) copies of the complete proposal and one (1) original and one (1) electronic copy. No responsibility or liability will be attached to any County official, employee or agent for the premature opening or failure to open any proposal not marked according to this instruction. Respondents mailing their proposal must allow a sufficient mail delivery period to insure timely receipt of their proposal. Champaign County is not responsible for proposals delayed by mail and/or delivery services of any nature.

Sealed proposals will be accepted until 10:00 A M, May 15, 2023 at the Champaign County Administrative Services Department, 1776 E. Washington St., Urbana, IL 61802. At that time, sealed proposals will be publicly opened and read aloud. Fax and electronic submissions will not be accepted.

Champaign County is requesting proposals from qualified proposers to deliver, install, upgrade, train, support and maintain the digital portable X-ray machine to be housed in the Coroner’s facility. The project will be awarded to the proposer who submits the best proposal in compliance with this RFP. The Champaign County Coroner will oversee all aspects of the selection process.

The proposer remains responsible for obtaining all addenda, which will be posted at the same website.

The County of Champaign reserves the right to reject any and all proposals and to waive technical errors or informalities in proposal.

Duane Northrup
Coroner

COUNTY OF Champaign, ILLINOIS
RFP Specifications
Digital Portable X-Ray Unit with Control Station

1.0 General Information:

1.1 Purpose

The Champaign County Coroner’s Office is seeking to procure a digital portable X-Ray unit that can be used within the Champaign County Coroner’s Office. The contractor must be able to provide all equipment, software, workstations, monitors, and cart for ease of mobility. A radiology system of this type will provide a comprehensive clinical picture by assisting the coroner with determining cause of death and identification of decedents.

The intent of the Request for Proposal is to obtain product and service information from qualified and experienced firms within this field. The submittal of proposals will be designed as to demonstrate the competencies of the firm to best fulfill the services outlined within the scope of work, to bring the best value to the county.

The firm selected will demonstrate the ability to offer the best combination of service and value deemed appropriate in the proposal.

1.2 Background

The Champaign County Coroner's Office conducts complete and objective investigations of unattended, violent, sudden, unexpected, and suspicious deaths to help determine the root cause of death. The coroner's current x-ray unit is outdated and in need of frequent costly repairs. Champaign County is seeking to replace the outdated unit with a modern unit.

1.3 Definitions

- “County” refers to, and may be listed as, Champaign County and/or the Champaign County Coroner’s Office
- “Respondent” refers to any company or contractor submitting a proposal. They may also be referred to as vendor or bidder.
- “Independent Contractor” is defined as the individual or company whose proposal has been accepted by Champaign County and is awarded a fully, executed contract.
- “Request for Proposal (RFP)” is a formal procurement document in which a service or need is identified but no specific method to achieve it has yet been determined. The purpose of an RFP is to permit the respondent to suggest various approaches to meet the need at a given price.
- “Proposal” means a formal offer submitted in response to this solicitation.

2.0 Scope of Work and Services to be Performed:

2.1 Requirements

- All Equipment contracted as part of the RFP process shall be in new condition and inspected upon delivery to the coroner's office. All equipment will be ensured to be of new condition upon pre-installation, installation, and post-installation. Previously used equipment, or those used as "demo" models will not be acceptable.
- Vendor will ensure that all equipment will be delivered within the building at cost of the vendor, including shipping and unloading of pertinent equipment and materials. All costs incurred in transporting, installing, and training during the process will be quoted within the response.
- Details of required spatial areas required for proper usage of equipment will be included within the response.
- All work on equipment installation and equipment training shall be in direct correlations with the needs of the Champaign County Coroner's Office. All equipment installation as well as equipment training shall follow proper processes as to ensure compliance with all Local, State, and Federal rules and regulations.
- All equipment will be held to the highest standards outlined by the FDA and ISO Regulations.
- Vendor to guarantee and warranty all parts and equipment under this contract against defects for a minimum period of 1-year from contract initiation.
- Vendor will ensure that adequate training on equipment operation will be included as part of the ordering and installation process for all members of the Champaign County Coroner's Office on an as needed basis.
- Vendor to provide complimentary inspections and maintenance on an "as needed" basis on all contracted equipment while under the warranty and maintenance agreement.
- Vendor to perform all available software updates for equipment purchased while under the warranty and maintenance agreement.
- Vendor to advise the Champaign County Coroner's Office of any applicable hardware or software upgrades available and provide them at a discounted rate off list price.
- Vendor to ensure that all training, warranty, operation, maintenance, and preventative maintenance charts shall be submitted in a clear organized manual for reference after completion of contract.

2.2 Project Specifications

- The Digital Portable X-Ray Unit must be of light enough total weight to be able to be easily moved and utilized throughout the process of post-mortem examinations.
- X-Ray unit must have pre-installed programming for tracking, recording, and storing data persistent to state and local government regulations.
- System design must be compliant for use within the medical field of forensic pathology.
- The Digital Portable X-Ray Unit must offer variable resolution modes to help give a clear advanced judgement upon completion of all Medical Examiner's assessments.
- The Unit must have high enough generator to allow for shortened exposure times, as well as to provide sharp easily analyzed images.
- Digital Portable X-Ray Unit must have a rotatable anode tube. The unit must be able to scan at any radial angle from 0 to 90 degrees, anteroposterior to lateral positions. The rotatable anode tube must also be able to be locked in place once the proper angle of degree is achieved.
- Must have programming to track and store exposure levels on an instantaneous level. Dose monitoring and analysis with ability to export reports must be compatible within the systems for tracking in the Champaign County Coroner's Office.
- An operator workstation providing imaging on a touchscreen monitor with the ability to initiate, terminate, and view the X-Ray exposures. The touchscreen control system must allow for full-screen viewing.
- System must allow security logins for multiple users to operate.
- Supply DR grid encasement.
- Supply mobile radiographic table with minimum 300 lb. capacity. Dimension top Minimum of 56 in x 24 in. Height of between 20 in – 28 in. Hospital grade locking swivel casters. Grid Cabinet. Grid 10:1, 103 LPI.
- Able to supply hook and loop thyroid collar.
- Supply of unisex light weight lead aprons.

2.3 RFP Timetable

| <u>Event</u> | <u>Date</u> | <u>Time</u> |
|--------------------------------------|-----------------------|-----------------|
| Solicitation/RFP Advertised | April 27, 2023 | |
| Last Date to Submit Questions | May 10, 2023 | 12:00 pm |
| Deadline to Submit Proposals | May 15, 2023 | 10:00 am |
| Proposal Opening | May 15, 2023 | 10:00 am |
| Anticipated Approval | May 18, 2023 | |

3.0 Minimum Insurance Requirements

During the term of the contract, Vendor(s) shall provide the following types of insurance in not less than amount specified below.

(1) GENERAL The successful bidder shall maintain for the duration of the contract and any extensions thereof, at bidder's expense, insurance that includes "Occurrence" basis wording and is issued by a company or companies qualified to do business in the State of Illinois that are acceptable to the County, which generally requires that the company(ies) be assigned a Best's Rating of A or higher with a Best's financial size category of Class A-/VII or higher, in the following types and amounts:

(a) Commercial General Liability in a broad form, to include, but not limited to, coverage for the following where exposure exists: Bodily Injury and Property Damage, Premises/Operations, Independent contractors, Products/Completed Operations, Personal Injury and Contractual Liability; limits of liability not less than: \$1,000,000 per occurrence and \$2,000,000 in the aggregate, and inclusion of a waiver of subrogation in favor of Champaign County;

(b) Business Auto Liability to include, but not be limited to, coverage for the following where exposure exists: Owned Vehicles, Hired and Non-Owned Vehicles and Employee Non-Ownership; limits of liability not less than: \$1,000,000 per occurrence, combined single limit for: Bodily Injury Liability and Property Damage Liability;

(c) Workers' Compensation Insurance to cover all employees and meet statutory limits in compliance with applicable state and federal laws. The coverage must also include Employer's Liability with minimum limits of \$500,000 for each incident, \$500,000 for each disease and \$500,000 aggregate, and a waiver of subrogation in favor of Champaign County. (d) Errors and Omissions/Professional Liability coverage for all work being performed for the County in the amount of \$1,000,000 per Occurrence, and \$2,000,000 Aggregate with self-insured retention noted. Additional Insured endorsement must be added to policy and sent with certificate of insurance.

(2) EVIDENCE OF INSURANCE The successful bidder agrees that with respect to the above required insurance that:

(a) The County of Champaign shall be provided with Certificates of Insurance evidencing the above required insurance, prior to commencement of the contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies;

(b) The contractual liability arising out of the contract shall be acknowledged on the Certificate of Insurance by the insurance company;

(c) The County of Champaign shall be provided with thirty (30) days prior notice, in writing, of Notice of Cancellation or material change and said notification requirement shall be stated on the Certificate of Insurance;

(d) Subcontractors, if any, shall execute the Subcontractor Agreement provided by Champaign County, and comply with the same insurance requirements as contractors;

(e) In addition to being named as an additional insured on the Certificate of Insurance, each liability policy shall contain an endorsement naming the County of Champaign as an additional insured. A copy of the endorsement shall be provided to Champaign County along with the Certificate of Insurance;

(f) Champaign County must be named as an additional insured, on a primary and noncontributory basis, and the address for certificate holder must read exactly as: County of Champaign, a body politic 1776 East Washington Street, Urbana, IL 61802; and,

(g) Insurance Notices and Certificates of Insurance shall be provided to: Champaign County, Insurance Specialist, Administrative Services Department, 1776 East Washington Street, Urbana, IL 61802

4.0 Submittal Requirements

4.1 Overview of Business

Respondent should provide a brief outline of the Vendor's pertinent business details. The respondent shall list legal name, business address, and business phone number.

4.2 Experience

Respondent shall clearly explain in detail its capability to complete overall scope of project. Information shall include any technical expertise with installation and operation of digital portable X-Ray units. Prior experience of installation within similar facilities.

4.3 Project Management Team

Respondent shall identify key individuals who shall be working and completing the stated scope. The respondent must list each individual and provide the following information on each team member including full legal name, email address, phone number, and qualifications. Also, shall be listed primary contact if other than individuals listed on the team to contact if issues arise throughout the project process.

4.4 Client Reference List

- Respondent must provide the Coroner's Office with the name and contact information of three (3) clients where the current Digital Portable X-Ray machine is currently being utilized. Each Reference must include contact information for the Coroner or designee whom they worked directly with throughout previous project and integration.
- Respondents will provide proof of any license(s), certifications, classifications, and certificates of insurance within their proposal. This must include that the respondent/contractor is proven to be licensed to work in the State of Illinois.
- Respondent must state that, if selected, they will deliver and install the Digital Portable X-Ray Unit and services required to complete the project to the specifications submitted from the RFP.
- Respondent will be required to assume prime vendor responsibility for the contract and will be sole/primary contact regarding installation, maintenance, training, and software implementation. The selected vendor will assume all responsibility for all services provided under any contract accepted under this RFP.
- Respondents are cautioned to limit or avoid, if possible, proprietary trade secret information within the proposal. If the vendor deems it necessary to include such information, the vendor shall note the section as such and provide the information in a separate sealed envelope. Under no circumstances shall a respondent's entire proposal, rates, or offers be labeled as proprietary or confidential.
- Respondents must supply a list of ANY violations or fines by ANY state within the last 36 months relating to their work upon installation of a Digital Portable X-Ray Unit. Any violation shall be considered grounds for disqualification.
- Respondents must meet all requirements stated within the RFP, if that respondent cannot meet such requirements, it is the respondent's responsibility to note within the proposal. If the respondent has an alternate solution to the listed requirement, it should be noted within the proposal to the Champaign County Coroner for consideration.
- Respondent must include a detailed implementation timeline with an estimated duration of project from pre-installation preparation to contract completion.

4.5 Time and Cost Estimate

Respondent must clearly state the cost of the Digital Portable X-Ray Unit. Upgrades or any additional equipment that will benefit the overall operational capacity shall be listed separate from the base cost of the Digital Portable X-ray Unit; and explanation of any upgradable piece or additional equipment must be thoroughly explained as to show benefit of use. Price must be a detailed itemized format of all expected cost to be foreseen, content shall include: labor, parts, equipment, supplies, licenses, shipping, delivery, installation, training, and travel expenses.

5.0 Submission of Proposal

Respondent's proposal shall provide the Champaign County Coroner's Office a clear detailed description of all related material as outlined within the RFP as to provide the vendor's ability to successfully complete the proposal. Proposals shall be submitted under sealed cover and received by date outlined on the RFP Timetable section 2.3. Respondents should include two (2) identical copies, one (1) original proposal, and one electronic copy. The proposal packets should be of thoughtful, clear, and well-organized content. Each packet shall include information required in Submittal Requirements section 4.0. All expenses incurred by respondents in replying to the Digital Portable X-Ray Unit RFP or in making any appearance prior to vendor selection, shall be incurred at the respondent's own expense.

Completed RFP packages shall be submitted to:

Champaign County

Administrative Services

1776 E. Washington St., Urbana, IL

61802

Clearly marked

"Champaign County Coroner Digital

Portable X-Ray Unit with Control

Station"

CONFIDENTIAL RFP#2023-002

6.0 Evaluation of Proposals

Evaluation of proposals will be conducted by members of the Champaign County Coroner's Office in conjunction with members of the Champaign County Administration and Finance Departments. Each member will include in each consideration the following factors:

- Qualifications and expertise of each respondent.
- Overall quality and specifications of the Digital Portable X-Ray Unit.
- Overall cost of proposal including but not limited to ancillary costs, upgrades, extended warranties, service agreements, etc....

- References of proposal respondents.
- Overall conformance to specification outlined within the RFP.

| Evaluation Criteria Description | Weight |
|--|---------------|
| References | 30 |
| Quality of Unit | 30 |
| Qualifications and Experience of Vendor | 20 |
| Proposed Pricing | 10 |
| Conformance to Specifications | 10 |
| Total Potential Point | 100 |

This RFP does not commit Champaign County to award a contract, to pay costs incurred in the preparation of a proposal in response to this request, to procure, or contract for any services or supplies.

The contract will be awarded based on totality of the factors listed in the proposal. Considerable weight will be given to the References and Overall Quality of Unit. All other technical and quantitative qualifications will be considered in Champaign County’s decision to contract with any potential vendor.

Champaign County reserves the right to reject all proposals submitted, to waive formalities, informalities, and/or irregularities contained within any submitted proposal. Champaign County reserves the right to accept and offer any contract herein if it is deemed within the best interest of Champaign County to do so. While lowest price is an important factor in selection of a potential vendor, the Champaign County Coroner’s Office will choose the most adequate Digital Portable X-Ray Unit that will ultimately fit the needs and usage of the Champaign County Coroner’s Office. Additionally, Champaign County reserves the right to negotiate optional items and/ or services with the successful vendor.

7.0 General Terms and Conditions

7.1 Hold Harmless

Vendor agrees to indemnify, save and defend the County of Champaign, their agents, servants, and employees, and hold them harmless from any and all lawsuits, claims, demands, liabilities, and expenses, including court costs and attorney’s fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract. The foregoing indemnity shall apply except is such injury, death, or damage is caused directly by the willful and wanton conduct of the County of Champaign, their agents, servants, or employees or any other person indemnified here under any Waivers of Subrogation endorsements.

7.2 Dispute Resolution

In the event a dispute arises relative to any matter included in the terms or performance

of this agreement, the Parties shall first require their authorized representatives to meet in good faith negotiations to resolve the issues in conflict. If the Parties are unable to settle the existing differences, then any and all court proceedings shall be held in the Circuit Courts of Champaign County in Urbana, Illinois, and the 6th Illinois Judicial District. In the event Champaign County is a litigant in proceedings relative to this Agreement and prevails, the losing party shall pay all of the attorney's fees and costs incurred by the County.

7.3 Clarification, Exceptions, and Addenda

Any and all exceptions to the specifications must be identified and fully explained in the submitted proposal documents. All questions should be submitted to Coroner Duane Northrup at dnorthrup@co.champaign.il.us with "Digital Portable X-Ray Unit" in the subject line. All questions must be submitted prior to the deadline noted in Section 2.3 of this RFP. Any addenda to this proposal will be issued in writing and posted on the Champaign County website. No oral statements, explanations, or commitments shall be provided or binding upon the county. After reviewing the proposal documents, Champaign County may develop a list of clarification questions to be posted to the website.

7.4 Applications for Payment

Payment shall be made within thirty (30) days of completed pay request upon approval by the Coroner.

7.5 Compliance with Laws

In connection with the furnishing of supplies or performance of work under the contract, the vendor agrees to comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and all other applicable Federal and State laws, regulations, and executive orders to the extent that the same may be applicable, and further agrees to insert the foregoing provisions in all subcontracts awarded here under.

7.6 Severability

7.7 Every section, provision, or part of this agreement is declared severable from every other section, provision, or part thereof, to the extent that if any section, provision, or part of this agreement shall be held invalid by a court of competent jurisdiction, it shall not invalidate any other section, provision, or part thereof.

NON-APPROPRIATION: The contract shall include a rider that allows cancellation of contract without penalty if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal year. Any contract approved by the County shall be conditioned by a "non-appropriation" clause containing the following or similar language:

"This contract is approved and funded contingent upon annual appropriations being established by the local governing body of Champaign County to provide funding necessary to meet the requirements of the contract. Such funding is approved on a fiscal year basis with the fiscal year commencing January 1st and terminating December 31st of each year. In order for the contract to remain in effect, such appropriation must be approved on an annual basis throughout the term of the contract scheme. In the event that an annual appropriation is not approved, the County shall not be held responsible for any liabilities beyond the remaining annual term prior to the new budget year."