

Request for Bids

RFB No. 2024-01

Ford County

Sewage grinder

cjohnson@fcsheriff.com

Submissions Due:

Wednesday, May 29, 2024

4:00 PM Central Time

I. PURPOSE

The Ford County Government Office is seeking Bid from qualified, responsive, and responsible companies to provide furnishing, delivery, installation and all equipment needed for the installation of a sewage grinder. The scope of work/specifications is outlined in this Request for Proposal (RFB). The successful Proposer shall meet the terms and conditions set forth in this document and all other attachments.

2. BACKGROUND

Ford County Government provides county services to all patrons of Ford County, Illinois. Ford County Sheriffs’ office has on its location a pit that contains lift pumps and currently does not contain a sewage grinder.

3. SCHEDULE OF EVENTS AND TIMELINES

RFB issue date:	Wednesday, May 8, 2024
Job Site Evaluation	Wednesday, May 15, 2024 at 9:00 AM – 11:00 AM Central Time
Written Questions Due	Monday, May 20, 2024 3:00 PM Central Time
Answers to Written Questions Due	Thursday, May 23, 2024
Deadline for Proposals	Wednesday, May 29, 2024 4:00 PM Central Time

Instructions to Recipients

- a. Bidders can request the bid documents by sending an email to the FORD COUNTY SHERIFF’S OFFICE at fcso@fcsheriff.com or retrieve from the county website at fordcounty.illinois.gov.
- b. Proposers shall send questions/clarifications electronically to cjohnson@fcsheriff.com by **Monday, May 20, 2024** 3:00 PM Central Time.
- c. Proposals should include all completed forms (A – C) in this RFP.
- d. Proposals should be submitted electronically to cjohnson@fcsheriff.com by 4:00 PM CST) on **Wednesday, May 29, 2024**. Subject line of email should read “**Ford County RFP No. 2024-01- Do not open until May 30, 2024, 9:00 AM**”.
- e. Proposals will be opened on **May 30, 2024** at 9:00 AM CST at the Ford County Boardroom at the Sheriff’s Office.
- f. Proposals received after this time will not be accepted.
- g. The Ford County Public Building Commission reserves the right to reject any and all bids.

4. SCOPE OF SERVICES

FORD COUNTY intends to hire a vendor to provide a new sewage grinder. Install slide rail system, for accessing the sewage grinder if needed in the future. Install any electrical needs and do any modifications that need to be done for the installation of sewage grinder. Installation of the grinder and equipment and test the system. The bid should include all labor, materials, equipment, and expenses to complete the work.

FORD COUNTY Sheriff’s Office is a 24/7, 365-day government operation that requires to be operational at all times. It is imperative that the winning bidder provide a plan for

installing the new equipment, with a detailed plan of any down time required.

EVALUATION

Proposals will be evaluated by the FORD COUNTY Building Commission based on the criteria identified below.

	Criteria	Weight
1	Experience and Qualifications	40%
2	References	20%
3	Job Site Evaluation	10%
4	Project implementation plan	20%
5	Price	10%

Criteria 1 “Experience and Qualifications” refers to experience and qualifications of the specific engineers assigned to this project. Resumes for individuals on the Project Team must be provided with the proposal.

5. PROPOSAL REQUIREMENTS

The following must be included in the submitted proposal.

- a) Project implementation plan
- b) Explanation of experience and qualifications of company and individual project team members.
- c) At least four references for recent similar projects including contact person name, company name, email address, and phone number. The proposer is responsible for ensuring contact person and contact information is current for each reference.
- d) Completed Proposal form, Form A.
- e) Preference will be given to bidders who attend the onsite visit “Job Site Evaluation”, scheduled for **Wednesday May 15, 2023** at 9:00am till 11:00am CST. Interested vendors are to meet at the Sheriff's Office.

6. MINIMUM QUALIFICATIONS

- a. Documented minimum five-year history of providing services or solutions to commercial and government institutions.
- b. Proposers must be certified to implement and support a solution of this size by the manufacturer of the solution being proposed. Verification of certification is required.
- c. Proposer must provide a minimum of 3 client references which include contact name, email, and phone number.

7. GENERAL CONTRACT CONDITIONS

a. Completion

Contract must be complete by **August 31, 2024**.

b. Termination

FORD COUNTY, by written notice may terminate this Contract, in whole or in part, when it is in the Government's interest. If this Contract is terminated, FORD COUNTY shall be liable only for payment under the payment provisions of this

Contract for services rendered before the effective date of termination.

If the vendor fails to perform the services within the time specified in this Contract or any extension or if the vendor fails to comply with any other provisions of this Contract, FORD COUNTY may terminate this Contract for default. FORD COUNTY shall terminate by delivering to the vendor a Notice of Termination specifying the nature of the default. The vendor will only be paid the Contract price for services performed in accordance with the manner or performance set forth in this Contract.

c. Lobbying

FORD COUNTY prohibits contractors and subcontractors from hiring the then-serving Governor's family members to lobby procurement activities of the State, or any other unit of government in Illinois including local governments. This prohibition also applies to hiring for that same purpose any former State employee who had procurement authority at any time during the one-year period preceding the procurement lobbying activity.

The Proposer must sign the provided Lobbying Certification and require a certification from its subcontractors.

d. Method of Payment

Payment to the vendor shall be made from applications for payment submitted to FORD COUNTY by the vendor. Payments will be made in the form of a check issued by FORD COUNTY.

e. Prohibited Interest of Local Official

No member of or delegate to the Illinois General Assembly (or the Congress of the United States) shall be admitted to any share or part of this contract or to any benefit arising therefrom.

No member, officer, or employee of FORD COUNTY or a local public body with financial interest or control in this contract during his tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof.

f. Contract Changes

Any proposed change in this contract shall be submitted to the FORD COUNTY for its prior approval.

g. Subcontracts

The vendor shall not enter into any sub-contracts or agreements or start any work by the work forces of the vendor or use any materials from the stores, of the contractor, with respect to this contract, without the prior concurrence of FORD COUNTY. All such subcontracts, agreements, and force work and materials shall be handled as prescribed for third-party contracts, agreements, and force-account work by the FORD COUNTY.

h. Assignment

Assignment of any portion of the work by subcontract must be approved in advance by FORD COUNTY.

i. Retention of Records

The vendor shall maintain records to show actual time devoted and cost incurred.

j. Ownership of Documents

FORD COUNTY shall retain ownership of all plans, specifications, and related network and configuration documents. Such documents may contain network information that could potentially be used by nefarious entities to damage critical equipment; therefore, the chosen vendor shall maintain complete privacy of said documents.

k. Government (IL) Inspection

The vendor shall permit the authorized representatives of FORD COUNTY and the State of Illinois to inspect and audit all data and records of the contractor relating to his performance under the contract.

l. Insurance

The Contractor and his subcontractors shall maintain Insurance in amounts and on terms satisfactory to FORD COUNTY and any specific insurance requirements noted below.

The Contractor shall indemnify and hold the FORD COUNTY harmless against any direct damages caused by Contractor's negligence or willful misconduct that shall be suffered or claimed for injuries to third persons or property during the performance of the work described in any subsequent contract or agreement for this Project.

During the course of performing services under this Agreement, the Contractor agrees to maintain the following levels of insurance with companies qualified to do business in the State of Illinois, rated A-VIII or better in the current A.M. Best key rating guide:

(a) Commercial General Liability of at least \$1,000,000 per occurrence. The CGL insurance shall be written on ISO occurrence form CG 00 01 (or substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, and personal injury;

(b) Automobile Liability of at least \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto, including owned, hired, and non-owned autos.

(c) Professional Liability of at least \$1,000,000; and

(d) Workers Compensation complying with applicable statutory requirements.

The Contractor will add FORD COUNTY as an additional insured on a primary and non- contributory basis to its Commercial General Liability and Automobile Liability policies. The Contractor will provide a certificate of insurance to FORD COUNTY at the time of contract execution and will provide FORD COUNTY with copies of certificates of insurance policies upon written request.

m. Resolution of Disputes, Breaches, or Other Litigation

FORD COUNTY will pursue all legal rights available to FORD COUNTY in the enforcement or defense of any third-party contract.

n. Protest Procedures

Any protest or objection to the Conditions and Specifications will be submitted for resolution to FORD COUNTY. Each protest must be made in writing and supported by sufficient information to enable the protest to be considered. FORD COUNTY will not consider a protest or objection, if it is insufficiently supported or if it is not received within the specified time limits.

All protests based upon restrictive specifications, alleged improprieties, or similar situations prior to Proposal opening must be submitted to FORD COUNTY no later than (7) calendar days prior to the specified Proposal opening date.

Protests arising after the opening of Proposals based upon grounds that were known or should have been known will be submitted to FORD COUNTY within (5) days after notification of the apparent selected Proposer. The decision of FORD COUNTY's Board is final. The Protest Review Board will consist of FORD COUNTY IT committee members FORD COUNTY's Board, and the Legal Counsel for FORD COUNTY. FORD COUNTY will not consider any further appeals.

Any Proposer wishing to protest FORD COUNTY's award of a contract to another Proposer will be required to furnish, at its own expense, a protest bond in the amount of \$1,000.00 before FORD COUNTY considers the protest. This protest bond will serve as the Proposer's guarantee of the validity and accuracy of the protest. Failure to provide this bond may result in FORD COUNTY denying the Proposer's protest. If the Protest Review Board denies the Proposer's protest, FORD COUNTY will use the bond to recover any costs and damages incurred because of the protest and any resulting delay in the delivery of the deliverables.

The bond will be either a cashier's check or certified check made payable to the FORD COUNTY.

o. Equal Employment Opportunity

In the event of the contractor's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("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:

- i. 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 take appropriate affirmative action to rectify any such underutilization.

- ii. 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 and Regulations) 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.
- iii. 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.
- iv. 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 and Regulations. 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 and Regulations, the contractor will promptly so notify the Department and the contracting agency and will recruit employees from other resources when necessary to fulfill its obligations thereunder.
- v. That it will submit reports as required by the Department's Rules and Regulation, 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's Rules and Regulations.
- vi. 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's Rules and Regulations.
- vii. That it will include verbatim or by reference the 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 such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with the applicable provisions of this clause by such subcontractors; and further it will 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.

8. RESPONDENT DISCUSSIONS

FORD COUNTY representatives may or may not choose to meet with potential respondents. Such discussions would only be intended to get further clarification of potential capability to meet the requirements, especially any development and certification risks. Oral presentations and product demonstrations may be requested from the Respondents.

After the presentations, the Proposers will be evaluated and ranked again.

Form A

Proposal for 2024-01 RFP Network Infrastructure Upgrades and Control Room Systems Migration

All Proposals must include completed Proposal Form.

Respondents must provide the following:

Company Name:	
Street Address:	
City/State/Zip:	
Point of Contact:	
Title:	
Phone:	
Email:	
Company Web Page Address:	

QUOTE IS TO BE VALID FOR 120 DAYS

		Proposed Cost
1	Materials	\$
2	Labor	\$
Total Bid		\$

Form B

Federal Lobbying Certification

The undersigned [Contractor] certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)]

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. _ 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. [Note: Pursuant to 31 U.S.C. _ 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any.

Authorized Individuals Name (Print)

Authorized Signature

Date

Title

Form C
Bidders List

Prime Contractor

Firm Name	Firm Address	Age of Firm	Annual Gross Receipts of Firm (check box)	
			Less than \$500,000	
			\$500,000 - \$1,000,000	
Applicable NAICS Code(s):			\$1,000,000 – \$2,000,000	
Contact Name, Phone, Email:			Greater than \$2,000,000	

Subcontractors (use additional pages if necessary)

Firm Name	Firm Address	Age of Firm	Annual Gross Receipts of Firm (check box)	
			Less than \$500,000	
Amount Committed to DBE:			\$500,000 - \$1,000,000	
Applicable NAICS Code(s):			\$1,000,000 – \$2,000,000	
Contact Name, Phone, Email:			Greater than \$2,000,000	
			Less than \$500,000	
Amount Committed to DBE:			\$500,000 - \$1,000,000	
Applicable NAICS Code(s):			\$1,000,000 – \$2,000,000	
Contact Name, Phone, Email:			Greater than \$2,000,000	
			Less than \$500,000	
Amount Committed to DBE:			\$500,000 - \$1,000,000	
Applicable NAICS Code(s):			\$1,000,000 – \$2,000,000	
Contact Name, Phone, Email:			Greater than \$2,000,000	

