



## **COUNTY OF GRUNDY, ILLINOIS**

### **REQUEST FOR PROPOSAL**

**FOR**

### **JAIL FULL BODY SCANNER**

**REQUEST FOR PROPOSAL (RFP)**

Official RFP documents are available at the offices of the Grundy County Finance Department, 1320 Union Street, Morris, IL 60450, or by emailing [finance@grundycountyil.gov](mailto:finance@grundycountyil.gov) with “Jail Full Body Scanner RFP” in the subject line. Documents are available for inspection online at [www.grundycountyil.gov/bids-and-rfp/](http://www.grundycountyil.gov/bids-and-rfp/). The respondent remains responsible for obtaining all addenda, which will be posted on the same website.

#### **Project Contacts**

**Ken Briley**  
**Sheriff**

**Matt Melvin**  
**Finance Director**

## REQUEST FOR PROPOSAL FOR THE PURCHASE AND IMPLEMENTATION OF A FULL BODY SCANNER FOR THE GRUNDY COUNTY JAIL

Sealed proposals will be received for a Grundy County Jail full body scanner. Sealed envelope must be clearly marked on the exterior "Grundy County Jail Full Body Scanner Proposal" and contain six (6) copies and one (1) original of the complete proposal. 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.

Sealed proposals will be accepted until 10:00 AM, June 1, 2022 at the Grundy County Administration Building, 1320 Union St., Morris, IL 60450. At that time, sealed proposals will be publicly opened and read aloud. Fax and electronic submissions will not be accepted.

Grundy County is requesting proposals from qualified proposers to deliver, install, upgrade, train, support and maintain the full body scanner to be housed in the jail facility. The project will be awarded to the proposer who submits the best proposal in compliance with this RFP. This RFP is being issued under the authority of the Grundy County Board. The Grundy County Sheriff, along with the Grundy County Finance Director will oversee all aspects of the selection process, subject to review and approval of the Grundy County Board.

Proposal documents are available at the offices of the Grundy County Finance Department, 1320 Union St., Morris, IL 60450, and for inspection online at [www.grundycountyil.gov/proposals-and-rfp/](http://www.grundycountyil.gov/proposals-and-rfp/). The proposer remains responsible for obtaining all addenda, which will be posted at the same website.

A proposal bond for 5% of the total proposal will be required. Proposals may not be withdrawn or revoked for a period of 90 days after submission.

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

Chris Balkema  
County Board Chairman

**COUNTY OF GRUNDY, ILLINOIS**  
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**COUNTY OF GRUNDY, ILLINOIS**  
**RFP Specifications**  
**Jail Full Body Scanner**

**General Bid Information:**

**1. Purpose**

The Grundy County Sheriff's Office is seeking to acquire a new full body scanner for security purposes with all necessary and relative equipment, support, and services from a qualified vendor. The vendor shall deliver the scanner to the Grundy County Jail, located at 111 E. Washington Street, Morris, IL 60450.

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 appraisal.

**2. Objective**

The Grundy County Sheriff's Office desires to add a new state of the art full body scanner system. The County and the successful vendor are expected to enter a contract to install, upgrade, train, support and maintain the full body scanner.

**3. Definitions**

- "County" refers to, and may be listed as, Grundy County, the Grundy County Sheriff's Office and /or the Grundy County Jail.
- "Respondent" refers to any company or contractor submitting a proposal. They may also be referred to as vendor or bidder.
- "Contractor" is defined as the individual or company whose proposal has been accepted by Grundy County and is awarded a fully executed, written contract.
- A "Request for Proposal (RFP)" is a formal procurement document in which a service or need is identified but no specified 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.
- "Full Body Scanner" refers to an X-Ray machine capable of scanning individuals with the intention of detecting any contraband hidden on or inside his/her body. For the purpose of this RFP, it may also simply be referred to as a "scanner".

## Scope of Work and Services to be Performed:

### 4. System Requirements

1. All Equipment contracted as part of the RFP process shall be in new condition and inspected upon delivery to the Grundy County Jail. All equipment will be ensured to be of the upmost highest condition upon pre-installation, installation, and post-installation. Previously used scanners, or those used as "demo" models will not be acceptable
2. Vendor will ensure that all equipment will be delivered within the building at cost of 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.
3. Details of required spatial areas required for proper usage of equipment will be included within the response.
4. All work on equipment installation and equipment training shall be in direct correlations with the needs of the Grundy County Jail. 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.
5. All equipment will be held to the highest standards outlined by the FDA and ISO Regulations.
6. Vendor to guarantee and warranty all parts and equipment under this contract against defects for a minimum period of one year from installation date.
7. Vendor to provide inspections and maintenance for all the provided equipment while under warranty or maintenance agreement.
8. 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 Grundy County Sheriff's Office on an as needed basis.
9. Vendor to provide complimentary inspections and maintenance on an as needed basis on all contracted equipment while under the warranty and maintenance agreement.
10. Vendor to perform all available software updates for equipment purchased while under warranty or maintenance agreement.
11. Vendor to advise Grundy County Sheriff's Office of hardware or featured upgrades available and provide them at a discounted rate off list price.
12. 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.

## Scope of Work and Services to be Performed (Continued):

### 5. Project Specifications

1. The scanner must fit into an area no larger than 72 inches long by 34 inches deep, with a height no larger than 90 inches when assembled. The room that will house the scanner has a 36-inch door and a 92-inch ceiling, so the scanner must be able to accommodate these dimensions as well. If the scanner's radiation exclusion zone (aka footprint) extends beyond 2 feet from this area, it must be noted by the bidder and may be cause for disqualification.
2. Image detectors must detect both metallic and nonmetallic threats to include; cell phones, drugs, weapons and other contrabands.
3. An operator workstation providing for imaging on a touchscreen monitor
4. The scanner must be a self-calibrating system that does not require a technician to be dispatched should the system lose power unexpectedly.
5. Stationary scanning preferred, due to space limitations and situational circumstances of individuals.
6. Ability of equipment to be anchored appropriately without further drilling of floor or foundation.
7. Preferred ability to utilize 110v, 15amp outlet. Vendor must disclose if dedicated power must be installed for usage prior to contracting.
8. Local storage of at least 800,000 images.
9. Use low dose ionizing radiation transmission technology as the primary mode of detection.
10. Image manipulation must have multiple selections/styles that allow the Sheriff's Office to choose the level of definition of the image being taken.
11. The system/software shall have the ability to be configured to allow operators, supervisors, and administrators different levels of access appropriate to their position.
12. System/software shall have the ability to allow administrators to generate usage reports detailing statistics for detection from both the operator and any automatic detection software.
13. System must allow security logins for multiple users to operate the scanner
14. Scanners must meet or exceed American National Standards Institute.
15. System must have an automated emergency shut off should the x-ray protections fail.
16. Load capacity of up to 500 pounds
17. System must offer remote diagnostic capability
18. Scan time must not exceed eight seconds
19. Visual indicator when scan is in use, along with notification device if subject is out of position.
20. Ability to detect items concealed in clothing, hair, or shoes as well as the body
21. System must track the number of scans an inmate has received, and it must alert the operator if an inmate exceeds the number of acceptable scans or dosage limits.
19. System must have the ability to print scanned images as well as save them to a database. Saved images must be able to be recalled so they can be compared to other images of that individual taken at a different time
20. System shall have the ability to maintain a scan history of individual inmates, and the Sheriff's Office should be able to generate reports of the scanning history of inmates pertaining to the daily operations of the scanner.

## Scope of Work and Services to be Performed (Continued):

### 5. Project Specifications (Continued)

21. Scanner must take a photograph of the subject to be saved with their scanned image for evidentiary purposes.
22. System must be able to withstand being used 24 hours per day, seven days per week.
23. System shall be an open-frame design, allowing for an unobstructed line of site of the individual being scanned at all times.
24. It is preferable that the system not have a moving platform of any kind, both for the safety of the inmate as well as for the ease of obtaining a quality image. If the system does have a moving platform, it must have a smooth transportation system from start to finish.

### 6. RFP Timetable:

<u>Event</u>	<u>Date</u>	<u>Time</u>
<b>Solicitation/RFP Advertised</b>	<b>May 11, 2022</b>	
<b>Last Date to Submit Questions</b>	<b>May 25, 2022</b>	<b>4:00 pm</b>
<b>Last Day for Posting Addenda</b>	<b>May 27, 2022</b>	<b>4:00 pm</b>
<b>Deadline to Submit Proposals</b>	<b>June 1, 2022</b>	<b>10:00 am</b>
<b>Proposal Opening</b>	<b>June 1, 2022</b>	<b>10:00 am</b>
<b>Anticipated Committee Approval</b>	<b>June 8, 2022</b>	<b>4:30 pm</b>
<b>Anticipated Final Board Approval</b>	<b>June 14, 2022</b>	<b>6:00 pm</b>
<b>Successful Proposer Notified</b>	<b>June 15, 2022</b>	

## Scope of Work and Services to be Performed (Continued):

### 7. Minimum Insurance Requirements:

At all times during the term of the Contract, the Respondent and its independent contractors shall maintain, at their sole expense, insurance coverage for the Respondent, its employees, officers and independent contractors, as follows:

General Liability Insurance:	\$1,000,000 Per Occurrence \$1,000,000 General Aggregate \$1,000,000 Completed Ops. Aggregate
Commercial Auto Insurance:	\$1,000,000 Per Occurrence
Workers' Compensation Insurance:	\$1,000,000 Each accident \$1,000,000 Policy Aggregate Disease \$1,000,000 Each Employee Disease
Medical Malpractice:	\$1,000,000

The County of Grundy shall receive certified copies of all certificates of insurance. Insurance certificates shall also reference this project name. The insurance carrier is required to notify the County of termination of any or all of these coverages prior to the completion of any contract, at least 30 days prior to the expirations.

- Minimum Ins. Company rating that will be accepted as rated by A.M. Best Co. is A.
- Limits of insurance are to meet any applicable local, state or federal guidelines.
- Limit and conditions are subject to change at any time.
- Contractor & subcontractors waive subrogation on workers compensation
- Please have insurance agent or carrier furnish a certificate of insurance and applicable endorsements evidencing current policy dates fulfilling these requirements.
- Certificates of Insurance may be mailed or faxed to applicable County Department or the Grundy County Finance Department, 1320 Union Street, Morris, IL 60450

Grundy County reserves the right to change the above-mentioned requirements when awarding large projects.



## **RFP Submission & Review:**

### **8. Submittal Requirements**

#### **a. Overview of Business**

- The respondent should provide a brief outline of the Vendor's experience along with pertinent business details. The respondent shall list their business entity's legal name, address, and phone number.

#### **b. Background & Experience**

- The respondent must demonstrate that they have the technical expertise, facilities, capabilities, and financial resources necessary to perform the work in a formal cover letter.

#### **c. Project Management Team**

- The bidder shall identify the key individual(s) who will be assigned to work with Grundy County to complete the stated scope. Bidder must list each individual's full legal name, qualifications, and email address and/or telephone number.

#### **d. Client Reference List**

- The respondent must provide the Sheriff's Office with the name of at least three jails and/or prisons in which their services are currently being used. The respondent will include contact information from the jail administrator, Sheriff, or designee with whom they work with at each facility.
- Respondents will provide proof of any license(s), certifications/classifications, and certificate of insurance in their proposal. This must include proof that the contractor is licensed to work in the State of Illinois.
- The respondent must state that, if selected, they will deliver and install a full body security scanner and services which incorporates the specifications as stated in the RFP.
- The respondent will be required to assume prime vendor responsibility for the contract and will be the sole/primary point of contact regarding installation, maintenance, training and software implementation. The selected vendor will be required to assume responsibility for all services obtained under contracts resulting from 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 in order to adequately respond to technical requirements, 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 full body scanner and/or its supporting software/hardware. Any such violations may be cause for disqualification.
- If the respondent is unable to meet a listed requirement of the RFP, that respondent shall note that. If the respondent has an alternate solution to the listed requirement, it should be listed so the Grundy County Sheriff's Office can take that into consideration.
- Respondents must include a detailed implementation timeline with an estimated duration of the project from pre-installation to project completion.

## **RFP Submission & Review (Continued):**

### **8. Submittal Requirements (Continued)**

#### **a. Time/Cost Estimate**

The respondent must clearly state the cost of their body scanner. Any upgrades, options or additional equipment that will benefit the overall operational capacity shall be listed separate from the base cost of the scanner, and an explanation of each upgrade/option must be thoroughly explained as to show the benefit of use. Pricing must a detailed, itemized breakdown of all expected costs and should include all labor, parts, equipment, supplies, licenses, shipping, delivery, installation, training, and travel expenses.

#### **b. Acknowledgement of Receipt of Addenda and Statement of Non-Collusion (as applicable)**

### **9. Submission of Proposal**

Proposals should provide clear, detailed, descriptions of the vendor's ability to successfully complete the requirements of this RFP. All proposals must be submitted under sealed cover and sent by the dates and times stated on the RFP Timetable. Respondents should submit six (6) identical copies and one original of a thoughtful, clear and well-organized proposal package. Each packet shall include the information required in the Submittal Requirements on the previous page. Expenses incurred by the respondents in replying to the RFP or in making any appearance prior to vendor selection are at the respondents' own expense and risk.

**Completed bid packages shall be submitted to and received by:**

**Alec Macdonald**

**Grundy County Purchasing Manger**

**1320 Union St., Morris, IL 60450**

## **RFP Submission & Review (Continued):**

### **10. Evaluation of Proposals**

Evaluation of proposals will be conducted by members of the Sheriff's Office Administrative and Jail staff. In reviewing and evaluating the proposals, the team will consider the following factors:

1. Conformance to the requirements of this solicitation
2. Qualifications and experience of the vendor
3. Overall body scanner product
4. Cost of the scanner itself as well as any ancillary costs, upgrades, extended warranties, service agreements, etc.
5. References

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

The contract will be awarded based on the totality of the factors listed in the proposal. Considerable weight will be given to the references listed by each vendor as well as factors such as "user friendliness" of the scan and any other technical advantages proposed by the vendor.

Grundy County reserves the right to reject any and all proposals, to waive formalities, informalities, or irregularities contained in said proposal and to award a contract for items herein if it is deemed to be in the best interest of Grundy County to do so. While the lowest price is obviously an important factor in selecting a vendor, the Grundy County Sheriff's Office will choose the scanner that best fits our needs. Additionally, Grundy County reserves the right to negotiate optional items and/or services with the successful vendor.

## **General Terms and Conditions:**

### **11. Hold Harmless**

Vendor agrees to indemnify, save and defend the County of Grundy, 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 Grundy, their agents, servants, or employees or any other person indemnified here under any Waivers of Subrogation endorsements.

## **General Terms and Conditions (Continued):**

### **12. 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 Grundy County in Morris, Illinois and the 13th Illinois Judicial District. In the event Grundy 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.

### **13. 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 [finance@grundycountyil.gov](mailto:finance@grundycountyil.gov) with "Jail Full Body Scanner" in the subject line. All questions must be submitted prior to the deadline noted in Section 5 of this RFP. Any addenda to this proposal will be issued in writing and posted on the Grundy County website. No oral statements, explanations, or commitments shall be provided or binding upon the county. No addenda will be issued later than the date listed in Section 5 of this RFP. After reviewing the proposal documents, Grundy County may develop a list of clarification questions to be addressed by the respondents. The proposer shall provide response within (3) working days from the inquiry.

### **14. Applications for Payment**

Payment shall be made within 30 days of completed pay request.

### **15. 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.

### **16. Severability**

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.

**Confirmation of Receipt of Addenda:**

**CONFIRMATION OF RECEIPT OF  
ADDENDA for Proposal  
JAIL FULL BODY SCANNER**

ADDENDUM #	DATE

I hereby certify this proposal complies with the specifications and conditions issued by the County of Grundy except as clearly marked in the attached copy.

**DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP CODE:** \_\_\_\_\_

**CONTACT NUMBER:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**THIS DOCUMENT MUST BE COMPLETED  
AND RETURNED WITH SUBMISSION**