



INVITATION TO BID

SOLICITATION # 2021-14

GENERAL TERMS, CONDITIONS AND SPECIFICATIONS FOR:

**REPLACEMENT OF THE CURRENT INVENTORY OF TWELVE (12)
POLICE RIOT HELMETS, THREE (3) POLICE BALLISTIC HELMETS,
TWELVE (12) GAS MASKS and CARRIERS (15) FOR ALL.**

ISSUED: January 22, 2021

BIDS DUE: 2:00 PM February 4, 2021

LT. JASON NORTON, POLICE PATROL LIEUTENANT

URBANA POLICE DEPARTMENT

400 S VINE ST URBANA, IL 61801 PHONE: 217.384.2358

EMAIL: nortonjd@urbanaininois.us

GENERAL TERMS AND CONDITIONS

Invitation to Bid

The City of Urbana Police Department is seeking bids for the purchase of twelve (12) Police Riot Helmets, three (3) Ballistic Helmets, twelve (12) gas masks, twenty four (24) filters and fifteen (15) carriers to hold helmets and gas masks. Vendors must submit a complete bid to the Urbana Police Department by 2:00 p.m. February 4, 2021.

Intent

The City intends to accept one (1) bid from a qualified and responsible vendor for the replacement of the current twelve (12) riot helmets, three (3) ballistic helmets, twelve (12) gas masks and fifteen (15) bags listed under **Specifications** for the purpose of outfitting the department herein, and accordingly is furnishing herein a set of specifications by which such bids shall be judged.

However, the City reserves the right to determine the acceptability or unacceptability, or to reject any subpart and/or all bids, or to negotiate the effects and costs of any such bids prior to reaching a decision on the awarding of Contract.

Contact Person

Lt. Jason Norton
Urbana Police Department
400 S Vine St Urbana, Illinois 61801
217.384.2358
nortonjd@urbanaininois.us

Meeting Specifications

The terms, conditions and specifications included in this package describe what the City thinks are necessary to meet the performance requirements of the City, and shall be considered the minimum standards expected of the Vendor. The City shall require all Vendors to fully comply with the specifications.

The City reserves the right to determine the acceptability or unacceptability of any and all bids.

Investigation by Potential

It shall be the responsibility of the Vendor to thoroughly read and understand the information, instructions, and specifications. Vendors are expected to fully inform themselves as to the conditions and requirements of the services to be provided. Failure to do so is at the Vendor's own risk. No plea of error or plea of ignorance by the Vendor of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Vendor to make the necessary examinations and investigations will be accepted as a basis for varying the requirements of the City. The City will assume that submission of a bid means that the Vendor has familiarized itself

with the conditions and requirements and intends to comply with them unless specifically noted otherwise.

Format for Submissions

A properly prepared bid shall consist of:

Price Quotation Sheet listing all the equipment and related model or part number, the quantity of the equipment, individual price and total price for all the material listed at the bottom of the bid.

Bid Delivery Procedures

Sealed bids shall be delivered to the Urbana Police Department, 400 S Vine St, Urbana, Illinois, 61801 no later than 2:00 p.m. February 4, 2021. Sealed envelopes should be clearly labeled "Police Helmet Replacement" with the Vendor's name and address. If sent by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed to the City at the location stated in this paragraph.

Bids arriving after the above specified time, whether sent by mail, courier, or in person, shall not be accepted. These bids will either be refused or returned unopened. It is the Vendor's responsibility for timely delivery regardless of the methods used. Mailed bids that are delivered after the specified time will not be accepted regardless of the postmarked date or time on the envelope. Facsimile ("fax") machine transmitted bids shall not be accepted.

Withdrawals; Declinations

A written request for the withdrawal of a bid will be granted if the request is received by Lt. Jason Norton prior to the specified time of opening. However, after a bid is opened, it will be binding for a period of sixty (60) calendar days.

Non-Acceptance of Bids No bid shall be accepted from, or Contract awarded to, any person, firm, or corporation that is in arrears or is in default to the City upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the City, or has failed to faithfully perform any previous contract with the City.

Bid Opening Procedures The opening of all bids shall commence immediately after the stated due date and time above, at the Urbana Police Department, 400 S. Vine St, Urbana, Illinois and the names of all Vendors and their bids shall be publicly read. All potential Vendors and the public may attend the bid opening. The City shall then take all bids under review. The City will render a decision within fifteen (15) working days after the opening of bids.

Competency of Vendors The opening, reading or posting of bids shall not be construed as acceptance by the City of the Vendors as being qualified, responsible candidates. The City reserves the right to determine the competence and financial and operational capacity of any Vendor. Upon request of the City, the Vendor shall furnish evidence as may be required by the City to evaluate its ability and resources to accomplish the services required by the specifications

herein. The City shall unequivocally be the sole and final judge of such competency, and its decision shall be final and not subject to recourse by any person, firm, or corporation.

Post Selection Documentation

The selected Vendor will be required to submit the following forms supplied by the City:

- Equal Employment Opportunity Workforce Statistics Form (if bid exceeds \$10,000.000)
- Vendor Representations and Additional Duties (VRAD) Form
- IRS Form W-9

Equal Employment Opportunity

The Equal Employment Opportunity Workforce Statistics Form (attached) must be completed and submitted with the bid if the bid exceeds \$10,000.00. During the term of this Contract, the Vendor shall comply in all respects with the Equal Employment Opportunity Act. The Vendor shall have a written equal employment opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin, disability, or age. Findings of non-compliance with applicable State or Federal equal employment opportunity laws and regulations may be sufficient reason for revocation or cancellation of this purchase.

Non-Collusion

In submitting this bid, the Vendor declares and warrants that the only persons or parties interested in the bid as principals are those named herein; and that the bid is made without collusion with any other person, firm or corporation.

Payments

The Contractor will be paid for all products properly rendered within sixty (60) days of receipt of an invoice by the City. All amounts on the Price Quotation Sheet shall be listed in whole U.S. dollars. All blanks on the Price Quotation Sheet must be correctly filled in. Use of a computer or typewriter to fill in the price quotation sheets is strongly encouraged. Neatly handwritten price quotation sheets are acceptable provided they are clear, legible, and in black ink. The City cannot and will not be responsible for bid submissions or Price Quotation Sheets that are illegible or unintelligible. All forms requiring signatures must be properly signed in ink in the proper spaces

Schedule

The selected vendor shall deliver all of the specified equipment to the Urbana Police Department, 400 S Vine St, Urbana, Illinois 61801 no later than thirty (30) days upon the awarding of the bid. The Police Department and Vendor may enter in to an agreement that may extend the delivery time for unforeseen or extenuating circumstances. Regardless, this extension will not exceed 60 days from the original date that the bid is awarded to the vendor. The Police Department reserves the right to change the delivery location.

SPECIFICATIONS

1. Number of Units

The City is requesting bids for the purchase of specific Riot Helmets, Ballistic Helmets, Gas Masks and accessories to outfit the Urbana Police Department. The specific equipment is listed below.

2. Equipment Requirements

- **Quantity** – (12) – Sirchie 906 Series Tac Elite EPR Polycarbonate Alloy Riot Helmet. Ten (10) will be in size Universal. Two (2) will be in size XL. Black in color. Helmet shall include detachable .150” face shield with liquid seal and Double D ring fastener.
- **Quantity** – (12) – Avon PC50 gas masks. Size Medium. Twenty four (24) CTCF50 Riot Agent filters for masks.
- **Quantity** – (3) – Armor Express Busch Protective AMP-1E Ballistic Helmets. Black in color. ACH High Cut. Aramid shell in NIJ IIIA armor. Size Large. Will include an advanced padding system, wheel-dial system and unique rail system.
- **Quantity** – (15) – Armor Express First Responder Bags. Black in color.

City of Urbana, Illinois
Price Quotation Sheet for

Company Name: _____ Phone Number: _____

Contact Person: _____ Signature: _____

Date: _____ Address: _____

City, State, Zip: _____

<p style="text-align: center;">CITY OF URBANA HUMAN RELATIONS DIVISION 400 SOUTH VINE ST. URBANA, ILLINOIS 61801 (217) 384-2455 (phone); 328-8288 (fax) hro@urbanaininois.us</p>	Office Use Only (09/15)	
	Requested by:	Date:
	Approved by:	Date:
	Certification Date:	
	Certificate Expiration Date:	

EQUAL EMPLOYMENT OPPORTUNITY (E.E.O.) WORKFORCE STATISTICS FORM

Please complete the sections below as instructed. Failure to properly complete this form may result in a delay or denial of eligibility to bid or do business with the City of Urbana.

Section I. Identification

1. Company Name and Address:

Name:

d/b/a:

Address:

City/State/Zip:

Telephone Number(s) include area code:

Check one of the following

Corporation	Partnership	Individual Proprietorship	Limited Liability Corp.
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FEI Number:	Social Security Number:
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2. Name and Address of the Company's Principal Office *(answer only if not the same as above)*

Name:

Address:

City/State/Zip

3. Major activity of your company (product or service):

4. Project on which your company is bidding:

5. City of Urbana contact staff assigned to contract:

SECTION II. Policies and Practices

Description of EEO Policies and Practices		YES	NO
A.	Is it the Company's policy to recruit, hire, train, upgrade, promote and discipline persons without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual preference, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income ?		
B.	Has someone been assigned to develop procedures, which will assure that the EEO policy is implemented and enforced by managerial, administrative, and supervisory personnel? If so, please indicate the name and title of the official charged with this responsibility. Name: _____ Title: _____ Telephone: _____ Email: _____		
C.	Does the company have a written Equal Employment Opportunity plan or statement? Note: If no, a copy of an E.E.O statement is enclosed. You must attach an EEO Statement in order to be considered eligible to do business with the City of Urbana. Questions? (217) 384-2455 or hro@city.urbana.il.us.		
D.	Has the company developed a written policy statement prohibiting Sexual Harassment? You must attach a copy of your company's Sexual Harassment Policy in order to be considered eligible to do business with the City of Urbana.		
E.	Have all recruitment sources been notified that the company will consider all qualified applicants without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?		
F.	If advertising is used, does it specify that all qualified applicants will be considered for employment without regard to race, color, creed, class, national origin, religion, sex, age, marital status, mental and/or physical disability, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, prior arrest, conviction record, or source of income?		
G.	Has the contractor notified all of its sub-contractors of their obligations to comply with the Equal Opportunity requirements either in writing, by inclusion in subcontracts or purchase orders?		
H.	Is the company a state certified minority/women owned business? If yes, please attach a copy of state certification.		
I.	Does the company have collective bargaining agreements with labor organizations?		
J.	If you answered yes to Question "I", have the labor organizations been notified of the company's responsibility to comply with the Equal Employment Opportunity requirements in all contracts with the City of Urbana?		
K.	Does your company perform construction, rehabilitation, alteration, conversion, demolition or repair of buildings, highways or other improvements to real property? (If yes, please complete Table B.)		
L.	Are you currently seeking to renew an existing or expired Urbana EEO certification? (If yes, you need to complete Table C.)		

SECTION III. Employment Information

IMPORTANT: Please complete the company workforce analysis on the bottom of this page. Use the number of employees as of the most recent payroll period. **You must complete this form in its entirety, as instructed and submit your organization's (1) EEO Statement and (2) Sexual Harassment Policy in order to be eligible to do business with the City of Urbana. For detailed descriptions of the Job Classifications see attached descriptions. If minorities and females are currently under-represented in your workforce, please attach a copy of an explanation of your plan to recruit and hire qualified minorities and females.**

TABLE A - TOTAL CONTRACTOR/VENDOR WORKFORCE

Job Categories	Overall Totals		White (Not of Hispanic Origin)		Black or African-American (Not of Hispanic Origin)		Hispanic or Latino		Asian or Pacific Islander		American Indian or Alaskan Native	
	M	F	M	F	M	F	M	F	M	F	M	F
Officials & Mgrs												
Professionals												
Technicians												
Sales Workers												
Office & Clerical												
Craft Workers (Skilled)												
Operatives (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
TOTAL												
M = MALE, Column B is sum of Rows D, F, H, J and L. F = FEMALE, Column C is sum of Rows E, G, I, K and M.												
Date of above Data: _____												

SECTION IV. Certification

By signing below, the company certifies that it has answered all of the foregoing questions truthfully to the best of its knowledge and belief and agrees that it/he/she will comply and abide by the City of Urbana's Code of Ordinances (Section 2-119).

Signature

Printed Name and Title

E-mail Address

Date

SECTION V. Verification

Prior to submitting this form, please check the answers to the following questions to verify your completion of this form:

1. **Did you fill in all of the appropriate boxes in the table in Section III, including the "TOTAL" row?**

YES _____

NO _____

2. **Have you enclosed your company's EEO statement?**

YES _____

NO _____

3. **Have you enclosed your company's Sexual Harassment policy?**

YES _____

NO _____

DEFINITIONS OF TERMS LISTED ON THE WORKFORCE STATISTICS FORM

(See previous Page)

DESCRIPTION OF RACE/ETHNIC CATEGORIES

Race /ethnic designations as used by the Department do not denote scientific definitions of anthropological origins. For the purposes of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than *one* race/ethnic group. The race/ethnic categories for this report are:

White (Not of Hispanic origin). All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

Black of African-American (Not of Hispanic origin). All persons having origins in any of the Black racial groups of Africa.

Hispanic or Latino. All persons of Mexican, Puerto Rican, Cuban, Central of South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander. All persons having origins any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa.

American Indian or Alaskan Native. All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

DESCRIPTION OF JOB CATEGORIES

Each employee should be counted in only one job category. Select the category containing the jobs most similar to that performed by the employee. The jobs listed in each category are intended to provide an example, not a complete list, of all job titles falling into that category.

Officials and managers. Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of firm's operations. Includes: officials, executives, middle management, plant managers, department managers, and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, railroad conductors and yard masters, ship captains, mates and other officers farm operators and managers, and kindred workers.

Professionals. Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, layers, librarians, mathematicians, natural scientist, registered professional nurses, personnel and labor relations specialist, physical scientist, physicians, social scientist, teachers, surveyors and kindred workers.

Technicians. Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through 2 years of post high school education, such as is offered in many technical institutes and union colleges, or through equivalent on-the-job training. Include: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.

Sales. Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents, and brokers, stock and bond sales workers, demonstrators, sales workers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers.

Office and clerical. Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.

Craft workers (skilled). Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators who are not members of occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary hand painters, coaters, bakers, decorating occupations, and kindred workers.

Operatives (semiskilled). Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto service and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meatcutters, inspectors, testers and graders, handpackers and packagers, and kindred workers.

Laborers (unskilled). Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, groundskeepers and gardeners, farmworkers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operation and kindred workers.

Service workers. Workers in both protective and nonprotective service occupations. Includes: Attendants (hospital and other institutions, professional and personal service, including nurses aides, and orderlies), barbers, charworkers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, doorkeepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.