



## **COUNTY OF GRUNDY, ILLINOIS**

### **REQUEST FOR PROPOSAL**

**FOR**

### **DIGITAL PORTABLE X-RAY UNIT WITH CONTROL STATION**

Official RFP documents are available at the office of the Grundy County Finance Department, 1320 Union Street, Morris, IL 60450, or by emailing [finance@grundycountyil.gov](mailto:finance@grundycountyil.gov) with “Digital Portable X-Ray Unit” 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**

**John Callahan**  
Coroner

**Matt Melvin**  
Finance Director

## 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 Grundy County Coroner Digital Portable X-Ray Unit with Control Station. Sealed envelope must be clearly marked on the exterior "Grundy County Coroner Digital Portable X-Ray Unit with Control Station" and contain six (6) copies of the complete proposal with one (1) original. 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 Finance Department, 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 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. This RFP is being issued under the authority of the Grundy County Board. The Grundy County Coroner, 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 Office 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

## Request for Proposal For Digital Portable X-Ray Unit

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

**1.0 General Information:**

**1.1 Purpose**

The Grundy County Coroner's Office is seeking to procure a digital portable X-Ray unit that can be used within the Grundy 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 thus reducing time of assessment, enhancing the efficiency of the Medical Examiner.

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.

**1.2 Background**

The Grundy County Coroner office conducts complete and objective investigations of unattended, violent, sudden, unexpected, and suspicious deaths to help determine the root cause of death. Currently the Coroner utilizes an off-premise machine located within the County's local community hospital. Grundy County is seeking to minimize the time taken to complete the investigation, as well as limit liability upon transportation to and from said premises. The current conditions are again time consuming and ergonomically sub-optimal; an in-house system will allow for a more optimal environment for a faster and effective examination.

**1.3 Definitions**

- "County" refers to, and may be listed as, Grundy County and/or the Grundy 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 Grundy 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 the upmost highest 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 Grundy 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 Grundy 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 Grundy 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 Grundy 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	May 11, 2022	
Last Date to Submit Questions	May 25, 2022	4:00 pm
Last Day for Posting Addenda	May 27, 2022	4:00 pm
Deadline to Submit Proposals	June 1, 2022	10:00 am
Proposal Opening	June 1, 2022	10:00 am
Anticipated Committee Approval	June 8, 2022	4:30 pm
Anticipated Final Board Approval	June 14, 2022	6:00 pm
Successful Proposer Notified	June 15, 2022	

## 3.0 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:

	MINIMUM ACCEPTABLE LIMITS OF LIABILITY
<b>Commercial General Liability</b>	
<b>Worker's Compensation</b>	Statutory Limits - State of Illinois
<b>Employer's Liability</b>	
<b>A. Each Accident</b>	<b>\$1,000,000</b>
<b>Commercial General Liability</b>	
<b>A. Per Occurrence</b>	<b>\$1,000,000</b>
<b>B. General Aggregate</b>	<b>\$1,000,000</b>
<b>Business Auto Liability</b>	<b>\$1,000,000</b>
<b>Professional Errors and Omissions</b>	<b>\$1,000,000</b>

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 an 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 Departments or the Grundy County Finance Director, 1320 Union Street, Morris, IL 60450

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

## **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 whom shall be working and completing the stated scope. The respondent must list each individual and provide 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 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 in order to adequately, 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 Grundy 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 Grundy 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 on page 6. Respondents should include six (6) identical copies and one (1) original proposal packets. The proposal packets should be of thoughtful, clear, and well-organized content. Each packet shall include information required in Submittal Requirements section 4.0 pages (7-9). 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:**

**Matt Melvin  
Grundy County Finance Director  
1320 Union St. Morris, IL 60450**

## **6.0 Evaluation of Proposals**

Evaluation of proposals will be conducted by members of the Grundy County Coroner's Office in conjunction with members of the Grundy 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.

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

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, 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 Grundy County's decision to contract with any potential vendor.

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

### **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 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.

### **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 [finance@grundycountyil.gov](mailto:finance@grundycountyil.gov) 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 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 2.3 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.

**7.4 Applications for Payment**

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

**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**

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  
REQUEST FOR PROPOSAL**

**CORONER DIGITAL PORTABLE X-RAY  
MACHINE**

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**