



LakeCounty

Purchasing Division

<http://doingbusiness.lakecountyiil.gov/>

Lake County will be accepting **only** electronic bid submissions for Invitation for Bid #21171 PSA - Lake County Coroner's Body Removal and Transportation Services.

Please follow the steps below to upload your electronic Bid Submission:

1. Go to www.lakecountypurchasingportal.com
2. Click on the Bid Number: 21171
3. Click on register for this bid
4. Enter your username and password
5. Under the Submittals section you will be able to upload your bid submittal
 - a. Click on the browse button
 - b. Navigate your computer and select the appropriate file
 - i. Multiple files can be uploaded, each file can be no more than 20 MB
 - ii. Files can also be uploaded as a .zip file
 - c. Click on save submittals
 - d. Close the browser

Please follow the following steps to attend the Public Bid Opening:

1. Go to www.lakecountypurchasingportal.com
2. Click on the "Under Review" tab
3. Click on the Bid Number: 21171
4. Click on the "Events" tab
5. Join the Zoom Meeting by clicking on the meeting link
 - a. Please plan on joining the meeting at least 5 minutes early and mute your microphone.

ALL SUBMITTALS SHOULD BE LABELED ACCORDINGLY. PLEASE USE BELOW LABEL FOR YOUR CONVENIENCE.

Bid Number: 21171	Vendor Name: _____
Buyer: Stacy Davis-Wynn	
Bid Description: PSA - Lake County Coroner's Body Removal and Transportation Services	Vendor Address: _____ _____ _____
*Bid Due Date: Wednesday, November 3, 2021, at 11:00 AM local time	

***Please note: Responses are due at 11:00 a.m. local time on Wednesday, November 3, 2021. Please allow sufficient time for any technical issues you may have and upload your bid early. Please email Purchasing at purchasing@lakecountyiil.gov to receive confirmation that we have successfully received your submissions. Deadline for questions is Wednesday, October 27, 2021, by 11:00 AM local time.**

SUBMISSION INFORMATION

INVITATION TO BID

Lake County
Purchasing Division
18 North County Street - 9th floor
Waukegan, Illinois 60085-4350
(847) 377-2929
[Email: purchasing@lakecountyil.gov](mailto:purchasing@lakecountyil.gov)

INVITATION#: 21171

BID OPENING DATE: November 3, 2021

TIME: 11:00 a.m. local time

Electronic Submission (see email)

Submit one (1) original & one (1) unprotected redacted electronic version of the bid submission.

INVITATION TO BID CONTRACTOR INFORMATION

Company Name: _____
Address: _____
City, State, Zip Code: _____

Access Bid Results

<http://www.lakecountyil.gov>

ISSUANCE DATE: October 13, 2021

BID RESULTS: November 4, 2021

BUYER: Stacy Davis-Wynn

BID SHEET

PSA – Lake County Coroner’s Body Removal and Transportation Services

Base Bid:

Single Person Removal	\$
Disaster Bag	\$
Within Local County	\$
Total of Base Bid	\$
	\$
Additional Cost/Fees	
Two Person Removal	\$
Advanced Decomposition	\$
Bariatric Removal (person over 300 pounds)	\$
Additional Staff	\$
Additional Stops	\$
Milage (outside Lake County)	\$
Milage over ___ miles	\$
	\$
	\$
Discounts:	
List any discounts or any charges the Contractors waives	
	\$

NOTE TO BIDDERS: Please be advised that any exceptions to these specifications may cause your bid to be disqualified. Please follow the steps above to upload your electronic Bid Submission. Fax and e-mail bids are not acceptable and will not be considered.

This section below must be completed in full and signed

Prompt payment discount: ____% ____ days.

The undersigned hereby certifies that they have read and understand the contents of this solicitation and agree to furnish at the prices shown any or all the items above, subject to all instructions, conditions, specifications, and attachments hereto. Failure to have read all the provisions of this solicitation shall not be cause to alter any resulting contract or request additional compensation. By signing this bid document, the bidder hereby certifies that they are not barred from bidding on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended.

Authorized Signature: _____
Typed/Printed Name: _____
Title: _____
Email Address: _____

Company Name: _____
Date: _____
Telephone Number: _____
Fax Number: _____

LAKE COUNTY - INVITATION FOR BIDS: TERMS AND CONDITIONS

1. **AUTHORITY.** This Invitation for Bids is issued pursuant to applicable provisions of the Lake County Purchasing Ordinance.
2. **BID OPENING.** Electronic bids will be received at www.lakecountypurchasingportal.com based upon the date and time specified at which time they shall be opened via Zoom for the public. Late bids will be rejected, and an email will be sent to the sender. Lake County does not prescribe the method by which bids are to be transmitted; therefore, it cannot be held responsible for any delay, regardless of the reason, in transmission of the bids.
3. **BID PREPARATION.** Bids must be submitted on this form and all information and certifications called for must be furnished. Bids submitted in any other manner, or which fail to furnish all information or certificates required, may be summarily rejected. Bids may be modified or withdrawn prior to the time specified for the opening of bids. Bids shall be filled out legibly in ink or typewritten with all erasures, strikeovers and corrections initialed in ink by the person signing the bid. The bid shall include the legal name of the bidder, the complete mailing address, and be signed in ink by a person or persons legally authorized to bind the bidder to a contract. Name of person signing should be typed or printed below the signature.
4. **ERRORS IN BIDS.** Bidders are cautioned to verify their bids before submission. Negligence on the part of the bidder in preparing the bid confers no right for withdrawal or modification of the bid after it has been opened. In case of error in the extension of prices in the bid, the unit prices will govern.
5. **RESERVED RIGHTS.** The County of Lake reserves the right at any time and for any reason to cancel this Invitation for Bids, accept or reject any or all bids or any portion thereof, or to accept an alternate bid. The County reserves the right to waive any immaterial defect in any bid. Unless otherwise specified by the bidder or the County, the County has sixty (60) days to accept. The County may seek clarification from any bidder at any time and failure to respond promptly is cause for rejection.
6. **INCURRED COSTS.** The County will not be liable for any costs incurred by bidders in replying to this Invitation for Bids.
7. **AWARD.** It is the intent of the County to award a contract to the lowest responsible bidder meeting specifications. The County reserves the right to determine the lowest responsible bidder on the basis of an individual item, groups of items, or in any way determined to be in the best interests of the County. Award will be based on the following factors (where applicable): (a) adherence to all conditions and requirements of the bid specifications; (b) price; (c) qualifications of the bidder, including past performance, financial responsibility, general reputation, experience, service capabilities, and facilities; (d) delivery or completion date; (e) product appearance, workmanship, finish, taste, feel, overall quality, and results of product testing; (f) maintenance costs and warranty provisions; and (g) repurchase or residual value. Lake County Board meeting is held on December 14, 2021.
8. **PRICING.** The price quoted for each item is the full purchase price, including delivery to destination, and includes all transportation and handling charges, premiums on bonds, material or service costs, patent royalties and all other overhead charges of every kind and nature. Unless otherwise specified, prices shall remain firm for the contract period.
9. **DISCOUNTS.** Prices quoted must be net after deducting all trade and quantity discounts. Where cash discounts for prompt payment are offered, the discount period shall begin with the date of receipt of a correct invoice or receipt or final acceptance of goods, whichever is later.
10. **TAXES.** Lake County is not subject to Federal Excise Tax. Per Illinois Compiled Statutes, 35 ILCS 120/2-5, Lake County is exempt from state and local taxes.
11. **SPECIFICATIONS.** Reference to brand names and numbers is descriptive, but not restrictive, unless otherwise specified. Bids on equivalent items will be considered, provided the bidder clearly states exactly what is proposed to be furnished, including complete specifications. Unless the bidder specified otherwise, it is understood the bidder is offering a referenced brand item as specified or is bidding as specified when no brand is referenced, and does not propose to furnish an "equal." The County reserves the right to determine whether a substitute offer is equivalent to and meets the standard of quality indicated by the brand name and number.
12. **SAMPLES.** Samples of items, when called for, must be furnished free of expense and, if not destroyed in the evaluation process, will, upon request, be returned at the bidder's expense. Request for the return of samples must accompany the sample and include UPS Pickup Slip, postage or other acceptable mode of return. Individual samples must be labeled with bidder's name, invitation number, item reference, manufacturer's brand name and number.
13. **INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS.** Bidders shall promptly notify the County of any ambiguity, inconsistency or error which they may discover upon examination of the bidding documents. Interpretations, corrections and changes will be made by addendum. Each bidder shall ascertain prior to submitting a bid that all addenda have been received and acknowledged in the bid.
14. **INDEMNIFICATION.** The Seller shall indemnify and hold harmless the County, its agents, officials, and employees from and against all injuries, losses, claims, suits, costs and expenses which may accrue against the County as a consequence of granting the Contract.
15. **DEFAULT.** Time is of the essence of this contract and if delivery of acceptable items or rendering of services is not completed by the time promised, the County reserves the right, without liability, in addition to its other rights and remedies, to terminate the contract by notice effective when received by Seller, as to stated items not yet shipped or services not yet rendered and to purchase substitute items or services elsewhere and charge the Seller with any or all losses incurred. The County shall be entitled to recover its attorney's fees and expenses in any successful action by the County to enforce this contract.
16. **INSPECTION.** Materials or equipment purchased are subject to inspection and approval at the County's destination. The County reserves the right to reject and refuse acceptance of items which are not in accordance with the instructions, specifications, drawings or data of Seller's warranty (express or implied). Rejected materials or equipment shall be removed by, or at the expense of, the Seller promptly after rejection.
17. **WARRANTY.** Seller warrants that all goods and services furnished hereunder will conform in all respects to the terms of this solicitation, including any drawings, specifications or standards incorporated herein, and that they will be free from latent and patent defects in materials, workmanship and title, and will be free from such defects in design. In addition, Seller warrants that said goods and services are suitable for, and will perform in accordance with, the purposes for which they are purchased, fabricated, manufactured and designed or for such other purposes as are expressly specified in this solicitation. The County may return any nonconforming or defective items to the Seller or require correction or replacement of the item at the time the defect is discovered, all at the Seller's risk and expense. Acceptance shall not relieve the Seller of its responsibility.
18. **REGULATORY COMPLIANCE.** Seller represents and warrants that the goods or services furnished hereunder (including all labels, packages and container for said goods) comply with all applicable standards, rules and regulations in effect under the requirements of all Federal, State and local laws, rules and regulations as applicable, including the Occupational Safety and Health Act as amended, with respect to design, construction, manufacture or use for their intended purpose of said goods or services. Seller shall furnish "Material Safety Data Sheets" in compliance with the Illinois Toxic Substances Disclosure to Employees Act.
19. **EQUAL EMPLOYMENT OPPORTUNITY.** Contractor shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. Furthermore, the Contractor shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended.
20. **ROYALTIES AND PATENTS.** Seller shall pay all royalties and license fees. Seller shall defend all suits or claims for infringement of any patent, copyright or trademark rights and shall hold the County harmless from loss on account thereof.
21. **LAW GOVERNING.** This contract shall be governed by and construed according to the laws of the State of Illinois.

General Terms and Conditions

Lake County Coroner's Body Removal and Transportation Services

October 2021

1. INTENT

It is the intention of Lake County, Illinois to secure services with a qualified professional/company who offer reliable Body Removal and Transportation Services to Lake County Coroner's Office.

2. WORK INCLUDED

The work to be performed by the Contractor shall include Body Removal and Transportation Services per the specifications.

3. SUBMISSION OF BIDS

Bids will be accepted until **11:00 a.m. local time, November 3, 2021**, at the Lake County Purchasing Division, via the Lake County Purchasing Portal (www.lakecountypurchasingportal.com). Each bid must include the following completed and signed forms:

- a. One (1) electronic copy of label, "Invitation to Bid" including signed forms, Bid Sheet
- b. One (1) electronic copy of the complete bid submission
- c. Compliance with Specifications Sheet, with compliance to each specification section indicated
- d. One (1) Value Added sheet
- e. One (1) Addendum Acknowledgement
- f. One (1) Sustainability Statement
- g. One (1) Reference Sheet
- h. One (1) Vendor Certification Form
- i. One (1) Vendor Disclosure Statement

4. AWARD

Award will be made to the lowest responsive and responsible bidder based on the total base bid amount who is best qualified to perform in accordance with the terms and conditions of the contract. Lake County reserves the right to award this contract by line item, group or in whole if determined to be in the best interests of the County.

5. PRECEDENCE

Where there appears to be variances or conflicts, the following order of precedence shall prevail: Lake County Specifications; Lake County General Terms & Conditions, Lake County Invitation for Bids General Terms & Conditions and the Contractor's Bid Response.

6. BID PRICE

The bid price shall include all labor, materials, and equipment necessary for the Body Removal and Transportation Services as per specifications. Bid price shall be the net price to the County and shall include allowable cash discounts and all credits and charges. The bid price shall be the complete price for all services. No additional charges, such as surcharges for fuel or any other commodity will be accepted. Bidders are to provide Prices for the items listed on the bid price sheet.

7. TERM

This contract shall be in effect for a two (2) year period from the date of award. Lake County reserves the right to renew this contract for three (3) additional one (1) year period(s), subject to acceptable performance by the Contractor(s). At the end of any contract term, Lake County reserves the right to extend this contract for a period of up to sixty (60) days for the purpose of getting a new contract in place. For any year beyond the initial year, this contract is contingent on the appropriation of sufficient funds; no charges shall be assessed for failure of the County to appropriate funds in future contract years.

8. ESCALATOR PROVISION

Prices shall remain firm/fixed for the initial two (2) year period. Written requests for price revisions after the initial two (2) year period shall be submitted thirty (60) days prior to the price increase effective date, to Lake County Purchasing Division. Requests must be based upon and include documentation of the actual change in the cost of the components involved in the contract and shall not include overhead, or profit. Changes in the contract price shall be made in the exact amount of the actual change in Contractor cost or the percentage increase in the U.S. Average Consumer Price Index for the Midwest Urban - per category "All Items," whichever is less. Surcharges for fuel and/or other costs shall not be allowed other than in accordance with the Escalator Provision as stated herein. The County reserves the right to reject any price increase and to terminate the contract.

9. INVOICES AND PAYMENTS

The Contractor shall submit an invoice(s) detailing the services and products provided in accordance with the payment provisions of this contract. Invoice shall show the purchase order number (if required) and the address where the services were provided. Invoices should reflect time of arrival and time of departure of removals. Payment shall be made in accordance with the Local Government Prompt Payment Act. Invoices shall be submitted to:

Lake County Coroner's Office
Deputy Stephen Newton
26 S. Martin Luther King Jr. Ave
Waukegan, IL 60085
847 377 2200
Email: LCCO@lakecountyil.gov

10. BID REVIEW

After bid submittal, bids may be subjected to subsequent review. Lake County reserves the right to conduct follow up reference checks, request additional information or perform other activities related to comprehensive bid review and determination of the lowest responsive and responsible bidder who best meets the specifications. Lake County reserves the right to split the award, if such an award is deemed in the best interest of the County.

11. NON-ENFORCEMENT BY THE COUNTY

The Contractor shall not be excused from complying with any of the requirements of the contract because of any failure on the part of the County, on any one or more occasions, to insist on the Contractor's performance or to seek the Contractor's compliance with any one or more of said terms or conditions.

12. REFERENCES

References must be provided as requested on the Reference Page. Bidders shall complete and submit the Reference Form with their bid. A minimal of three (3) references should be listed.

13. UNBALANCED BIDDING

Bidders shall not submit a bid, which contains irregularities of any kind, including unbalanced bids. By an unbalanced bid, it is meant that one or more separate items are substantially out of line with the price for other comparable items. The County reserves the right not to award any items whose unit discount rates appear excessive or unbalanced.

14. TERMINATION

The County reserves the right to terminate this contract, or any part of this contract, upon sixty (60) days' written notice. In case of such termination, the Contractor shall be entitled to receive payment from the County for work completed to date in accordance with the terms and conditions of this contract. In the event that this contract is terminated due to Contractor's default, the County shall be entitled to purchase substitute items and/or services elsewhere and charge the Contractor with any or all losses incurred, including attorney's fees and expenses.

15. CHANGE IN STATUS

The Contractor shall notify Lake County immediately of any change in its status resulting from any of the following: (a) vendor is acquired by another party; (b) vendor becomes insolvent; (c) vendor, voluntary or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) vendor ceases to conduct its operations in normal course of business. Lake County shall have the option to terminate its contract with the vendor on 15 days written notice based on any such change in status.

16. MOST FAVORED CUSTOMER

The Contractor guarantees that the prices covered by this contract shall be the lowest prices offered to any customer for similar goods/services during the period of this contract. If the Contractor offers lower prices or new rate plans for similar goods/services to any other customer during the contract period, then these lower prices shall be offered to Lake County, and the contract shall be modified accordingly.

17. RESERVED RIGHTS

Lake County reserves the right to cancel this Invitation for Bid at any time, to reject any and all bids for any reason, to accept an alternate bid, to waive any informalities or exceptions in the bid and to award on a collective or individual item basis.

18. ADDENDA

Any and all changes to the specifications and terms and conditions of this Bid are valid only if they are included by written addendum to all bidders, which will be posted prior to the bid opening date to all who are known to have received a complete Invitation to Bid. Each potential Bidder shall acknowledge receipt of any addenda by signing such addendum and returning a copy to the Lake County Purchasing Division prior to, or along with, a sealed bid. Each Bidder, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the bid therein. Addenda are available on the Lake County Website at <http://lakecountypurchasingportal.com>.

19. REPORTING REQUIREMENTS

All awarded vendors will identify and report the type of ownership— L/W/MBE, and/or not L/W/MBE for any work that they or their approved subcontractors will perform. In addition, Lake County requests that all awarded vendors provide an accounting of employees assigned throughout the term of the contract in regard to their home address and ethnicity. Lake County may use any data collected to report on potential of businesses and workers benefitting from County contracts.

20. INSURANCE

The contractor must obtain, for the Contract term and any extension of it, insurance issued by a company or companies qualified to do business in the State of Illinois with an A.M. Best Rating of at least A-and provide the County with a Certificate of Insurance 15 days before the start of the project, and thereafter annually for contracts/ projects that will last more than one year. Insurance in the following types and amounts is necessary and/or where applicable:

Workers Compensation (Coverage A) and Employers Liability (Coverage B) (if applicable)

Workers Compensation Insurance covering all liability of the Contractor arising under the Worker's Compensation Act and Worker's Occupational Disease Act at limits in accordance with the laws of the State of Illinois. Employers' Liability Insurance shall be maintained to respond to claims for damages because of bodily injury, occupational sickness, or disease or death of the Contractor's employees, with limits listed below:

Employers Liability

- a) Each Accident \$1,000,000
- b) Disease-Policy Limit \$1,000,000
- c) Disease-Each Employee \$1,000,000

Such Insurance shall contain a waiver of subrogation in favor of Lake County.

Commercial General Liability Insurance (Required)

Commercial General Liability Insurance in a broad form on an occurrence basis shall be maintained, to include, but not be limited to, coverage for property damage, bodily injury (including death), personal injury and advertising injury in following coverage forms where exposure exists:

- Premises and Operations,
- Independent Contractors,
- Products/Completed Operations
- Liability assumed under an Insured Contract/Contractual Liability
- Personal Injury and Advertising Injury,

With limits of liability not less than:

\$ 1,000,000 Each Occurrence

\$ 1,000,000 Products-Completed Operations

\$ 1,000,000 Personal and Advertising injury limit

\$ 2,000,000 General aggregate; the CGL policy shall be endorsed to provide that the General Aggregate limit applies separately to each of the contractor's projects away from premises owned or rented to contractor.

Automobile Liability Insurance (if applicable)

Automobile liability insurance shall be maintained to respond to claims for damages because of bodily injury, death of a person, or property damage arising out of ownership, maintenance, or use of a motor vehicle. This policy shall be written to cover any auto whether owned, leased, hired, or borrowed.

The Contractor's auto liability insurance, as required above, shall be written with limits of insurance not less than the following:

\$ 1,000,000 Combined single Limit (Each Accident)

Professional Liability – Errors and Omissions (if applicable)

The Contractor's Architect/ Engineer/Consultants for the plans of the project shall be written with limits of insurance not less than the following:

\$ 1,000,000 per claim per policy year

Coverage shall be provided for up to three (3) years after project completion. Policy is to be on a primary basis if other professional liability is carried.

Excess/ Umbrella Liability (if applicable)

Excess/ Umbrella liability insurance shall be written with the umbrella follow form and outline the underlying coverage; limits of insurance will be based on size of project:

\$ 2,000,000 per occurrence limit (*minimum, and may be higher depending on the project*)

Liability Insurance Conditions

Contractor agrees that with respect to the above required insurance:

- a) The CGL policy shall be endorsed for the general aggregate to apply on a "per Project" basis;
- b) The Contractor's insurance shall be primary in the event of a claim.
- c) Contractor agrees that with respect to the above required insurance, Lake County shall be named as additional insured, including its agents, officers, and employees and be provided with thirty (30) days' notice, in writing by endorsement, of cancellation or material change;
- d) Lake County shall be provided with Certificates of Insurance and endorsements evidencing the above required insurance, prior to commencement of this Contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least thirty (30) days prior to the expiration of cancellation of any such policies. Said Notices and Certificates of Insurance shall be provided to:

**Lake County
Purchasing Division
18 N. County 9th Floor
Waukegan, Illinois 60085
Attn: RuthAnne Hall, Lake County Purchasing Agent**

Failure to Comply: In the event the Contractor fails to obtain or maintain any insurance coverage required under this agreement, Lake County may purchase such insurance coverage and charge the expense to the Contractor.

21. BONDING / LICENSING

The Contractor represents and warrants to Lake County that the contractor and its employees, agents and sub-contractors (if any) have all licenses, permits, qualifications and approvals of whatsoever nature that is legally required to practice their respective professions. The successful bidder must show proper evidence of Company and driver bonding. In addition, the Bidder shall provide proof of insurance that bonds their employees and shall be responsible for the full value of all County property or deposits while in their possession. Courier shall be responsible for all loss of money.

22. VALUE ADDED SERVICES

Lake County considers Value Added Services to be additional services, certain specific business procedures, quality features, methods or additional business activities offered by the Bidder that when utilized directly or indirectly serve to increase the total value of the services proposed. Lake County invites Bidders to include Value Added Services with your Invitation to Bid by attaching additional pages to the Bid sheet I titled **"BIDDER'S VALUE-ADDED SERVICES"**. Bidder's Value-Added Services must include specific information on your Value-Added Service and present any potential costs.

23. JOINT PURCHASING

The purchase of goods and services pursuant to the terms of this Contract shall also be offered for purchases to be made by other governmental units, as authorized by the Governmental Joint Purchasing Act, 30 ILCS 525/0.01, et seq. (the "Act"). All purchases and payments made under the Act shall be made directly by and between each governmental unit and the successful bidder or proposer. The bidder or proposer agrees that Lake County shall not be responsible in any way for purchase orders or payments made by the other governmental units. The bidder or proposer further agrees that all terms and conditions of this Contract shall continue in full force and effect as to the other governmental units during extended terms. The credit or liability of each governmental unit shall remain separate and distinct. Disputes between bidders or proposers and governmental units shall be resolved between the immediate parties.

The bidder or proposer and the other governmental units may negotiate such other and further terms conditions to this Contract ("Other Terms") as individual projects may require. To be effective, Other Terms shall be reduced to writing and signed by a duly authorized representative of both the successful bidder or proposer and the other governmental unit.

The bidder or proposer shall provide the other governmental units with all required documentation set forth in the solicitation including but not limited to: performance and payment bonds, Certificates of Insurance naming the respective governmental unit as an additional insured, and certified payrolls to the other governmental unit as required.

24. NON-ENFORCEMENT BY THE COUNTY

The Contractor shall not be excused from complying with any of the requirements of the Contract because of any failure on the part of the County, on any one or more occasions, to insist on the Contractor's performance or to seek the Contractor's compliance with any one or more of said terms or conditions.

25. HOLD HARMLESS CLAUSE

The Contractor agrees to indemnify, save harmless and defend Lake County, its agents, servants, employees, and each of them against and hold it and them harmless from any and all lawsuits, claims, demands, liabilities, losses, 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 project. The foregoing indemnity shall apply except if such injury is caused directly by the willful and wanton conduct of Lake County, its agents, servants, or employees or any other person indemnified hereafter.

26. ASSIGNMENT OF CONTRACT

The Contractor shall not assign this contract or any part thereof without the written consent of the County.

27. ADDITIONAL INFORMATION

Should the bidder require additional information about this bid, please email to purchasing@lakecountyil.gov no less than seven (7) days prior to the bid opening date. Questions may also be faxed to Lake County Purchasing Division (847) 984-5889. ANY and ALL changes to these specifications are valid only if they are included by written Addendum to All Bidders. No interpretation of the meaning of the plans, specifications or other contract documents will be made orally. Failure of any bidder to receive any such addendum or interpretation shall not relieve the bidder from obligation under this bid as submitted. All addenda so issued shall become part of the bid documents. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused a bidder to improperly submit a bid.

28. ECONOMIC OPPORTUNITY PROGRAM

Lake County launched a Buy Local. Build Local. Work Local. initiative in 2013 to increase the outreach and procurement opportunities for businesses located within Lake County, including women-owned businesses and minority-owned business enterprises (L/W/MBE). The overarching objective is to maximize participation from these businesses in the County's procurement process, in accordance with applicable law. The County will take all necessary and reasonable steps to assure that business enterprises defined as L/W/MBE shall have a fair opportunity to participate in County contracts. As part of its Economic Opportunity Program (EOP) commitment the County will make every effort to achieve the following objectives:

- (a) To ensure nondiscrimination in the award and administration of contracts;
- (b) To create a level playing field on which L/W/MBEs can compete fairly for contracts by providing any necessary training and assistance in bid preparation;
- (c) To ensure that the County's EOP is narrowly tailored in accordance with applicable law;
- (d) To establish a means for firms identifying themselves as L/W/MBEs to register for procurement opportunities and work cooperatively with contracted firms to report on measures that demonstrates the County's commitment to its EOP; and,
- (e) To help remove barriers to the participation of L/W/MBEs through notification of contract opportunities.

Successful bidders are encouraged to work with Workforce Development to post any and all opportunities for employment on County contracts. Lake County's Workforce Development mission is to foster and ensure the economic prosperity of the Lake County community by maximizing the potential of businesses and workers. As such, Workforce Development provides a key resource for job seekers and employers.

State law mandates an open and competitive bidding process and requires that publicly procured contracts be awarded to the lowest responsible and responsive bidder with no demonstrated preference based on the bidder's location, race and gender.

Specifications

PSA - Lake County Coroner's Body Removal and Transportation Services

October 2021

- The Contractor must remove deceased bodies. This is all inclusive of Lake County approved body bags, labor, vehicle, and fuel. In the event of a removal of deceased person who weighs over 500lbs the Lake County Coroners shall provide a body bag.
- The Contractor must certify that all drivers making removals of deceased person(s) for the Lake County Coroner shall have a valid Illinois state issued Driver's License.
- Responding to Scene: Contractor shall arrive at scene within 60 to 90 minutes (outside of weather conditions) from the initial notification of call for removal, from any location in the Lake County Coroner's jurisdiction.
- Responding to Scene: If Contractor fails to respond to scene within 90 minutes, County shall not be responsible for payment to Contractor for the removal.
- The Contractor shall be available 24 hours a day, 7 days a week, 365 days a year (366 days in a leap year).
- Time on scene does not start until all ambulances/personnel/transport vehicle needed for removal have arrived on the scene.
- The Contractor shall have the ability to make a removal of multiple deceased person(s) at one time from multiple locations with a capability to remove four (4) bodies per location, one body per cot, with all cots being secured in vehicle.
- The Lake County Coroner's office will not assist in lifting, rolling, or placing of the deceased person. This includes at the scene to the Coroner's office.
- In the event of a deceased person removal requiring the identification of actual parts of the deceased person, the Lake County Coroner's and or other Authority having Jurisdiction would assist in pointing out what is and what is not a part of the deceased person.
- The Contractor shall assure that all employees will conduct themselves in a professional and courteous manner when making a removal of a deceased person(s) from any location requested by the Lake County Coroner (crime scene/hospital/residence).
- The Contractor vehicle(s) must be fully insured and equipped with body removal equipment (i.e., cot(s), body bags)
- The Contractor will assure that all employees are in clean and professional looking uniforms.
- The Contractor and or employees are prohibited from releasing any information they hear or see in any way to the family of the deceased. No information shall be released to anyone other than the Coroner's office, on scene Police, and Fire departments.
- The Contractor shall ensure that no cameras or cell phones will be used on scene other than for the use of official business.
- The Contractor shall ensure that all employees are able to pass a felony background check annually and upon request be ready to show the County proof the background check was performed.
- The Contractor shall ensure that all applicable Occupational Safety and Health Administration (OSHA) regulations and or standards are followed and adhered to in relation to deceased person removal services.
- Invoices shall be submitted monthly to Lake County Coroner's Office located at 26 S. Martin Luther King Jr. Ave, Waukegan, IL 60085 and LCCO@lakecountyil.gov. Invoices shall include names and locations of deceased person removal for tracking and auditing purposes.
- Lake County Coroner's Office will indicate on initial call to the Contractor the approximate weight and any special circumstances regarding the removal.

SUBMITTAL INSTRUCTIONS

Proposals should be prepared as simple as possible and provide a straightforward, concise description of the proposed products and services to satisfy the requirements of the RFQ. Attention should be given to accuracy, completeness, relevance, and clarity of content. The proposal should be organized into the following major sections:

- A. Executive Summary
- B. Statement of Firm Qualifications
- C. Staff Qualification
- D. Approach
- E. Cost/Fees
- F. Value Added Sheet
- G. Addendum Acknowledgement
- H. Sustainability Statement
- I. Reference Sheet
- J. Vendor Certification Statement
- K. Vendor Disclosure Statement

Proposals shall include the following elements:

- A. **Executive Summary:** Provide a summary of the firm, its qualifications, proposed approach for the search, and the name(s) of the principal and/ or key personnel who will be assigned to work directly with the County. This summary should be a maximum of two pages in length.
- B. **Statement of Firm Qualifications:** All responses must include a statement of qualifications, experience and description of the Respondent firm and its history. The response should specifically indicate the firm's current and historical expertise in providing similar services to local governments.
- C. **Staff Qualifications:** It is expected that the same key personnel be assigned to this contract for the duration of project. Provide the assigned project managers resume.
- D. **Approach:** Description of the approach and plan for performing services outlined in the Scope of Work.
- E. **Cost/Fees:** Provide a detailed fee schedule outlining the services as presented in the proposal. If the proposal includes any expenses to be billed separately from professional fees, provide a detailed expense of such expenses.
- F. **Value Added Sheet:** Lake County will consider, Bidder's Value-Added Services. Lake County considers Value Added Services to be additional services, certain specific business procedures, quality features, methods or additional business activities offered by the Bidder that when utilized directly or indirectly serve to increase the total value of the services proposed. Lake County invites Bidders to include Value Added Services with your Invitation to Bid by attaching additional pages to the Bid sheet I titled "**BIDDER'S VALUE-ADDED SERVICES**". Bidder's Value-Added Services must include specific information on your Value-Added Service and present any potential costs.
- G. **Addendum Acknowledgement:** Any and all changes to the specifications and terms and conditions of the Bid are valid only if they are included by addendum issued by Lake County Purchasing. Bidders shall acknowledge addenda by signing the enclosed Addendum Acknowledgement form. Failure of any bidder to receive any such addendum or interpretation shall not relieve the bidder from obligation under this bid as submitted. All addenda as issued shall become part of the bid documents. It is the vendor's responsibility to check for addendums, posted on the website at <http://lakecountypurchasingportal.com> prior to the submittal due date. No notification will be sent when addendums are posted unless there is an addendum issued within three business days of the submittal due date.
- H. **Sustainability Statement:** Lake County is committed to green and sustainable practices and good environmental stewardship. We are asking Bidders to provide a Sustainability Statement to ensure our vendors are also incorporating sustainability into their firms' practices.
- I. **Reference Sheet:** References must be provided as requested on the Reference Page. Bidders shall complete and submit the Reference Form with their bid.

J. **Vendor Certification Form:** Please identify all the following that apply to the ownership of this firm. This information is collected for reporting purposes only and not vendor selection. Please include a copy of the certification. (Definitions are included on the second page of Vendor Certification Form).

K. **Vendor Disclosure Statement:** Please identify any familial relationship(s) between a Lake County elected official, department director, deputy director and/or manager and owners, principals, executives, account managers or other similar managerial positions of the vendor's company. List campaign contributions that have been made within the last five years that exceed \$150 annually.



Addendum Acknowledgement Bid #21171

The undersigned acknowledges receipt of the following addendum(s):

ADDENDUM #	SIGNATURE

I have examined and carefully prepared the submittal documentation in detail before submitting my response to Lake County.

Submittal Number: 21171

Company Name: _____

Authorized Representative: _____

Authorized Representative: _____
Signature

Authorized Representative: _____
Print

Date: _____

It is the vendor's responsibility to check for addendums, posted on the website at <http://lakecountypurchasingportal.com> prior to the submittal due date. No notification will be sent when addendums are posted unless there is an addendum within three business days of the submittal due date.

If the submittal has already been received by Lake County, vendors are required to acknowledge receipt of addendum via email to purchasing@lakecountyil.gov prior to the due date.

Submittals that do not acknowledge addendums may be rejected.

All responses are to be submitted in a sealed envelope. Envelopes are to be clearly marked with required submittal information.

SUSTAINABILITY STATEMENT

The County of Lake has a responsibility to balance fiscal, environmental, and social considerations into its operational decision-making process. The County's commitment to green and sustainable practices and good environmental stewardship was memorialized by the Lake County Board in the County's 2013 Strategic Plan where sustainability is listed as a value and a goal. This was further strengthened in September 2020 by adopting a Net Zero Emissions goal through Joint Resolution. Therefore, we shall promote environmentally preferable purchasing, whenever practical, by procuring goods or services that lessen the destructive effects on the environment and the health and well-being of all citizens. Consideration of the practices adopted by our contracted firms is key to magnifying the impact of the County's sustainability measures. Proposers are requested to provide a Statement of Sustainability demonstrating the methods they have incorporated into their firms. Sustainability may be one of the scoring criteria included the evaluation rubric for the award of this contract.

INSTRUCTIONS

Please provide a narrative outlining any policies or practices implemented by your firm to reduce your carbon footprint. Your response should include, but need not be limited to:

- A copy of your firm's sustainability policy, awards, and accolades.
- Practices such as waste minimization, energy/water efficiency, methods instituted to reduce pollution, green products utilized, staff education, community involvement and volunteerism.
 - Specifically include the percentage of your firm's energy that comes from renewable sources and percentage of your fleet that is non-emitting.
- Sustainable approaches your firm may have for this specific project.
- Cost variances to incorporate a more sustainable approach to this project and any calculated life cycle costs.

References

Lake County Coroner's Body Removal and Transportation Services

October 2021

(This section must be completed and returned with bid. Attach additional pages as required to complete required documentation.)

List below current/past customers and local governmental entities similar in size and scope of operation to Lake County where you have provided similar equipment or services as described in this bid.

1. Entity: _____
Address: _____
City, State, Zip Code: _____
Telephone Number: _____
Description of Services and Equipment Provided:

Date of Service: ___/___/___ To ___/___/___

2. Entity: _____
Address: _____
City, State, Zip Code: _____
Telephone Number: _____
Description of Services and Equipment Provided:

Date of Service: ___/___/___ To ___/___/___

3. Entity: _____
Address: _____
City, State, Zip Code: _____
Telephone Number: _____
Description of Services and Equipment Provided:

Date of Service: ___/___/___ To ___/___/___

Company: _____ Authorized Signature: _____
Date: _____ Title: _____



VENDOR CERTIFICATION FORM

Bid/RFP/SOI Number:	#21171		
Vendor Name:			
Address:			
Primary Contact Name:			
Primary Contact Email Address:			
Primary Contact Phone Number:			
Project Manager Name:			
Project Manager Email Address:			
Project Manager Phone Number:			
# Years in Business:		Number of Employees:	
Annual Sales:	\$	Dunn & Bradstreet #:	
Vendor Certification Statement: Please identify all the following that apply to the ownership of this firm. This information is collected for reporting purposes only and not vendor selection. Please include a copy of the certification. (Definitions are included on the second page of Vendor Certification Form).			
	Contractor certifies as a Minority – Business Enterprise (MBE)		
	Contractor certifies as a Women Business Enterprise (WBE)		
	Contractor certifies as a Veteran-Owned (VBE) Business Enterprise		
	Contractor certifies as a Persons with Disabilities Owned Business Enterprise (PDBE)		
	Contractor certifies as a Service-Disabled Veteran-Owned (SDVBE) Business Enterprise		
	Contractor certifies as a Business Enterprise Program (BEP)		
	Contractor certifies as a Small Disadvantaged Businesses (SDB)		
	Contractor certifies as a Veteran-Owned Small Business (VOSB)		
	Local Business		
	None		
Other (Specify)			
Certification Number:			
Certified by (Agency):			

I certify that this information is accurate to the best of my knowledge and that I am authorized to provide this information on behalf of my company.

Signature, Title

Printed Name, Title

Date

Vendor Certification Definitions

- **Minority-owned business (MBE)**

A business concern which is at least 51% owned by one or more minority persons, or in the case of a corporation, at least 51% of the stock in which is owned by one or more minority persons; and the management and daily business operations of which are controlled by one or more of the minority individuals who own it.

- **Woman-owned business (WBE)**

A business which is at least 51% owned by one or more women, or, in the case of a corporation, at least 51% of the stock in which is owned by one or more women; and the management and daily business operations of which are controlled by one or more of the women who own it.

- **Veteran-owned Business Enterprise (VBE)**

A small business (i) that is at least 51 percent owned, controlled, and managed by one or more Eligible Veterans or in the case of a corporation, at least 51 percent or more of the stock of which is owned, controlled, and managed by one or more Eligible Veterans.

- Eligible Veteran means a person who (i) has been either a member of the armed forces of the United States or, while a citizen of the United States, was a member of the armed forces of allies of the United States in time of hostilities with a foreign country and (ii) has served under one or more of the following conditions: (a) the veteran served a total of at least 6 months; (b) the veteran served for the duration of hostilities regardless of the length of the engagement; (c) the veteran was discharged on the basis of hardship; or (d) the veteran was released from active duty because of a service connected disability and was discharged under honorable conditions.
- Armed forces of the United States mean the United States Army, Navy, Air Force, Marine Corps, Coast Guard, or service in active duty as defined under 38 U.S.C. Section 101. Service in the Merchant Marine that constitutes active duty under Section 401 of federal Public Act 95-202 shall also be considered service in the armed forces for purposes of this Division.

- **Persons with Disabilities Owned Business Enterprise (PDBE)**

A small business (i) that is at least 51 percent owned, controlled and managed by one or more Persons with a Disability; or in the case of a corporation, at least 51 percent or more of the stock of which is owned, controlled, and managed by one or more Persons with a Disability.

- Disability or Disabled means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual.

- **Service-Disabled Veteran-owned Business Enterprise (SDVBE)**

A small business (i) that is at least 51 percent owned, controlled, and managed by one or more qualified service-disabled veterans or in the case of a corporation, at least 51 percent or more of the stock of which is owned, controlled, and managed by one or more Service-Disabled Veterans.

- Service-Disabled Veteran means an Eligible Veteran who has been found to have 10 percent or more service-connected disability by the United States Department of Veterans Affairs or the United States Department of Defense.
- Service-connected disability means a disability incurred in the line of duty in the active military, naval or air service as described in 38 U.S.C. 101(16).

- **BEP – Business Enterprise Program**

Business Enterprise Program (BEP) BEP assists businesses owned by minorities, women, and people with disabilities gain access to the State of Illinois procurement process. BEP certification with the State of Illinois can also open the door to opportunities with other public and private entities which are looking for diverse suppliers.

- **Small Disadvantaged Businesses (SDB)**

A Small Disadvantaged Business (SDB) is a small business owned and controlled by socially and economically disadvantaged individuals as defined by Federal Acquisition Regulation (FAR) 19.001

- **Veteran-Owned Small Business (VOSB)**

A Veteran-Owned Small Business (VOSB) is a small business that is at least 51 percent owned by one or more veterans; or, if a publicly owned business, at least 51 percent of the stock is owned by one or more veterans. Also, one or more veterans control management and daily business operations of the firm.

- **Local business**

A business that is either owned and operated with a mailing address within the boundaries of Lake County or a corporate business with at least one “brick and mortar” location within the boundaries of Lake County. No additional certification is required; however, address verification for location may be requested.



VENDOR DISCLOSURE STATEMENT

Vendor Name:			
Address:			
Contact Person:		Contact Phone #:	
Bid/RFP/SOI/Contract/Renewal:	Bid #21171 Body Removal & Transportation Services		

Vendors wishing to contract with Lake County for goods and services in an amount greater than \$30,000 shall submit this form in advance of award. This disclosure statement is not required for utility companies regulated by the Illinois Commerce Commission or local units of government. Vendors shall disclose:

- A familial relationship between a Lake County elected official, department director, deputy director and manager and owners, principals, executives, officers, account managers or other similar managerial positions of the vendor’s company. Familial relationship is defined as a spouse (including civil partner), child, stepchild, parent, stepparent, grandparent, in-laws (including parent, grandparent, sibling, or child), relatives and non-relatives living in the same residence, and offspring born to any aforementioned person.
- All political campaign contributions made by the vendor or an owner, principal, executive, officer, account manager, or other similar managerial position of the vendor to any county board member, county board chair, or countywide elected official within the last five years.

If there is nothing to report in a section, please state none in the appropriate space.

FAMILIAL RELATIONSHIPS

List names and departments/agencies of Lake County employees or public officials with whom owners, principals, or officers of the vendor’s company have a familial relationship and the nature of the relationship. Attach additional pages as necessary. (Provide all names or state none in the space below. Do not leave blank.)

Name and Department/Agency of Lake County Employee/Public Official	Familial Relationship

CAMPAIGN CONTRIBUTIONS

List campaign contributions that have been made within the last five years that exceed \$150 annually. Attach additional pages as necessary. (Provide all names or state none in the space below. Do not leave blank.)

Recipient	Donor	Description (e.g., cash, type of item, in-kind service, etc.)	Amount/Value	Date Made

Continuing disclosure is required if information changes. Vendor Disclosure Statements are available at doingbusiness.lakecountyiil.gov

The full text of the County’s Ethics and Procurement policies and ordinances are available at www.lakecountyiil.gov.

I hereby acknowledge that the information above is accurate and complete, that I am an authorized signer on behalf of the vendor, that I have read and understand these disclosure requirements, and that I agree to update this information if there are any related changes by submitting a new Vendor Disclosure Statement.

Authorized Signature:		Title:	
Printed Name:		Date:	

Vendors must insert “x” in the following box indicating exception and provide a brief narrative for exception.