



# Lake County Purchasing Division

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

Lake County will be accepting **only** electronic bid submissions for Invitation for Bid 25153 – Armored Car Services for Lake County, IL.

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

1. Go to [www.lakecountypurchasingportal.com](http://www.lakecountypurchasingportal.com)
2. Click on the Bid Number: 25153
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](http://www.lakecountypurchasingportal.com)
2. Click on the “Under Review” tab
3. Click on the Bid Number: 25153
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: 25153	Vendor Name: _____
Buyer: Michael Jeschke	
Bid Description: Armored Car Services for Lake County, IL	Deliver to: Lake County
*Bid Due Date: Friday January 24, 2025 at 11:00 am CST	<b>ATTN: PURCHASING DIVISION</b> 18 N. County Street – 9 <sup>th</sup> Floor Waukegan, IL 60085

**\*Please note: Responses are due on Friday January 24, 2025, at 11:00am CST. Please allow sufficient time for any technical issues you may have and upload your bid early. Please email Purchasing at [purchasing@lakecountyil.gov](mailto:purchasing@lakecountyil.gov) to receive confirmation that we have successfully received your submissions. Deadline for questions are due on January 17, 2025 at 11:00am CST.**



Lake County Purchasing Division  
 18 North County Street Ninth Floor-Admin  
 Waukegan, Illinois 60085-4350  
 (847) 377-2929

E-Mail: [purchasing@lakecountyil.gov](mailto:purchasing@lakecountyil.gov)

Access Bid Results:  
<http://www.lakecountypurchasingportal.com>

**SUBMISSION INFORMATION**

INVITATION: 25153  
 BID OPENING DATE: January 24, 2025  
 TIME: 11:00 am CST  
 LOCATION: Lake County Purchasing  
 Submit 1 electronic copy

ISSUANCE DATE: January 3, 2025  
 BUYER: Michael Jeschke

**INVITATION TO BID VENDOR INFORMATION**

COMPANY NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY, STATE, ZIP CODE: \_\_\_\_\_

**ARMORED CAR SERVICES FOR LAKE COUNTY, IL**

Item #	Description of Item	Quantity	Unit Price	Total
1.	Price per Pick-Up (Estimated Schedule to be 58 per week)	3,040 (58 pick-ups per week + 1 every other week x 52 weeks)	\$	\$
<b>TOTAL ANNUAL BID AMOUNT</b>				\$
2.	Unit Price per Pick-Up (Floating Holidays only)		\$	

**NOTE TO BIDDERS:** Any and all exceptions to these specifications MUST be clearly and completely indicated on the bid sheet. Attach additional pages if necessary. Please be advised that any exceptions to these specifications may cause your bid to be disqualified.

If a bid includes any exceptions, Bidders must insert an "X" in the following box indicating a bid submission with exceptions.

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 of 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 to accept any request for 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: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

Company Name: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_

**1. INTENT**

It is the intent of Lake County to enter into a contract with a successful bidder for armored car services for various Lake County locations.

**2. SUBMISSION OF BIDS**

Bids will be accepted until **January 24, 2025, 11:00am Central Standard Time**, at the via the Lake County Purchasing Portal.

**3. SUBMITTALS**

For your bid to be considered responsive, please see the below list of submittals. A responsive bidder is defined as a person who has submitted a bid that conforms in all material respects to the requirements set forth in the invitation for bids.

- Original "Invitation to Bid" including signed form with Total Bid Amount.
- Electronic copy of the complete bid submission.
- Contractor Qualification Form.
- Reference Form.
- Value Added Services.
- Statement of Sustainability.
- Addendum Acknowledgement Form.
- Vendor Disclosure Form.
- Vendor Certification Form.

**1. BACKGROUND**

Lake County is located in northeast Illinois, between the Chicago and Milwaukee metropolitan areas. Lake County is home to about 736,000 residents. Lake County is committed to open government and transparency, and the County Board's sound fiscal policies have allowed the County to maintain fiscal stability and to achieve AAA bond ratings from Standard & Poor's and Moody's.

**2. AWARD**

Lake County intends to award this contract to the lowest responsive and responsible bidder who is in compliance with the specifications, terms, conditions contained herein. The Contractor shall have specific experience supplying similar service to other customers with similar volume. Lake County reserves the right to request additional information subsequent to the bid date for evaluation purposes.

**3. ENTIRE AGREEMENT**

This bid document contains our terms and conditions and constitute the entire agreement between Lake County and the awarded bidder. Modifications and exceptions taken to the terms and conditions contained herein must be formally accepted in writing by both parties.

**4. BID PRICE**

The price bid shall include all material costs, labor and equipment included but is not limited to all transportation charges to and from destination, including delivery.

- All current or future surcharges on fuel or any other commodity.
- All other overhead charges of every kind and nature.

**5. 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 Bidder. 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.

**4. PRICE ESCALATOR**

Prices throughout the initial term of the contract shall remain firm/fixed. Written requests for price revisions after the initial term and subsequent renewals shall be submitted at least sixty (60) days in advance of the annual contract period. Requests must be based upon and include documentation of the actual change in the costs of the components involved in the contract and shall not include overhead and profit. Changes in the contract price shall be made in the 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. Manufacturer and/or Warehouse Distributor's price sheets or an equivalent document showing the new pricing may be considered sufficient documentation for a price increase. The County reserves the right to reject any price increase and to terminate the contract.

**5. DELIVERY CONDITIONS**

All Items shall be F.O.B. Destination. The term F.O.B. Destination shall mean delivered and unloaded at delivery sites within Lake County, with all charges for transportation and unloading paid by the Contractor. Any claim for loss or damage shall be between the Contractor and the carriers.

## **6. TERMINATION**

Lake County reserves the right to terminate this bid as set forth below.

### **a. Termination for Convenience:**

Lake County reserves the right to terminate this Agreement, or any part of this Agreement, with or without cause, upon 30 days' written notice. In case of such termination, Consultant shall be entitled to receive payment from Lake County for work completed to the date of termination in accordance with the terms and conditions of this Agreement.

### **b. Termination Due to Material Breach:**

In the event that this Agreement is terminated due to the Consultant's material breach, Lake County shall be entitled to purchase substitute items or services elsewhere and charge Consultant with losses the County incurs, including attorney's fees and expenses, notwithstanding any damage limitations the parties may agree to elsewhere.

### **c. Termination Due to Lack of Appropriations:**

If sufficient funds are not appropriated by the Lake County Board to continue the services under this Agreement, then Lake County may terminate this Agreement. Lake County agrees to give written notice of termination to Consultant at least 30 days prior to the end of the last fiscal year for which appropriations were made. Lake County shall remit payment for all work completed and approved or accepted by the County, to the date of termination. Termination under this subsection shall not entitle the Consultant to contractual damages of any kind.

### **d. Termination Due to Force Majeure Events:**

(1) If a Force Majeure Event prevents a party from complying with any one or more obligations under this agreement, that inability to comply will not constitute breach if (1) that party uses reasonable efforts to perform those obligations, (2) that party's inability to perform those obligations is not due to its failure to (A) take reasonable measures to protect itself against events or circumstances of the same type as that Force Majeure Event or (B) develop and maintain a reasonable contingency plan to respond to events or circumstances of the same type as that Force Majeure Event, and (3) that party complies with its obligations under section 16(d)(3), below.

(2) For purposes of this agreement, "Force Majeure Event" means, with respect to a party, any event or circumstance, whether or not foreseeable, that was not caused by that party and any consequences of that event or circumstance.

(3) If a Force Majeure Event occurs, the noncomplying party shall promptly notify the other party of occurrence of that Force Majeure Event and may terminate the Agreement based on it, with an obligation to pay only for services performed prior to the Force Majeure Event.

## **7. VOLUME/ESTIMATED QUANTITY**

County does not guarantee any specific amount and shall not be held responsible for any deviation. Lake County does not guarantee that the County will buy any or all estimated quantities or total amounts. This contract shall cover the County's requirements whether more or less than the estimated amount. All orders received by the Contractor during the term of the contract shall be filled in accordance with the terms and conditions set forth herein. Lake County reserves the right to add or delete locations to this contract. Pricing of additional locations will be negotiated with the Contractor.

## **8. SUBSTITUTIONS**

No substitutions will be allowed during the term of the contract without the express permission of the Lake County Purchasing Division. The Contractor may request permission to substitute items of equal or higher quality when sufficient inventories of an ordered item are not available for delivery within the time required by the using agency.

## **9. 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 Terms & Conditions and the Contractor's Bid Response.

**10. INVOICES AND PAYMENT**

- A. At the start of this contract, the County will issue a purchase order for the work and bidder shall submit invoices detailing the products and services provided and identify the purchase order number on all invoices.
- B. Bidder shall maintain records showing the actual time its employees and agents devoted to the project, and the costs incurred. Bidder shall permit a representative from Lake County to inspect and audit all of Bidder’s data and records for the work and services provided under this contract. Bidder shall make these records available at reasonable times during the contract period and for one year after the end of the contract.
- C. All payments shall be made in accordance with the Illinois Local Government Prompt Payment Act, which generally requires approval of a vendor’s bill within 30 days of receiving the invoice for the services contained in it, and payment within an additional 30 days (50 ILCS 505/1 et seq.).

Lake County’s fiscal year ends on November 30. Invoices for services the bidder has rendered up until November 30 of each year must be received by Lake County on or before January 15 of the subsequent calendar year.

Other than the timeframe for payments related to the end of Lake County’s fiscal year, as stated above, Lake County shall not be held financially liable for payment of any services rendered if the invoice for such services is not sent to the County within 90 days from the date the services were provided.

If this contract is terminated prior to its expected expiration date, the bidder must submit all invoices to Lake County no later than 30 days after the effective date of the termination.

Payment for invoices received beyond the time periods in this subsection will be denied, absent an agreement to the contrary. Failure of the bidder to invoice the County in the timeframes noted in this section shall constitute the bidder’s waiver of the bidder’s right to payment.

Invoices shall be sent to the following addresses:

Department	Email	Address
Treasurer’s Office	Treasurer@Lakecountyil.gov	ATTN: Treasurer's Office 18 N. County St. Waukegan, IL 60085
County Clerk	CountyClerk@Lakecountyil.gov	ATTN: County Clerk 18 N. County St. Waukegan, IL 60085
Public Works	PWFinancedivision@Lakecountyil.gov Rgrinnel@lakecountyil.gov	ATTN: Public Works 650 W. Winchester Road Libertyville, IL 60048
Health Department	All Health Dept Invoices should be emailed to HealthAccountsPayable@Lakecountyil.gov	All Health Dept Invoices should be sent to ATTN: Finance 3rd FL Lake County Health Dept 3010 Grand Ave Waukegan, IL 60085
Lake County Health Dept & CHC Belvidere Clinic (Group Home)		
Lake County Health Dept & TB Clinic		
Lake County Health Dept / Community Health Center (CHC)		
Lake County Animal Control		
Central Permit (PBD)	Lfulton@Lakecountyil.gov	ATN: Central Permit 500 W. Winchester Road Libertyville, IL 60048
Circuit Court Clerk (County Clerk)	CircuitClerk@Lakecountyil.gov	ATTN: Circuit Court Clerk 18 N. County St Waukegan, IL 60085

**11. 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 current market price for the materials and/or work covered hereby. The County reserves the right not to award any items or to negotiate unit prices that appear excessive or unbalanced.

## **12. INDEMNIFICATION**

Bidder agrees to indemnify and defend Lake County (its employees, elected officials, executives, and agents) from all claims, actions, demands, judgments or liabilities, fines, penalties, and expenses, including without limitation reasonable legal fees and expert costs, arising out of this bid and arising from the bidder's (its employees', executives', and agents') actions, whether negligent, reckless, or intentional. Lake County shall provide notice to bidder promptly of any such claim, suit, or proceeding, and will assist bidder, at bidder's expense, in defending any such claim, suit, or proceeding.

## **13. CONFIDENTIALITY**

Bids are subject to the Illinois Freedom of Information Act (FOIA) once an award is made. As such, all bidders responding are asked to submit one redacted copy of their bid that can be used by the County to respond to any future FOIA requests for the bid.

Please refer to the FOIA statute, 5 ILCS 140/1 et seq., and specifically Section 7 therein, for explanation of information that may be redacted. For example, information exempt from disclosure in response to a FOIA request includes but is not limited to: highly personal or objectionable information; trade secrets and commercial or financial information claimed as proprietary, privileged or confidential, the disclosure of which would cause your business competitive harm; valuable formulae, computer geographic systems, designs, drawings and research data when disclosure of the same would produce private gain or public loss; certain construction related technical documents; and information associated with automated data processing operations that, if disclosed, would jeopardize system or data security.

If no redacted copy is provided, the Lake County Purchasing Division reserves the right to determine what information should be redacted as proprietary, privileged, or confidential in response to a FOIA request. A bidder who fails to provide a redacted copy of its proposal waives its right to maintain any claims against Lake County, its agents, or employees for disclosure of this information.

## **14. ASSIGNMENT**

Any Agreement entered into as a result of this bid shall not be assigned, delegated, or modified without the express written consent of both parties. The Agreement supersedes all other agreements, oral or written, between the parties with respect to the subject matter of the Agreement.

If Lake County agrees that the bidder may assign, delegate, or subcontract the work under the Agreement, bidder shall remain contractually liable to Lake County unless otherwise agreed in writing.

## **15. ADDENDA**

Any and all changes to the specifications and terms and conditions of this 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.

## **16. ADDITIONAL INFORMATION**

Should the bidder require additional information about this bid, please submit questions on our website at <http://lakecountypurchasingportal.com> by selecting the bid number and addendum link. Questions may also be submitted via email to [purchasing@lakecountyil.gov](mailto:purchasing@lakecountyil.gov). All questions shall be submitted no less than seven (7) days prior to the bid opening date. No interpretation of the meaning of the plans, specifications or other contract documents will be made orally. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused a bidder to improperly submit a bid.

## **17. 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.

## **18. 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 immediately on written notice based on any such change in status.

## **19. 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. The Bidder agrees that Lake County shall not be responsible in any way for purchase orders or payments made by the other governmental units. The Bidder 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 and governmental units shall be resolved between the immediate parties.

The Bidder and the other governmental units may negotiate such other and further terms and 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 and the other governmental unit.

The Bidder 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.

## **20. 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 regards 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.

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 proposers 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.

**21. DEBARMENT AND SUSPENSION WITH LAKE COUNTY**

The Lake County Purchasing Ordinance § 33.125 through 33.126 defines the County's Authority and Decision to Debar.

The bidder certifies to the best of his or her knowledge and belief that the bidder:

- A. Is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.
- B. Has not within a 3-year period preceding this contract been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
- C. Is not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- D. Has not, within a three-year period preceding this contract, had one or more public transactions (Federal, State, or local) terminated for cause or default.

Bidder agrees that, during the term of this Agreement, Bidder shall report to the County's contract administrator, within 10 days, any allegations to or findings by the National Labor Relations Board (NLRB) or Illinois Labor Relations Board (ILRB) that Bidder has violated a statute or regulation regarding labor standards or relations. If an investigation by the County results in a final determination that the matter adversely affects Consultant's responsibilities under this Agreement, then the County may terminate this contract.

**22. NON-DISCRIMINATION**

During the term of this agreement, Bidder agrees to and shall comply with (1) the Equal Opportunity Employer provisions of Section 2000e of Chapter 21, Title 42 of the United States Code and Federal Executive Order Number 11246, as amended by Executive Order 11375, and (2) Chapter 33 of Title III of the Lake County Code of Ordinances (titled "Purchasing").

All Contracts may be subjected to Change

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- VIII 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:

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 the 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 (unarmed) or \$3,000,000 (armed) Per Occurrence

\$ 1,000,000 Products-Completed Operations

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

\$ 3,000,000 (unarmed) or 5,000,000 (armed) 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

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)

Excess/ Umbrella Liability

The Contractor's 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/\$2,000,000 aggregate (unarmed) or \$4,000,000 per occurrence / \$4,000,000 aggregate (armed).

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

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.

### Professional Liability – Errors and Omissions

The Engineers/Architects/Consultants and/or Software Developer 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.

### Crime/Employee Dishonesty

\$1,000,000 per occurrence

### 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 & non-contributory over Lake County’s insurance in the event of a claim.
- c) Lake County shall be named as additional insured, including its agents, officers, and employees and volunteers on GL and AL policies.
- d) Lake County shall be named as Loss Payee on Crime policy.
- e) Lake County shall be provided with ten (10) days’ notice for non-payment and 60 days for other reasons, in writing by endorsement, of cancellation or material change. A blanket additional insured ISO endorsement is preferred for Contractors who have multiple projects with the County.
- f) Lake County shall be provided with Certificates of Insurance and should include the appropriate corresponding ISO form 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. No manuscript endorsements will be accepted. Any hard copies of said Notices and Certificates of Insurance and Endorsements shall be provided to:

Lake County  
Purchasing Division  
18 N. County 9th Floor  
Waukegan, Illinois 60085  
Attn: Yvette Albarran, Lake County Purchasing Agent

- g) Electronic copies of Notices, Certificates of Insurance and Endorsements can be emailed to [Purchasing@lakecountyil.gov](mailto:Purchasing@lakecountyil.gov) in place of hard copies.

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.

**ARMORED CAR SERVICES FOR LAKE COUNTY, IL  
SPECIFICATIONS**

**January 2025**

Below is a summary of County designated service sites based on current service configuration.

**Service Schedule - Table 1**

Pick-Up Location	Address	Mon	Tues	Wed	Thurs	Fri	As Needed	# of Pick Ups per week	Service Time	Deposit/ Delivery Destination	Estimated Value
Treasurer County Admin. Bldg.	18 N. County Street Waukegan, IL 60085	Y	Y	Y	Y	Y	N	5	1:00 pm	Old National Bank Cash Vault Chicago, IL	Estimated Max Value: \$2.0m Average Cash Value: \$250,000
Circuit Clerk County Admin. Bldg.	18 N. County Street Waukegan, IL 60085	Y	Y	Y	Y	Y	N	5	8:30am – 5:00pm	Brinks Chicago 919 S. California Ave. Chicago, IL	Estimated Max Value: \$250,000 Average Cash Value: \$100,000
Juvenile Branch Court Clerk Depke Detention Center	24647 N. Milwaukee Vernon Hills, IL 60061	N	N	N	N	N	Y	As Needed	8:30am – 5:00pm	Brinks Chicago 919 S. California Ave. Chicago, IL	Estimated Max Value: \$7,500 Average Cash Value: \$2,500
Mundelein Branch Traffic Court – Circuit Clerk	105 East Route 83 Mundelein, IL 60060	Y	Y	Y	Y	Y	N	5	8:30am – 5:00pm	Brinks Chicago 919 S. California Ave. Chicago, IL	Estimated Max Value: \$75,000 Average Cash Value: \$25,000
Round Lake Beach Branch Traffic Court – Circuit Clerk	1792 Nicole Lane Round Lake Beach, IL 60073	Y	Y	Y	Y	Y	N	5	8:30am – 5:00pm	Brinks Chicago 919 S. California Ave. Chicago, IL	Estimated Max Value: \$75,000 Average Cash Value: \$25,000
Park City Branch Traffic Court – Circuit Clerk	301 Greenleaf Street Park City, IL 60085	Y	Y	Y	Y	Y	N	5	8:30am – 5:00pm	Brinks Chicago 919 S. California Ave. Chicago, IL	Estimated Max Value: \$75,000 Average Cash Value: \$25,000
Public Works Dept.	650 Winchester Road Libertyville, IL 60048	Y	Y	Y	Y	Y	N	5	8:00 am – 4:00 pm	Old National Bank Cash Vault Chicago, IL	Estimated Max Value: \$125,000 Average Cash Value: \$1,000
Lake County Central Permit Facility	500 West Winchester Rd Libertyville, IL 60048	Y	Y	Y	Y	Y	N	5	8:00 am – 4:00 pm	Old National Bank Cash Vault Chicago, IL	Estimated Max Value: \$1.7m Average Cash Value: \$350
Lake County Animal Control	18736 W. Peterson Road Libertyville, IL 60048	N	Y	N	N	N	N	1	10:00 am – 4:00 pm	Old National Bank Cash Vault Chicago, IL	Estimated Max Value: \$30,000 Average Cash Value: \$6,500
Lake County Health Dept. & TB Clinic	515 Keller Ave Waukegan, IL 60085	N	N	Y	N	N	N	1	10:00 am – 4:00 pm	Old National Bank Cash Vault Chicago, IL	Estimated Max Value: \$200 Average Cash Value: \$100
Lake County Health Dept./ Community Health Center (CHC)	3010 Grand Avenue Waukegan, IL 60085	Y	Y	Y	Y	Y	N	5	8:30 am – 4:30 pm	Old National Bank Cash Vault Chicago, IL	Estimated Max Value: \$2m Average Cash Value: \$150,000
Lake County Health Dept. & CHC	18698 W. Peterson Road Libertyville, IL 60048	N	Y	N	N	N	N	1	10:00 am – 4:00 pm	Old National Bank Cash Vault Chicago, IL	Estimated Max Value: \$1,000 Average Cash Value: \$400
Lake County Health Dept. & CHC Belvidere Health	2400 Belvidere Road 1st Floor Waukegan, IL 60085	Y	Y	Y	Y	Y	N	5	10:00 am – 4:00 pm	Old National Bank Cash Vault Chicago, IL	Estimated Max Value: \$5,000 Average Cash Value: \$2,000

Pick-Up Location	Address	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	# of Pick Ups per week	Service Time	Deposit/ Delivery Destination	Estimated Value
Lake County Health Dept. Mid-Lakes Health Center	224 Clarendon Avenue Round Lake Beach, IL 60073	Y	N	Y	N	N	N	N	2	10:00 am – 4:00 pm	Old National Bank Cash Vault Chicago, IL	Estimated Max Value: \$5,000 Average Cash Value: \$3,500
Lake County Health Dept. Northeast Satellite Clinic	1911 27 <sup>th</sup> Street Zion, IL 60099	N	Y	N	Y	N	N	N	2	10:00 am – 4:00 pm	Old National Bank Cash Vault Chicago, IL	Estimated Max Value: \$1,500 Average Cash Value: \$700
Lake County Health Dept. North Shore Health Center	1840 Green Bay Road Highland Park, IL 60035	Y	N	Y	N	N	N	N	2	10:00 am – 4:00 pm	Old National Bank Cash Vault Chicago, IL	Estimated Max Value: \$60,000 Average Cash Value: \$6,000
Lake County Health Dept. North Chicago Health Center *	2215 Audrey Nixon Blvd North Chicago, IL 60064	N	Y	N	Y	N	N	N	2 *	8:00 am - Noon	Old National Bank Cash Vault Chicago, IL	Estimated Max Value: \$3,500 Average Cash Value: \$2,500
Lake County Health Dept. Group Home *	2410 Belvidere Road Waukegan, IL 60085	N	N	N	Y	N	N	N	1 <sup>st</sup> & 3 <sup>rd</sup> Thursday only *	9:00 am – 5:00 pm	Old National Bank Cash Vault Chicago, IL	Estimated Max Value: \$3,500 Average Cash Value: \$2,500
Lake County Clerk's Office	18 N. County Street 6 <sup>th</sup> Floor Waukegan, IL 60085	Y	N	N	Y	N	N	N	2	1:00 pm – 4:00 pm	Old National Bank Cash Vault 919 S California Ave Chicago, IL 60612	Estimated Max Value: \$70,000 Average Cash Value: \$18,500
Treasurer County Admin. Bldg.	18 N. County Street RM 102 Waukegan, IL 60085	N	N	N	N	N	N	N	Once a month (special scheduling)	8:30 am – 5:00 pm	Associated Bank 3124 N. Lewis Ave (Jewel Osco) Waukegan, IL 60087	Estimated Max Value: \$125,000 Average Cash Value: \$1,000

\* = Group Home and North Chicago clinic locations are currently closed due to renovations, but are anticipated to be open mid 2025

**ARMORED CAR SERVICES FOR LAKE COUNTY, IL**

**GENERAL REQUIREMENTS**

**January 2025**

NOTE: Bidder shall write the word “meets” to indicate that the proposed Armored Car Services for Lake County, IL meet the specifications. Unless otherwise indicated, Bidders are responsible to provide Armored Car Services that meet or exceed the bid specifications. Exceptions to the specifications must be clearly indicated below and may cause your bid to be disqualified. All bidders must complete and return the below return with bid. (Use additional paper as required, reference all attachments.)

Spec. No.	General Business Requirement		Bidder Agrees to Furnish (Write “MEETS” as applicable)
1.	Account Representative	Contractor shall assign an account representative to Lake County to serve as a “point of contact”. The Account Representative will have the responsibility and authority to assist Lake County to serve as the daily contact to answer questions and resolve day-to-day issues. The Account Representative shall be available to meet with Lake County as requested.	_____
2.	Monthly Billing	Contractor shall issue a comprehensive monthly invoice showing the service locations, the pick-ups provided for each location, the unit cost for each service, floater holiday (if any), the extended cost for each location and the total monthly cost. The Contractor shall have the ability to generate individual invoices by service location and/or set-up multiple accounts within each department if requested.	_____
3.	Deposit Bag Contents	Contractor understands County personnel will transfer to armored car personnel deposit(s) in security sealed plastic bags containing currency, coins, checks and deposit tickets. Sealed deposits shall be construed as those monies packaged in such a manner as to be securely closed and fastened with monies encased in such a manner that they cannot be altered, removed or refastened to the security bag without leaving a visible, external sign of tampering.	_____
4.	24 to 48 Hours Bank Deposit/Credit	All deposit pickups from the Treasurer’s Office shall occur <u>DAILY by 1:00 pm</u> to assure 24 to 48 hours bank deposit and credit. Deposit pickups for all other service locations shall occur within the service time identified in Table 1, or as approved with the Bid Award. Indicate your service level agreement for deposit and credit timeframe with your acceptance of this requirement. <b>24 hours or 48 hours (circle one)</b>	_____
5.	Timeliness of Delivery	All deposits made at First Midwest Bank on behalf of the Treasurer’s Office require deposit(s) to be made directly to the inside teller no later than 1:00 PM to ensure 24 to 48-hour credit. The Contractor shall not be required to wait for the bank to reconcile funds in the bag with the deposit slip.	_____
6.	Pick Up Procedures	County personnel will log the total number of items and their values for each pick-up according to the firm’s procedures. <b>Please provide a copy of your firms pick up procedures along with your bid submittal.</b>	_____
7.	Contractor Verification	Armored car personnel shall verify and confirm the number and dollar values of items and accept possession and liability for the deposits from County personnel.	_____
8.	24 to 48 Hour Bank Delivery	Daily pick up deposits shall be delivered and deposited to the County's designated bank depository/delivery destination within 24 to 48 hours. All bags shall remain with the armored car service until bags are deposited and/or dropped off at the designated drop off location.	_____

Spec. No.	Business Requirement	General Business Specifications	Bidder Agrees to Furnish (Write "MEETS" as applicable)
9.	Contractor's Liability	The Contractor's liability shall begin upon accepting the County's deposit and continue until the deposit is delivered to and properly signed as received by the County's designated drop off location. The Contractor shall be totally responsible for the safety and security of the County's sealed deposits in the Contractor's possession.	<hr/>
10.	Designated County Contact	The County will designate authorized "representatives" at all County pick up locations and delivery locations for the driver to contact.	<hr/>
11.	Loss or Damage	In the event of sealed deposit loss or damage, the Contractor shall submit written reports to the County stating the type and amount of loss within twenty-four (24) hours of the loss or damage.	<hr/>
12.	Contractors Vehicle	All transportation vehicles shall be properly armored and equipped for the service to be performed. Only armored transport vehicles shall be used. Standard street vehicles such as unarmored automobiles, vans, light trucks, etc., are not acceptable.	<hr/>
13.	Delivery Service Delay	In the event the Contractor cannot meet the scheduled pickup or drop off the Contractor shall <b>immediately</b> contact the Lake County designated representative. Notification to security officers at the 18 N. County facility does not constitute notification to a designated representative.	<hr/>
14.	Missed Deliveries/Deposits	<b>Missed deposits and deliveries will not be tolerated.</b> Continued failure to make scheduled pickups or drop offs and/or failure to provide 24 to 48-hour deposit and credit may grounds for legal corrective action including contract termination.	<hr/>
15.	Courthouse Security	Lake County has instituted a security screening process that requires people entering various Lake County locations to be screened. For more detailed information regarding the screening process, please visit: <a href="http://19thcircuitcourt.state.il.us/1807/Accessibility-and-Security-Information">http://19thcircuitcourt.state.il.us/1807/Accessibility-and-Security-Information</a>	<hr/>
16.	Contractor Furnished Identification	The Contractor shall provide a list of all employees that will service Lake County's account along with picture ID to each service location as well as Lake County Court Security.	<hr/>
17.	Sustainability Survey 1	Does the vehicle fleet contain efficient hybrid or electric capabilities? If so, write " <i>hybrid</i> " or " <i>electric</i> ".	<hr/>
18.	Sustainability Survey 2	Does the vehicle fleet contain vehicles with start-stop technology? If so, write " <i>meets</i> ".	<hr/>
19.	Sustainability Survey 3	Does the vehicle fleet contain vehicles with alternative fuels? If so, write the appropriate alternative fuel such as " <i>biodiesel</i> " or " <i>renewable diesel</i> ".	<hr/>

**ARMORED CAR SERVICES FOR LAKE COUNTY, IL  
CONTRACTOR QUALIFICATIONS**

**January 2025**

(ATTACH ADDITIONAL PAGES AS NEEDED)

**Name and address of office from which this contract will be administered**

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Project Manager \_\_\_\_\_

**# Years in Business** \_\_\_\_\_ **Number of Employees** \_\_\_\_\_  
(Minimum 5 years)

**Annual Sales:** \$ \_\_\_\_\_ **Dunn & Bradstreet** \_\_\_\_\_

**List employees who will be dedicated to Lake County:** (Attach additional pages as necessary)

Name	Position	# Years	Responsibility/Experience	Task



**ARMORED CAR SERVICES FOR LAKE COUNTY, IL**  
**VALUE ADDED SERVICES**

**January 2025**

Please include any value-added services your firm provides in your response:


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.
  - o 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.

**Lake County  
Public Works**

**2025 County Observed Fixed Holiday Schedule**

<b><u>Holiday</u></b>	<b><u>Date Observed</u></b>
New Year's Day	1/1/2025
Martin Luther King Jr. Day	1/20/2025
Memorial Day	5/26/2025
Juneteenth	6/19/2025
Independence Day	7/4/2025
Labor Day	9/1/2025
Thanksgiving Day	11/27/2025
Day After Thanksgiving	11/28/2025
Christmas Eve	12/24/2025
Christmas Day	12/25/2025

**2025 County Observed Floating Holiday Schedule**

<b><u>Holiday</u></b>	<b><u>Date Observed</u></b>
Lincoln's Birthday	2/12/2025
Floating Holiday (Good Friday)	4/18/2025
Columbus/Indigenous People's Day	10/13/2025
Veterans Day	11/11/2025

**Central Permit  
Facility**

**2025 County Observed Fixed Holiday Schedule**

<b><u>Holiday</u></b>	<b><u>Date Observed</u></b>
New Year's Day	1/1/2025
Martin Luther King Jr. Day	1/20/2025
Memorial Day	5/26/2025
Juneteenth	6/19/2025
Independence Day	7/4/2025
Labor Day	9/1/2025
Thanksgiving Day	11/27/2025
Day After Thanksgiving	11/28/2025
Christmas Eve	12/24/2025
Christmas Day	12/25/2025

**Treasurer's  
Office**

**2025 County Observed Fixed Holiday Schedule**

<b><u>Holiday</u></b>	<b><u>Date Observed</u></b>
New Year's Day	1/1/2025
Martin Luther King Jr. Day	1/20/2025
Memorial Day	5/26/2025
Juneteenth	6/19/2025
Independence Day	7/4/2025
Labor Day	9/1/2025
Thanksgiving Day	11/27/2025
Day After Thanksgiving	11/28/2025
Christmas Eve	12/24/2025
Christmas Day	12/25/2025

**Lake County  
Health Depts**

**2025 County Observed Fixed Holiday Schedule**

<b><u>Holiday</u></b>	<b><u>Date Observed</u></b>
New Year's Day	1/1/2025
Martin Luther King Jr. Day	1/20/2025
Memorial Day	5/26/2025
Juneteenth	6/19/2025
Independence Day	7/4/2025
Labor Day	9/1/2025
Thanksgiving Day	11/27/2025
Day After Thanksgiving	11/28/2025
Christmas Eve	12/24/2025
Christmas Day	12/25/2025

**2025 County Observed Floating Holiday Schedule**

<b><u>Holiday</u></b>	<b><u>Date Observed</u></b>
Lincoln's Birthday	2/12/2025
Floating Holiday (Good Friday)	4/18/2025
Columbus/Indigenous People's Day	10/13/2025
Veterans Day	11/11/2025

If the floating holiday falls on a weekday and the day is a regular pick-up day on the armored car schedule pick up will be required.

**County Clerk**

**2025 County Observed Fixed Holiday Schedule**

<b><u>Holiday</u></b>	<b><u>Date Observed</u></b>
New Year's Day	1/1/2025
Martin Luther King Jr. Day	1/20/2025
Memorial Day	5/26/2025
Juneteenth	6/19/2025
Independence Day	7/4/2025
Labor Day	9/1/2025
Thanksgiving Day	11/27/2025
Day After Thanksgiving	11/28/2025
Christmas Eve	12/24/2025
Christmas Day	12/25/2025

**2025 County Observed Floating Holiday Schedule**

<b><u>Holiday</u></b>	<b><u>Date Observed</u></b>
Lincoln's Birthday	2/12/2025
Floating Holiday (Good Friday)	4/18/2025
Columbus/Indigenous People's Day	10/13/2025
Veterans Day	11/11/2025

**Circuit Court of  
Lake County**

**Circuit Court of Lake County, will be closed on the following holidays in 2025**

**2025 County Observed Fixed Holiday Schedule**

<b><u>Holiday</u></b>	<b><u>Date Observed</u></b>
New Year's Day	1/1/2025
Martin Luther King Jr. Day	1/20/2025
Lincoln's Birthday	2/12/2025
President's Day	2/17/2025
Good Friday	4/18/2025
Memorial Day	5/26/2025
Juneteenth	6/19/2025
Independence Day	7/4/2025
Labor Day	9/1/2025
Columbus/Indigenous People's Day	10/13/2025
Veterans Day	11/11/2025
Thanksgiving Day	11/27/2025
Day After Thanksgiving	11/28/2025
Christmas Eve	12/24/2025
Christmas Day	12/25/2025