



**INVITATION TO BID**  
**SOLICITATION #2122-14**  
**GENERAL TERMS, CONDITIONS AND SPECIFICATIONS FOR:**  
**DESIGNING AND INSTALLING THE GRAPHICS FOR EACH MARKED**  
**URBANA POLICE SQUAD CAR.**

**ISSUED: September 21, 2021**

**BIDS DUE: 9:00 a.m. Central Time October 7, 2021**

**LT. JASON NORTON, POLICE PATROL LIEUTENANT**

**URBANA POLICE DEPARTMENT**

**400 S VINE ST URBANA, IL 61801 PHONE: 217.384.2358**

**EMAIL: [nortonjd@urbanaininois.us](mailto:nortonjd@urbanaininois.us)**

## **GENERAL TERMS AND CONDITIONS**

### **Invitation to Bid**

The City of Urbana Police Department is seeking bids for a vendor to submit no less than (3) graphic designs to be installed on the departments new squad car fleet. Once the design is chosen. The vendor will be responsible for installing the graphics on the squad cars. The vendor will also be responsible for maintaining the ability to reproduce the graphics and installing them throughout the life cycle of the fleet, which is typically three to five years after the initial installation. Initial installation and all repairs must be completed within ten miles of 400 S. Vine Urbana Illinois, 61801. The bid pricing is valid for (180) days once the bid is awarded. Vendors must submit a complete bid to the Urbana Police Department by 9:00 a.m. October 7, 2021.

### **Intent**

The City intends to accept one (1) bid from a qualified and responsible vendor for the design and installation of graphics on the new squad car fleet under **Specifications** for the purpose of outfitting the department herein, and accordingly is furnishing herein a set of specifications by which such bids shall be judged.

However, the City reserves the right to determine the acceptability or unacceptability, or to reject any subpart and/or all bids, or to negotiate the effects and costs of any such bids prior to reaching a decision on the awarding of the contract. The City reserves the right to abandon the winning bid if the vendor does not comply with each condition listed in this document.

### **Contact Person**

Lt. Jason Norton

Urbana Police Department

400 S Vine St Urbana, Illinois 61801

217.384.2358

[nortonjd@urbanaininois.us](mailto:nortonjd@urbanaininois.us)

### **Meeting Specifications**

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

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

### **Investigation by Potential**

It shall be the responsibility of the Vendor to thoroughly read and understand the information, instructions, and specifications. Vendors are expected to fully inform themselves as to the

conditions and requirements of the services to be provided. Failure to do so is at the Vendor's own risk. No plea of error or plea of ignorance by the Vendor of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Vendor to make the necessary examinations and investigations will be accepted as a basis for varying the requirements of the City. The City will assume that submission of a bid means that the Vendor has familiarized itself with the conditions and requirements and intends to comply with them unless specifically noted otherwise.

### **Format for Submissions**

A properly prepared bid shall consist of:

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

### **Bid Delivery Procedures**

**Sealed bids shall be delivered to the Urbana Police Department, 400 S Vine St, Urbana, Illinois, 61801 no later than 9:00 a.m. October 5, 2021.** Sealed envelopes should be clearly labeled "Police Squad Car Graphics Design and Installation" with the Vendor's name and address. If sent by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed to the City at the location stated in this paragraph.

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

### **Withdrawals; Declinations**

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

### **Non-Acceptance of Bids**

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

### **Bid Opening Procedures**

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

**Competency of Vendors** The opening, reading or posting of bids shall not be construed as acceptance by the City of the Vendors as being qualified, responsible candidates. The City reserves the right to determine the competence and financial and operational capacity of any Vendor. Upon request of the City, the Vendor shall furnish evidence as may be required by the City to evaluate its ability and resources to accomplish the services required by the specifications herein. The City shall unequivocally be the sole and final judge of such competency, and its decision shall be final and not subject to recourse by any person, firm, or corporation.

**Post Selection Documentation** The selected Vendor will be required to submit the following forms supplied by the City:

Equal Employment Opportunity Workforce Statistics Form (if bid exceeds \$10,000.000)

Vendor Representations and Additional Duties (VRAD) Form

IRS Form W-9

**Equal Employment Opportunity**

During the term of this Contract, the Vendor shall comply in all respects with the Equal Employment Opportunity Act. The Vendor shall have a written equal employment opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin, disability, or age. Findings of non-compliance with applicable State or Federal equal employment opportunity laws and regulations may be sufficient reason for revocation or cancellation of this purchase.

**Non-Collusion**

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

**Payments**

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

**Schedule**

The selected vendor shall submit no less than (3) renderings or designs to the department no more than (30) days once the bid has been awarded. The selected vendor shall be notified when the squad car fleet is ready for the installation of the graphics. Once the vendor is notified, they must complete the installation of the graphics on the entire fleet (9-10 marked units and 3

unmarked) within (60) days of the notification. The Police Department and Vendor may enter in to an agreement that may extend the installation time for unforeseen or extenuating circumstances. Regardless, this extension will not exceed (60) days from the original date of notification that the squad cars were available for the graphics installation.

## **SPECIFICATIONS**

### **1. Number of Units**

The City is requesting bids for the design and installation of graphics on the incoming Urbana Police squad car fleet, 2022 Ford Explorers in dark blue. The graphics would be installed on 9-10 marked squad cars, one of which may require canine markings. The other three would only require numbering. The specific equipment is listed below:

### **2. Requirements**

- No less than (3) graphic designs for the department to choose from
- High quality material for graphics
- Some of the graphic material must be reflective, which will be determined based on the design

**City of Urbana, Illinois**  
**Price Quotation Sheet for**

Company Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_