



**INVITATION TO BID  
ITB #1920-39**

**GENERAL TERMS, CONDITIONS AND SPECIFICATIONS FOR:**

**REPLACEMENT OF THE CURRENT INVENTORY OF DUTY  
PISTOLS, HOLSTERS AND WEAPONS-MOUNTED LIGHTING**

**ISSUED: June 4, 2020**

**BIDS DUE: 2:00 PM JUNE 25, 2020**

**LT. JASON NORTON, POLICE RANGE MASTER  
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**

### **1. Request for Bid**

The City of Urbana Police Department is seeking bids for the purchase of pistols, holsters and weapons-mounted lights to replace the current inventory. The Urbana Police Department also would require that the vendor accept the current inventory of pistols as trade for fair market value. The Department requests that Urbana Police officers be given a reasonable opportunity to purchase their specific pistols back from the vendor for what the vendor paid the department plus any paper work fee. The Department will require 30 days from the time the new pistols and accessories arrive to facilitate a changeover. The Department will then deliver the old inventory to the vendor. Vendors must submit a complete bid to the Urbana Police Department by 2:00 PM June 25, 2020.

### **2. Intent**

The City intends to accept one (1) bid from a qualified and responsible vendor for the replacement of the current police pistol inventory along with the accessories listed under **Specifications** for the purpose of outfitting the department herein, and accordingly is furnishing herein a set of specifications by which such bids shall be judged.

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

### **3. Contact Person**

Lt. Jason Norton, Police Range Master  
Urbana Police Department  
400 S Vine St  
Urbana, Illinois 61801  
217.384.2358  
[nortonjd@urbanaininois.us](mailto:nortonjd@urbanaininois.us)

### **4. 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.

#### **5. Investigation by Potential Vendor**

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.

#### **6. Format for Submissions**

A properly prepared bid shall consist of:

- Price Sheet listing all the equipment and related model or part number(s), the quantity of the equipment, individual price and total price for all the material listed at the bottom of the bid. It shall also include the fair market value price the Vendor is willing to credit the Department with for the Department's current inventory of duty pistols.

#### **7. Bid Delivery Procedures**

**Sealed bids shall be delivered to the Urbana Police Department, 400 S Vine St, Urbana, Illinois, 61801 no later than 2:00 PM June 25, 2020.** Sealed envelopes should be clearly labeled "Police Duty Pistol Replacement" with the Vendor's name and address. If sent by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed to the City at the location stated in this paragraph.

Bids arriving after the above specified time, whether sent by mail, courier, or in person, shall not be accepted. These bids will either be refused or returned unopened. It is the Vendor's responsibility for timely delivery regardless of the methods used. Mailed bids, which 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.

**8. Withdrawals; Declinations**

A written request for the withdrawal of a bid will be granted if the request is received by the Police Range Master 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.

**9. 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.

**10. 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.

**11. 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.

**12. Post Selection Documentation**

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

- a. Vendor Representations and Additional Duties form
- b. IRS Form W-9

**13. Equal Employment Opportunity**

The Equal Employment Opportunity Workforce Statistics Form (attached) must be completed and submitted with the bid if the bid exceeds \$10,000.00. During the

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

**14. 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.

**15. Payments**

The Vendor will be paid for all products properly rendered within sixty (60) days of receipt of an invoice by the City. All amounts on the Price Sheet shall be listed in whole U.S. dollars.

Neatly handwritten price 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 Sheets that are illegible or unintelligible. All forms requiring signatures must be properly signed in ink in the proper spaces

**16. Schedule**

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

## **SPECIFICATIONS**

The City is requesting bids for the purchase of specific pistols and accessories to outfit the Urbana Police Department. The specific equipment list follows:

- 66 (Sixty Six) Glock Model 45 Gen5 MOS Pistols with Glock Night Sights-  
**Part #PA455S702MOS**
- Safariland 7360 holster, With TLR-7, SafariSeven, Plain Finish, No Hood Guard
  - 60 (Sixty) Right Handed-**Part #7360-28327-411-NH**
  - 6 (Six) Left Handed-**Part #7360-28327-412-NH**
- 61 (Sixty One) Bianchi Accumold 7302 Double Magazine Cases with the Hidden Snap to fit the Glock 45 magazines-**Part #24738**
- 61 (Sixty One) Streamlight TLR-7A FLEX-**Part #69424**
- Blackhawk Serpa Holster for the Glock 45 in Plain Black
  - 15 (Fifteen) Right Handed-**Part #410502BK-R**
  - 1 (One) Left Handed-**Part #410502BK-L**
- Safariland Model 573 Magazine/Handcuff Case, Plain STX Plastic to fit the Glock 45 Magazines
  - 15 (Fifteen) Right Handed-**Part #573-419-411**
  - 1 (One) Left Handed-**Part #573-419-412**

### **Pistols to Be Traded In for Credit (All purchased in 2010)**

- 31 (Thirty One) Glock Model 22 Gen4 with Three 15 Round Magazines Each
- 29 (Twenty Nine) Glock Model 21SF with Three 15 Round Magazines Each

### **Warranty**

Standard factory warranty if applicable.