

Committee of the Whole

February 11, 2014
Handouts

1. Item VIII D1 RTAG Recommendation
2. Item IX A1 General Corporate Cash Flow Projection Report
3. Item IX G1-2 General Corporate fund FY2013 Final Budget Report and Budget Change
4. Item IX G6 RFP 2014-003 for Coroner Portable Digital X-Ray Imaging System

Champaign County Board

Rural Transit Operations

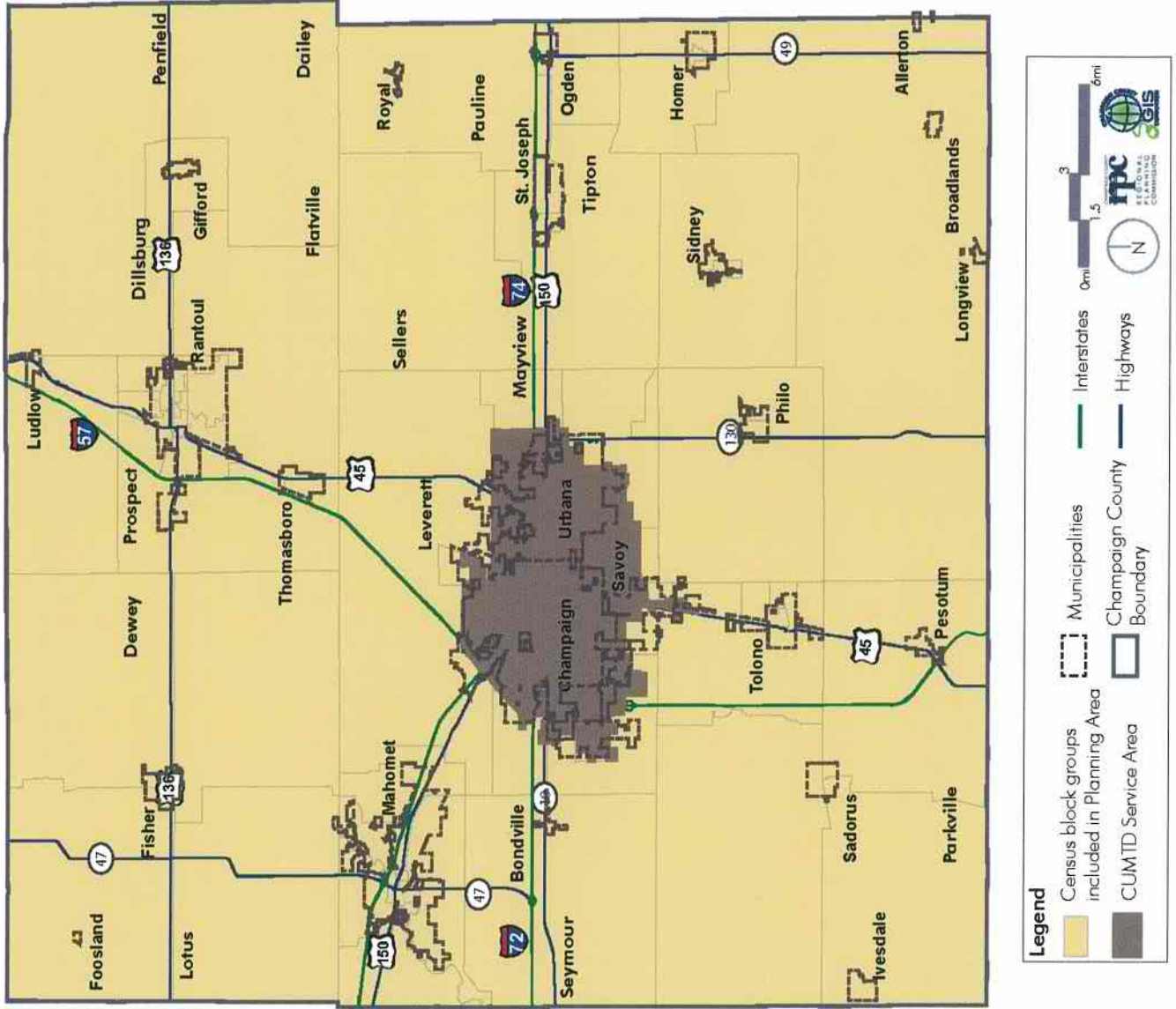
February 11th, 2014

Building the Future... Together!



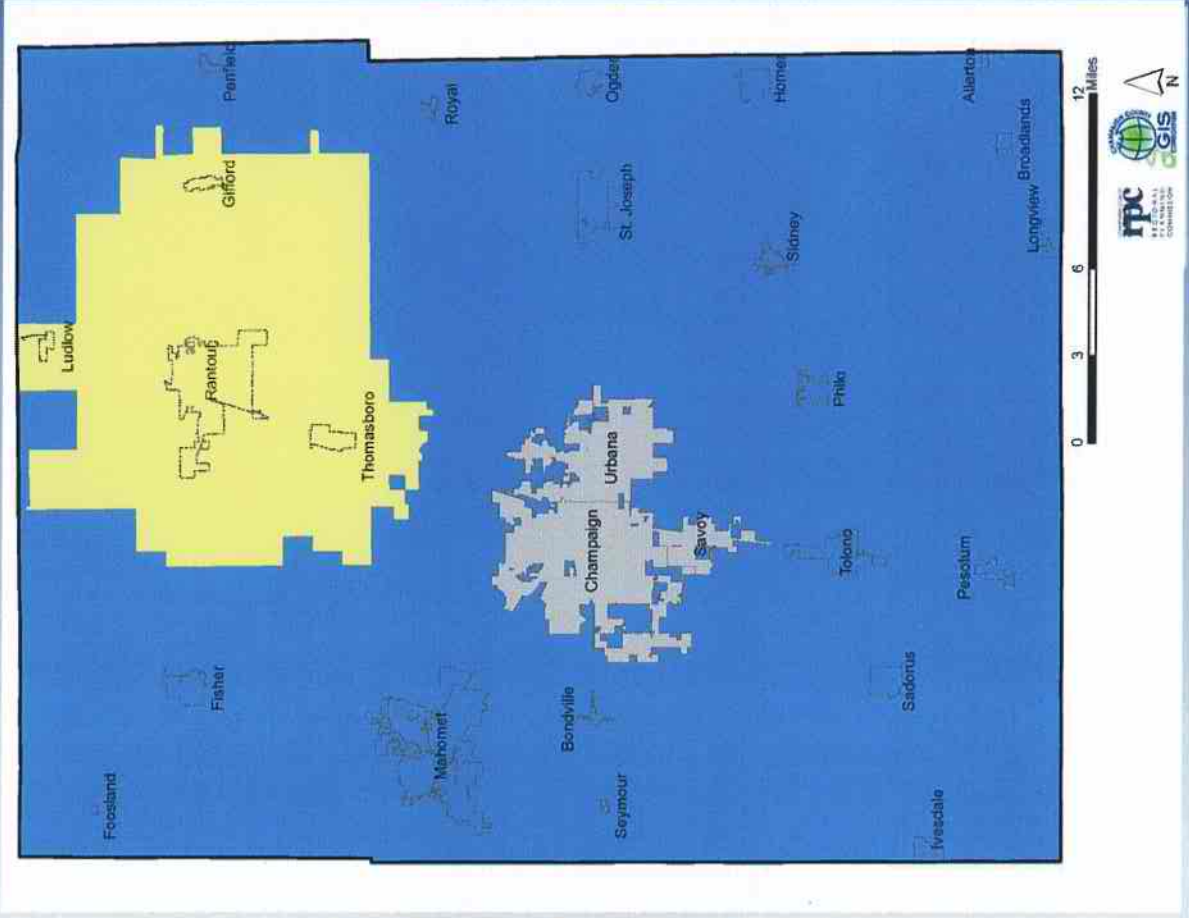
CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

Service Area



CRIS Rural MTD's Countywide Fare Structure

Yellow to Yellow	\$2.00 each way
Yellow to Grey	\$5.00 each way
Yellow to Blue	\$5.00 each way
Blue to Grey	\$5.00 each way
Blue to Blue	\$5.00 each way
Children under 12	\$1.00 each way



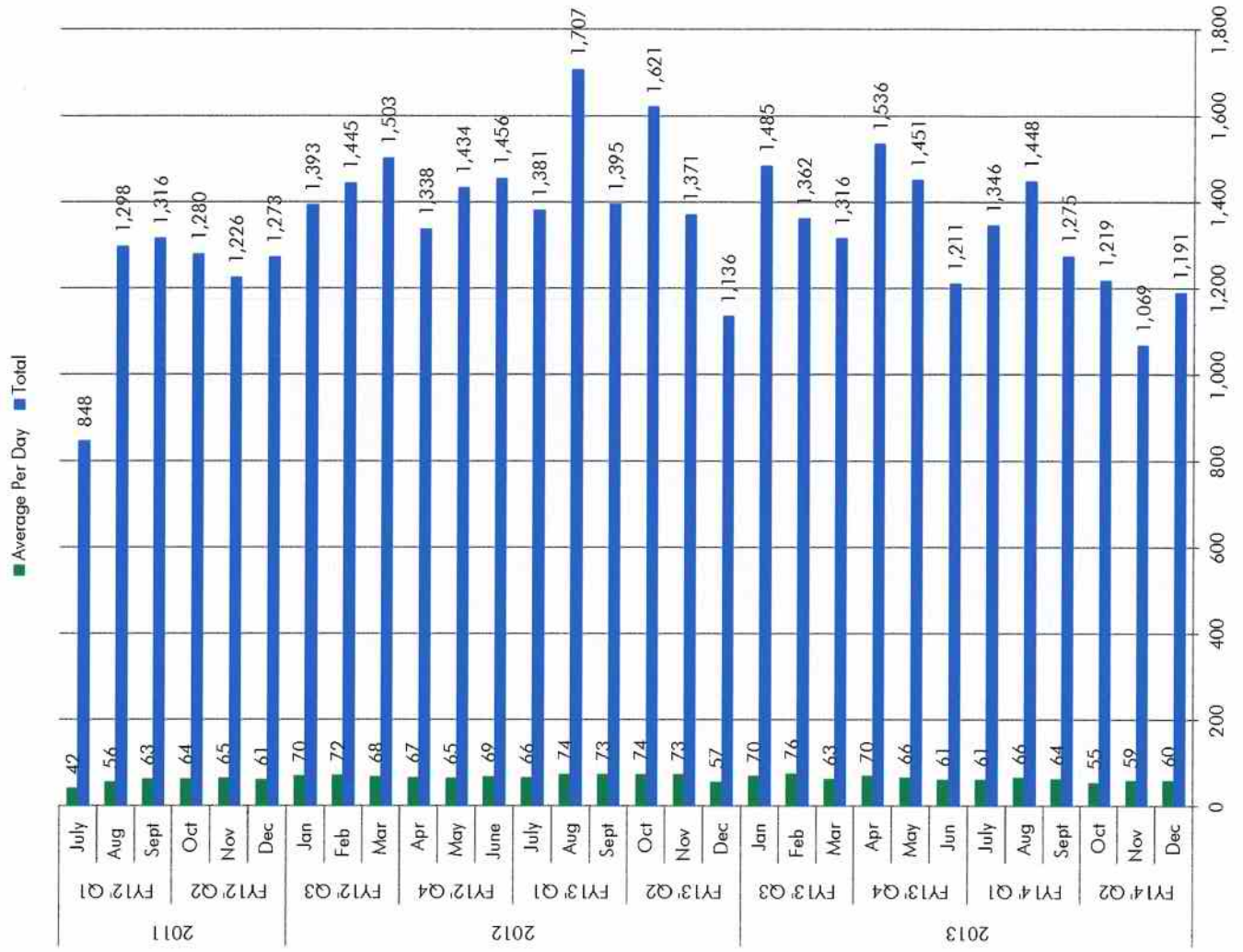
Champaign County's

Existing Services

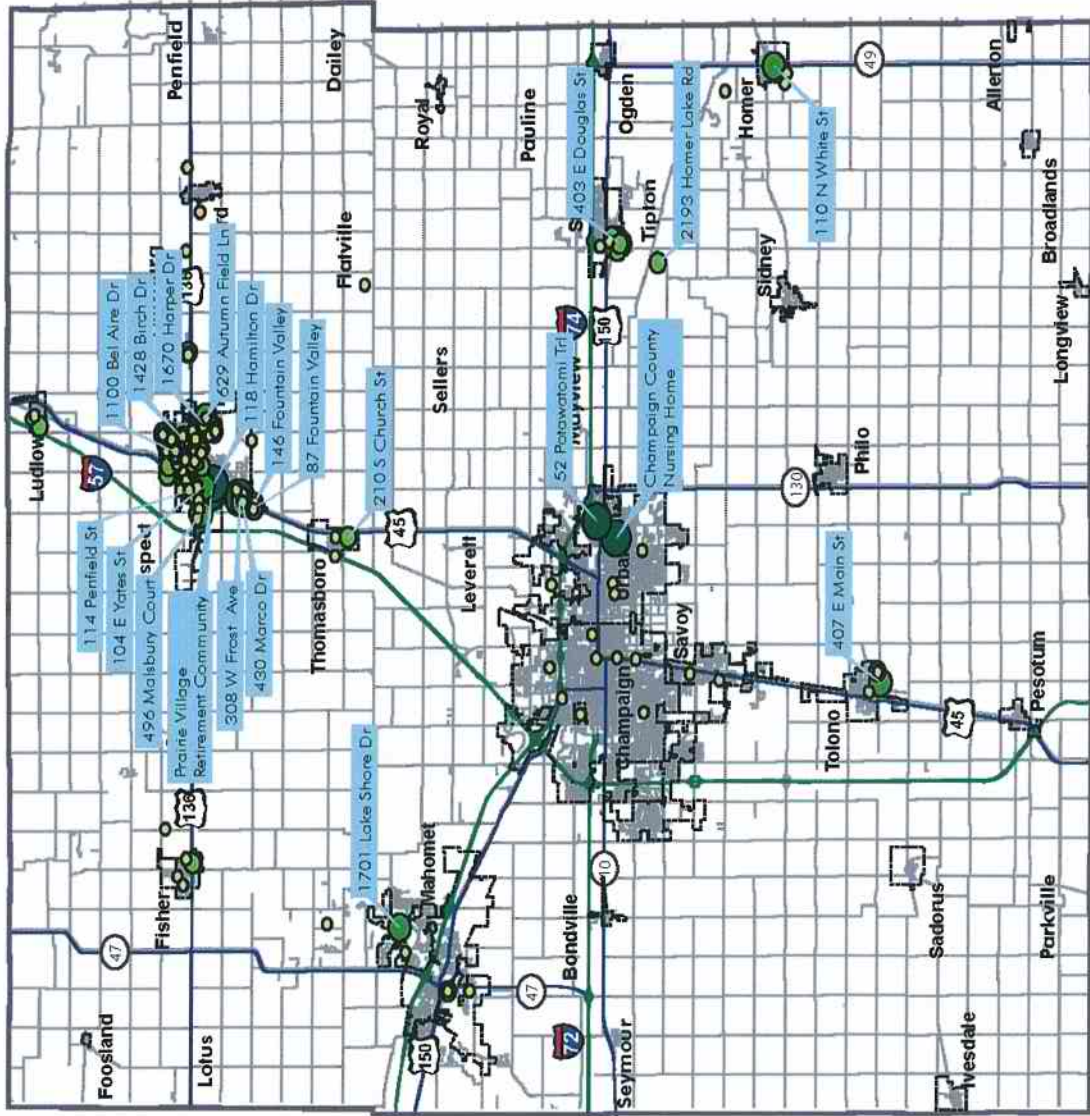
- CRIS service hours are 6:00 am – 6:00 pm Monday through Friday except federal holidays.
- CRIS average trips per day for FY 2013 was 69.
- Medical trips have been the major trip generator since Champaign's service started in February 2011. In FY13 Medical Trips accounted for 35% of all trips.
- In FY2013, employment trips had the second greatest share of trip types with 20%.
- At this time, there are 1,146 total registered riders, of which:
 - 10% are people with disabilities
 - 25% are older adults



Existing Trip Trends



Major Trip Origins



Legend

Origins

- 1 - 8
- 9 - 24
- 25 - 56
- 57 - 117

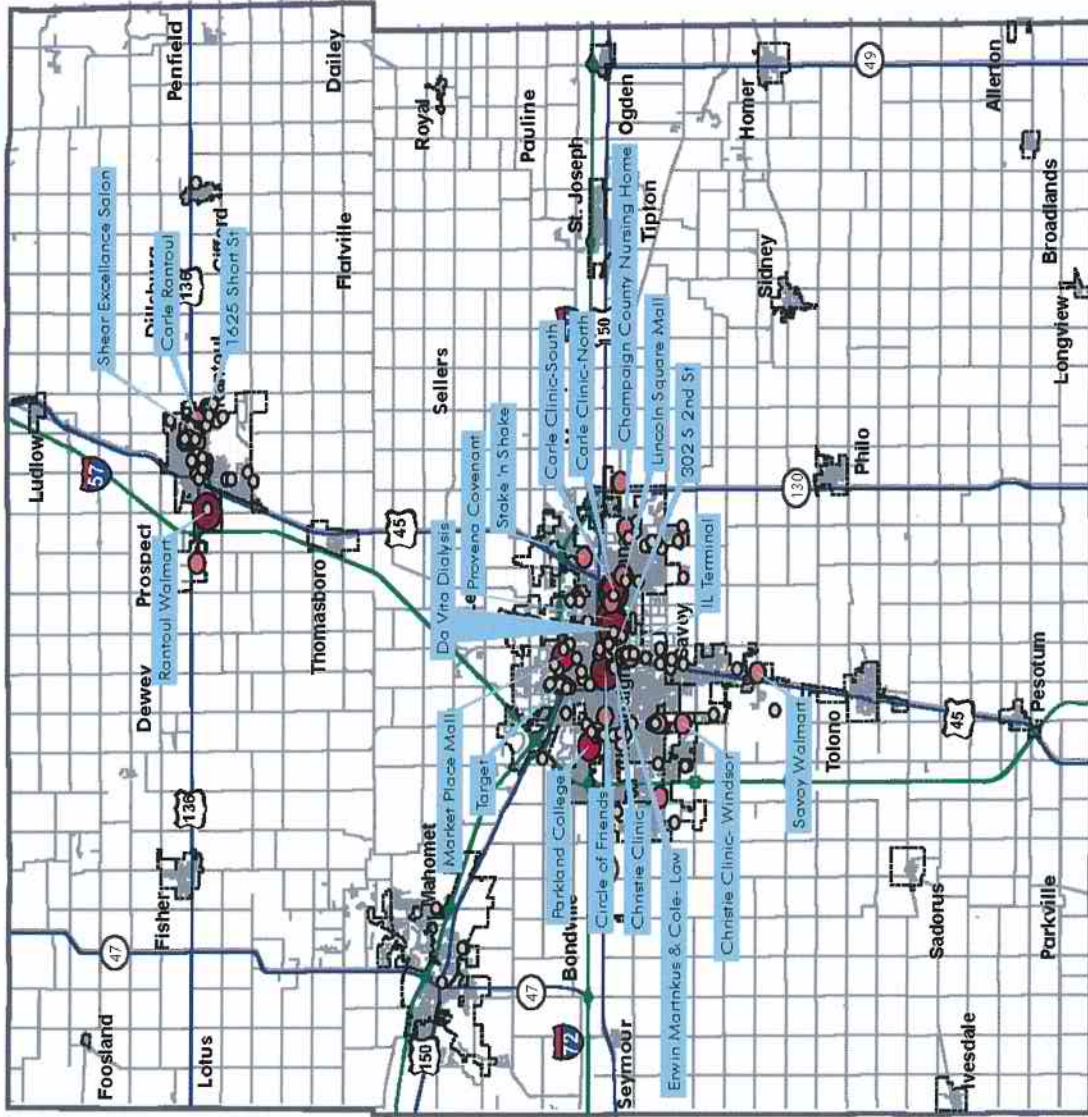
- ▭ Municipality
- ▭ Champaign County Boundary
- Interstate
- Highway
- Street

Scale: 0mi, 1.5, 3, 6mi

North Arrow

Logos: ITRC (Illinois Transportation Research Council), IPRC (Illinois Planning Research Council), GIS (Geographic Information Systems)

Major Trip Destinations



Legend

Destinations

- 1 - 19
- 20 - 60
- 61 - 105
- 106 - 239

Municipalities

-

Champaign County Boundary

-

Streets

-

Highways

-

Interstates

-

Scale

0mi 1.5 3 6mi

North Arrow

Logos: IFC (Illinois Farm Credit), RMC (Regional Marketing Council), GIS (Geographic Information System), and Champaign County GIS Coordinator.

Public Comments

“Our small town could benefit from rural public transportation. People who can’t use mental health services end up walking”

“Need weekend transportation to Rantoul so people can get to work”

“Need one or two bus stops in Rantoul that go to Champaign-Urbana”

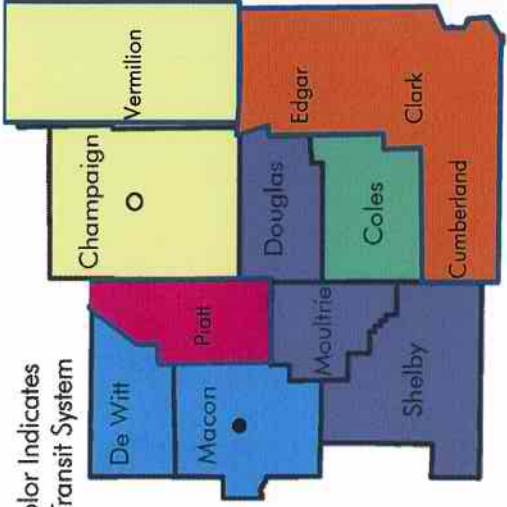
“People can’t always get an appointment within 48 hours”

“CRIS bus is good but need to expand service & hours”



Surrounding Public Transit Operators Options Reviewed

County Color Indicates Rural Public Transit System



Operator	Counties Serves
CRIS MTD	Vermilion Champaign
Piattran	Platt
Rides MTD	Clark Edgar Cumberland
CIPT	Douglas Moultrie Shelby
SHOW BUS	De Witt Macon
Dial-A-Ride	Coles

Piattran

Pros:

- A county department of Piatt County.
- Cost accounting setup (full direct administrative) would increase cost efficiency for Champaign County.
- Experienced management (used to reporting to county government).
- Technology to track vehicles can be added to rolling stock for Champaign County.
- Already providing four daily trips to Champaign County.

Cons:

- Monticello's facilities construction is scheduled for summer 2014, which makes really difficult for them to operate Champaign's system in the near-term.
- Champaign County would be required to provide some local match in the form of staff fringe benefits.



Rides MTD

Pros:

- Size of the system (rural transit management professional staff) allows for a faster transition to take over Champaign's system.
- Well known for good policies and practices that result in great customer service (nationally recognized as an operator).
- Part of a large vehicle insurance pool that will reduce insurance cost for Champaign County's rolling stock.
- Dispatch structure could be set up as one county, which allows to add Champaign County to the system without major problems.

Cons:

- Champaign County will be required to annex into Ride Mass Transit District.
- Champaign County will have very little representation on governing board.
- Large county system (17+).



CU-MTD

Pros:

- Already providing high quality maintenance to Champaign County's vehicles.
- Currently, housing all of CRIS' rural transit staff.
- Familiar with service needs.
- Numerous CU-MTD employees are from the rural areas of Champaign County.
- Part of a large vehicle insurance pool that will reduce insurance cost for Champaign County's rolling stock.
- Administrative and governing structure similar to the County's Public Health District.

Cons:

- Transition to take over Champaign's rural system is unknown due to changes in CU-MTD administration.



Champaign County Rural Public Transportation Budget

Grants	Current Fiscal Year 2014	Expected Fiscal Year 2015
Section 5311	\$153,871	\$153,871
IL Downstate	\$577,600	\$577,600
*JARC	Not Utilized	*\$50,362
**New Freedom	Not Confirmed	**\$69,553
Totals	\$731,471	\$851,386

* JARC funding is available for 2 year period between FY15 & FY16 at a 50% federal and 50% local match operating grant assistance.

**New Freedom funding is not confirmed at this time, pending IDOT-DPIT approval for FY15 & FY16.



FY15 Intergovernmental Agreement

- Submission of grant application to IDOT in April.
- FY15's should be similar/identical to FY14's Intergovernmental Agreement & will include:
 - The responsibilities of the Grantee (Champaign County), Oversight (RPC/PCOM), and Operator Responsibilities.
 - Covers July 1st, 2014 – June 30th, 2015.
 - Lists funding levels for Section 5311, Downstate, and any additional funding such as JARC/NF grants .
- Besides the IGA, a new vehicle lease will have to be established with C-U MTD.



Champaign County Rural Transit Vehicle Inventory and Status Update

Application Date	Vehicles Requested	Vehicles Awarded	Vehicles Delivered	Comments
7/27/2011	<ul style="list-style-type: none"> • 2 Minivans • 3 Medium Duty Paratransit 	<ul style="list-style-type: none"> • 2 Minivans • 3 Medium Duty Paratransit 	<ul style="list-style-type: none"> • 2 Minivans • 3 Medium Duty Paratransit 	CVP startup funding. Current vehicle inventory is 5 vehicles.
2/2012	<ul style="list-style-type: none"> • 4 Medium Duty Paratransit 	<ul style="list-style-type: none"> • 4 Medium Duty Paratransit 		CVP service expansion and utilization of remaining CVP startup funding. Estimated delivery is May-June 2014. Total vehicle inventory at this time will be 9.
5/2013	<ul style="list-style-type: none"> • 7 Medium Duty Paratransit 	<ul style="list-style-type: none"> • 7 Medium Duty Paratransit 		DTIF funding. Estimated delivery is Summer/ Fall 2014. Total vehicle inventory after this delivery will be 16.
6/2013	<ul style="list-style-type: none"> • 1 Minivan • 1 Medium Duty Paratransit 	<ul style="list-style-type: none"> • 1 Medium Duty Paratransit 		CVP 2013 funding. Estimated delivery is Summer/ Fall 2014. Total Vehicle inventory after this delivery will be 17.
Total	<ul style="list-style-type: none"> • 3 Minivans • 15 Medium Duty Paratransit 	<ul style="list-style-type: none"> • 2 Minivans • 15 Medium Duty Paratransit 	<ul style="list-style-type: none"> • 2 Minivans • 3 Medium Duty Paratransit 	<u>12</u> New Medium Duty Paratransit Vehicles will be available by Fall 2014.

Ideal Future Service Parameters

- Service hours: Monday through Saturday 5am to 7pm
- Ride request time: No longer than 24 hours in advance
- Implement JARC service between Rantoul & Champaign – Urbana
- Affordable Fare Structure
- Define guidelines to address rider complaints
- Diverse marketing and outreach

02/11/2014 Gen Corp Cash Flow Projection	13 Month Budget Year			Daniel J Welch, County Treasurer			3 Payrolls		
	Dec 2013	January 2014	February 2014	March 2014	April 2014	May 2014	June 2014		
Cash Balance 080	\$2,814,034.00	\$2,858,882.33	\$2,573,144.66	\$2,309,233.26	\$1,795,799.75	\$1,145,908.40	\$840,080.17		
Cash Balance 105	\$339,612.09	\$530,595.51	\$530,595.51						
Expenditures:									
Payroll	\$0.00	\$0.00	(\$812,842.65)	(\$1,625,685.30)	(\$1,625,685.30)	(\$2,438,527.94)	(\$1,625,685.30)		
Debt Service	\$0.00	\$0.00							
Accounts Payable/Misc.	\$0.00	\$0.00	(\$764,603.72)	(\$1,002,261.90)	(\$1,241,784.25)	(\$1,048,265.22)	(\$1,240,781.68)		
Repay Loans									
Transfers/Loans:									
From Public Safety	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
From Nursing Home	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$61,332.50		
Revenue:									
Monthly Revenue	\$0.00	\$0.00	\$782,939.46	\$2,114,513.68	\$2,217,578.19	\$2,145,042.22	\$2,178,358.82		
Real Estate Tax Distribution	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,035,922.72	\$3,470,813.15		
Misc Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Ending Cash Balance	\$3,153,646.09	\$3,389,477.84	\$2,309,233.26	\$1,795,799.75	\$1,145,908.40	\$840,080.17	\$3,588,240.16		

FY2013 General Corporate Fund Revenue Final Report

	2/11/2014	FY2011 ACTUAL 12/31/2011	FY2012 Actual 12/31/2012	FY2013 BUDGET 12/1/2012	FY2013 YTD 12/31/2013	Projected % to be Received	Projected \$\$ to be Received	\$ Difference to Original Budget
SIGNIFICANT REVENUES								
PROPERTY TAXES (CURRENT)		\$8,069,033	\$8,255,678	\$8,686,118	\$8,481,519	98%	\$8,481,519	-\$204,599
PROPERTY TAXES (BACK)		\$3,010	\$12,844	\$5,200	\$4,554	88%	\$4,554	-\$646
MOBILE HOME TAXES		\$8,814	\$9,116	\$8,500	\$9,135	107%	\$9,135	\$635
PAYMENT IN LIEU OF TAXES		\$4,929	\$1,345	\$4,500	\$9,811	218%	\$9,811	\$5,311
COUNTY HOTEL/MOTEL TAX		\$22,232	\$26,177	\$21,000	\$28,419	135%	\$28,419	\$7,419
COUNTY AUTO RENTAL TAX		\$19,140	\$29,933	\$30,000	\$32,356	108%	\$32,356	\$2,356
PENALTIES ON TAXES		\$678,071	\$694,211	\$677,000	\$593,225	88%	\$593,225	-\$83,775
BUSINESS LICENSES & PERMITS		\$40,495	\$37,364	\$40,500	\$36,097	89%	\$36,097	-\$4,403
NON-BUSINESS LIC. & PERMITS		\$821,218	\$1,410,816	\$1,195,425	\$1,301,544	109%	\$1,301,544	\$106,119
FEDERAL GRANTS		\$594,999	\$391,947	\$423,762	\$470,267	111%	\$470,267	\$46,505
STATE GRANTS		\$218,090	\$203,962	\$219,381	\$234,214	107%	\$234,214	\$14,833
STATE SHARED REVENUE								
CORP. PERS. PROP. REPL. TAX		\$736,887	\$688,933	\$782,641	\$1,048,878	134%	\$1,048,878	\$266,237
1% SALES TAX (UNINCORPOR.)		\$1,102,692	\$1,043,741	\$1,155,478	\$1,338,466	116%	\$1,338,466	\$182,988
1/4% SALES TAX (ALL COUNTY)		\$5,009,241	\$5,158,766	\$5,389,687	\$5,763,397	107%	\$5,763,397	\$373,710
USE TAX		\$478,219	\$494,737	\$495,626	\$584,769	118%	\$584,769	\$89,143
INHERITANCE TAX		\$32,698	\$328,274	\$0	\$0	0%	\$0	\$0
STATE REIMBURSEMENT		\$1,860,082	\$674,978	\$1,320,153	\$1,953,368	148%	\$1,953,368	\$633,215
SALARY REIMBURSEMENT		\$228,813	\$422,714	\$307,471	\$323,727	105%	\$323,727	\$16,256
STATE REV./SALARY STIPENDS		\$38,900	\$48,500	\$48,500	\$45,500	94%	\$45,500	-\$3,000
INCOME TAX		\$2,713,396	\$2,948,008	\$2,870,635	\$3,544,086	123%	\$3,544,086	\$673,451
CHARITABLE GAMES/LICENSE			\$0	\$0	\$45,209	100%	\$45,209	\$45,209
OFF-TRACK BETTING		7.39%	\$47,200	\$55,000	\$42,952	78%	\$42,952	-\$12,048
POLICE TRAINING REIMBURSEMENT		0.00%	\$20,365	\$25,472	\$9,821	39%	\$9,821	-\$15,651
LOCAL GOVERNMENT REVENUE		\$592,188	\$569,615	\$535,580	\$579,144	108%	\$579,144	\$43,564
LOCAL GOVERNMENT REIMBURSE.		\$525,618	\$563,306	\$563,182	\$604,865	107%	\$604,865	\$41,683
GENERAL GOVERNMENT		\$4,048,232	\$4,113,942	\$4,199,198	\$3,952,514	94%	\$3,952,514	-\$246,684
FINES		\$906,733	\$1,014,698	\$1,017,000	\$905,679	89%	\$905,679	-\$111,321
FORFEITURES		\$53,034	\$28,878	\$30,000	\$19,352	65%	\$19,352	-\$10,648
INTEREST EARNINGS		\$21,194	\$14,553	\$14,400	\$4,273	30%	\$4,273	-\$10,127
RENTS & ROYALTIES		\$1,007,936	\$584,808	\$591,514	\$590,540	100%	\$590,540	-\$974
GIFTS & DONATIONS		\$21,444	\$12,687	\$7,500	\$12,379	165%	\$12,379	\$4,879
OTHR FIN. SOURCES--FIX. ASSETS		\$15,922	\$27,104	\$4,000	\$21,822	546%	\$21,822	\$17,822
OTHR. MISC. REVENUE		\$79,011	\$91,262	\$99,050	\$221,906	224%	\$221,906	\$122,856
INTERFUND TRANSFERS		\$1,433,309	\$1,495,136	\$1,329,440	\$1,113,503	84%	\$1,113,503	-\$215,937
INTERFUND REIMBURSEMENTS		\$456,061	\$402,997	\$413,903	\$406,337	98%	\$406,337	-\$7,566
OTHER FINANCING SOURCES								
TOTALS		\$31,841,642	\$31,868,596	\$32,566,816	\$34,333,625	105%	\$34,333,625	\$1,766,809

FY2013 General Corporate Fund Expenditure Final Report

SIGNIFICANT EXPENDITURE LINE ITEMS/CATEGORIES	FY2011 ACTUAL 12/31/2011	FY2012 FINAL 12/31/2012	FY2013 BUDGET 12/1/2012	FY2013 YTD 12/31/2013	Projected % TO BE SPENT	Projected \$ TO BE SPENT	\$ Difference to Original BUDGET (+/-)
PERSONNEL							
Regular Salaries & Wages	\$12,478,798	\$12,804,410	\$13,189,584	\$12,933,276	98.06%	\$12,933,276	-\$256,308
SLEP Salaries	\$6,771,176	\$6,946,772	\$7,339,536	\$7,277,507	99.15%	\$7,277,507	-\$62,029
SLEP Overtime	\$391,223	\$371,447	\$476,441	\$476,441	100.00%	\$476,441	\$0
Fringe Benefits	\$2,623,967	\$2,625,138	\$2,737,013	\$2,688,791	98.24%	\$2,688,791	-\$48,222
COMMODITIES							
Postage	\$230,619	\$237,503	\$243,435	\$208,439	85.62%	\$208,439	-\$34,996
Purchase Document Stamps	\$500,925	\$870,000	\$756,100	\$756,100	100.00%	\$756,100	\$0
Gasoline & Oil	\$225,469	\$236,781	\$241,721	\$239,189	98.95%	\$239,189	-\$2,532
All Other Commodities	\$613,044	\$608,126	\$654,633	\$619,670	94.66%	\$619,670	-\$34,963
SERVICES							
Gas Service	\$355,604	\$300,072	\$390,000	\$336,016	86.16%	\$336,016	-\$53,984
Electric Service	\$863,826	\$872,397	\$890,823	\$833,197	93.53%	\$833,197	-\$57,626
Medical/Professional Services	\$1,029,512	\$1,089,242	\$1,133,588	\$1,101,341	97.16%	\$1,101,341	-\$32,247
All Other Services	\$3,565,621	\$3,575,200	\$3,773,005	\$3,598,978	95.39%	\$3,598,978	-\$174,027
CAPITAL							
Vehicles	\$182,942	\$228,237	\$191,880	\$191,880	100.00%	\$191,880	\$0
All Other Capital	\$121,920	\$88,686	\$260,316	\$236,530	90.86%	\$236,530	-\$23,786
TRANSFERS							
To Capital Improvement Fund	\$123,028	\$86,319	\$123,278	\$123,278	100.00%	\$123,278	\$0
All Other Transfers	\$175,133	\$167,205	\$515,550	\$515,550	100.00%	\$515,550	\$0
DEBT REPAYMENT							
	\$393,050	\$549,556	\$545,536	\$545,346	99.97%	\$545,346	-\$190
TOTAL	\$30,645,858	\$31,657,090	\$33,462,439	\$32,681,531	97.67%	\$32,681,531	-\$780,908

FY2013 General Corporate Fund Final Summary Report

FUND BALANCE 11/30/12	\$4,348,086	
BEGINNING FUND BALANCE % OF BUDGET -	12.99%	
ADD FY2013 REVENUE	Budgeted \$32,566,816	Projected \$34,333,625
LESS FY2013 EXPENDITURE	\$33,462,439	\$32,681,531
Revenue to Expenditure Difference	-\$895,623	\$1,652,094
FUND BALANCE PROJECTION - End FY2013	\$3,452,463	\$6,000,180
% OF 2013 Expenditure Budget	10.32%	18.36%
Fund Balance as % of FY2014 Expenditure Budget	\$37,838,231	15.86%

GENERAL CORPORATE FUND - FY2013 BUDGET CHANGE REPORT

General Corporate Fund Original Budget As Of:	12/1/2012
Expenditure	\$32,643,640
Revenue	\$32,517,745
Revenue/Expenditure Difference	(\$125,895)

General Corporate Fund Budget As Of:		2/11/2014		
Expenditure	\$33,462,439	% Inc/Dec	2.51%	Revenue/Exp. (\$895,623)
Revenue	\$32,566,816	% Inc/Dec	0.15%	

EXPENDITURE CHANGES

Department	Description	Expenditure Change	Revenue Change	Difference
Sheriff	Re-Encumber Purchase of Vehicles from FY2012	\$85,585	\$0	(\$85,585)
County Board	Re-Encumber Funds Pledged for Clinton Landfill Legal Challenge	\$13,642	\$0	(\$13,642)
Public Properties	Re-Encumber Funds for Downtown Correctional Center Repair/Maintenance	\$5,960	\$0	(\$5,960)
County Board	Appropriate Funds for Participation in Mahomet Aquifer Sole Source Coalition	\$14,000	\$0	(\$14,000)
EMA	Grant Award for Training Exercises	\$3,730	\$3,730	\$0
IT	Re-Encumber Funds for Lyle Shields Meeting Room Remodel	\$3,116	\$0	(\$3,116)
General County	Grant to Nursing Home to Forgive Outstanding Loan	\$333,142	\$0	-\$333,142
Correctional Center	Signing Bonus for Corrections Contract	\$141,000	\$0	-\$141,000
Coroner	Public Health Grant	\$625	\$625	\$0
Physical Plant	Elevator Upgrades	\$9,110	\$0	-\$9,110
IT	Internet Bandwidth Upgrade	\$13,936	\$0	-\$13,936
IT	E-Mail Server Upgrades	\$20,367	\$0	-\$20,367
Coroner	Cooler	\$21,971	\$21,971	\$0
Auditor	Full-Time Accountant from Part Time	\$4,475	\$0	-\$4,475
Physical Plant	Parking Lot Improvements	\$5,000	\$0	-\$5,000
Administrative Services	Deputy County Administrator	\$17,351	\$0	-\$17,351
Administrative Services	Publication Costs for Search Committees	\$5,053	\$0	-\$5,053
Coroner	Refrigeration Unit Replacement	\$2,800	\$2,800	\$0
IT	Copier Services	\$52,000	\$19,945	-\$32,055
State's Attorney	Carle Property Tax Case	\$11,000	\$0	-\$11,000
General County	One Time Audit Expense	\$4,400	\$0	-\$4,400
Coroner	Autopsy & Lab Costs	\$35,260	\$0	-\$35,260
Public Defender	Benefits Pay-Out	\$3,073	\$0	-\$3,073
Auditor	Benefits Pay-Out	\$12,203	\$0	-\$12,203
TOTAL		\$818,799	\$49,071	(\$769,728)

Changes Attributable to Recurring Costs **\$171,700** **\$41,916** **(\$129,784)**

Changes Attributable to 1-Time Expenses **\$647,099** **\$7,155** **(\$639,944)**



CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 EAST WASHINGTON
URBANA, IL 61802
(217) 384-3776
(217) 384-3765 – PHYSICAL PLANT
(217) 384-3896 – FAX
(217) 384-3864 – TDD
Website: www.co.champaign.il.us

ADMINISTRATIVE SUPPORT
DATA PROCESSING
MICROGRAPHICS
PURCHASING
PHYSICAL PLANT
SALARY ADMINISTRATION

CHAMPAIGN COUNTY CORONER'S OFFICE

INVITATION TO BID FOR EQUIPMENT: PORTABLE DIGITAL X-RAY IMAGING SYSTEM

ITB 2014-003

**ISSUE DATE:
February 12, 2014**

**CLOSING DATE AND TIME:
Friday, February 28, 2014, 3:00 PM**

CLOSING LOCATION:
Champaign County Administrative Services
1776 East Washington Street
Urbana, IL 61802

One (1) copy of the respondent's bid (i.e., the completed and signed Exhibit 1) must be received by 3:00 p.m. on Friday, February 28, 2014, in a sealed envelope. Any bids received after that time will be returned to the respondent unopened. At 3:30 p.m. on that date, the sealed bids will be opened and the names of the respondents will be read aloud and recorded.

NOTICE: If downloading this solicitation from our website; it is the responsibility of the respondent to e-mail our office at bbrunk@co.champaign.il.us to be registered as a potential respondent in order to automatically receive any clarifications or addenda issued by the County.

CHAMPAIGN COUNTY CORONER'S OFFICE
INVITATION TO BID FOR EQUIPMENT:
PORTABLE DIGITAL X-RAY IMAGING SYSTEM
ITB 2014-003

Table of Contents

Section 1 – General Information 3

 1-1 Purpose of the Invitation to Bid for Equipment 3

 1-2 Internet Access to this ITB 3

 1-3 Inquiries and Lobbying Restrictions 3

 1-4 Addenda 4

 1-5 Bid Submission and Opening 4

 1-6 Bid Withdrawal 5

 1-7 Bid Disclosure 5

 1-8 Interviews 5

 1-9 Bid Timetable 5

 1-10 Acceptance or Rejection of Bids 6

 1-11 Development Costs 6

 1-12 Conflicts of Interest 6

 1-13 Non-Collusion 6

 1-14 Notice of Award 6

Section 2 – Preparing Bids: Required Information 6

Section 3 – Evaluation of Bids 7

Section 4 – Selection Process 7

Section 5 - Additional Details of the Process 8

 5-1 Addenda 8

 5-2 County's Rights to Reject Bids 8

 5-3 No Liability for Costs 8

Section 1 – General Information

1-1 Purpose of the Invitation to Bid for Equipment

The Champaign County Coroner's Office (Coroner) announces this invitation to bid (ITB) to solicit bids from responsible vendors to provide a ScanX Scout battery powered X-ray imaging system with flexible digital film plates for forensics applications. The specifications to be quoted are found in Exhibit 1 at the end of this document.

1-2 Internet Access to this ITB

All materials related to the ITB will be available on the Internet at www.co.champaign.il.us/bids. In the event that a potential Respondent does not have download capability, all materials may be obtained from the Champaign County Administrative Services, 1776 East Washington Street, Urbana, IL 61802. Prior to submittal, Respondents shall be responsible for ensuring they have obtained all ITB materials.

All Respondents who download the ITB solicitation from our website have the responsibility to e-mail our office at bbrunk@co.champaign.il.us referencing ITB 2014-003 to be registered as a potential Respondent in order to be notified of any clarifications or addenda. Failure to register to receive clarifications and/or addenda shall not relieve the Respondent from being bound by any additional terms and conditions in the clarifications and/or addenda, or from the responsibility of considering additional information contained therein in preparing Respondent's bid. Any harm to the Respondent resulting from the failure to register and/or ensuring they have obtained all ITB materials shall not be valid grounds for a protest against award(s) made under this solicitation.

1-3 Inquiries and Lobbying Restrictions

Respondents will carefully examine all documents included in this ITB (i.e., this document and any addenda published later) and shall make a written request to the County for interpretation or correction of any ambiguity, inconsistency, or error therein. Any written interpretation or correction will be issued as an Addendum by the County. Only a written interpretation or correction by addendum shall be binding.

Respondents are cautioned against relying upon any interpretation or correction given by any other method.

All Requests for Interpretation (RFI), correction, or other inquiries concerning the ITB process and/or the subject of this ITB must be directed to:

Van Allen Anderson, PhD, MBA
Deputy County Administrator of Finance
Champaign County
1776 East Washington Street
Urbana, Illinois 61802
PH: 217-384-3776
FAX: 217-384-3896
e-mail: vanderson@co.champaign.il.us

Except for contact with the designated County official for this ITB, all interested individuals, firms, and their agents who intend to submit or have submitted a proposal or other response to the County are hereby placed on formal notice that Champaign County Board Members, the Champaign County Coroner, or the Coroner's Office staff are not to be lobbied, either individually or collectively, concerning this ITB.

Lobbying consists of introduction, discussions related to the bid award process, or any other discussions or actions that may be interpreted as attempting to influence the outcome of the bid award process. This includes holding meetings, engaging in the aforementioned prohibited lobbying and/or prohibited contact, which actions may immediately disqualify Respondent from further consideration by the County for this ITB.

By submitting a bid, the Respondent certifies that it and all of its affiliates and agents have not lobbied or attempted to lobby and Champaign County Board Members, the Champaign County Coroner, or the Coroner's Office staff.

1-4 Addenda

If revisions or clarifications to the ITB become necessary, the County will post written Addenda on its website and notify all registered potential respondents. **However, please note that it is the responsibility of Respondents to closely monitor postings on the County's website (www.co.champaign.il.us/bids).**

The County will not issue Addenda less than three (3) days prior to the scheduled deadline date and time for receiving bids, unless said date is to be postponed.

1-5 Bid Submission and Opening

A bid shall be made in the official name of the agency or individual under which business is conducted (showing the official organization address) and must be signed in ink by a person duly authorized to legally bind the business entity submitting the bid. Champaign County shall not be responsible for unidentified proposals. Respondents are to include all applicable requested information.

To be considered, bids shall include one (1) completed Exhibit 1. Bids may be hand delivered or mailed to:

ITB 2014-003
ATTN: Van A. Anderson
Deputy County Administrator of Finance
Champaign County Administrative Services
1776 East Washington Street
Urbana, IL 61802

The County will not accept nor consider bids submitted by facsimile or e-mail transmission. Respondents mailing their bid must allow a sufficient mail delivery period to ensure timely receipt of their bid. Champaign County is not responsible for bids delayed by mail and/or delivery services of any nature.

Bids shall be accepted until 3:00 p.m. local time on February 28, 2014. Bids received after 3:00 p.m. on February 28, 2014, will not be considered and will be returned to the Respondent unopened. At 3:30 p.m.

on that date, the bids will be opened in the Lyle Shields Meeting Room of the Brookens Administrative Center, 1776 East Washington, Urbana, Illinois, and recorded.

1-6 Bid Withdrawal

Respondents may withdraw their bids by notifying the County, in writing, at any time prior to the bid deadline. Respondents may withdraw their bids via e-mail to bbrunk@co.champaign.il.us. Any bid not so withdrawn shall constitute an irrevocable offer for a period of ninety (90) days. Bids, once opened, become the property of Champaign County and will not be returned to the Respondents.

1-7 Bid Disclosure

All bids submitted to the County are subject to the Illinois Compiled Statutes Chapter 5, Section 140 (5 ILCS 140/Freedom of Information Act). At some point after proposal opening, all opened proposals will be made available for public inspection consistent with 5 ILCS 140/Freedom of Information Act.

If a bid is awarded as a result of this ITB, the awarded bid also will become a public record consistent with 5 ILCS 140/Freedom of Information Act. The County has the right to use any or all information/material submitted. Champaign County reserves the right to make an award to the Respondent offering a bid that is deemed in the best interests of Champaign County and meeting all the requirements of this ITB.

1-8 Interviews

Champaign County reserves the right to interview any, all, or none of the respondents in order to clarify their bids.

1-9 Bid Timetable

Champaign County will use the timetable below which is expected to result in the award of the bid on March 20, 2014, and the issuance of a purchase order on March 21, 2014.

Date	Event
February 12, 2014	Request for Proposal Posted & Advertising Arranged
February 24, 2014 – Noon	Deadline for Requests for Interpretation or Correction
February 25, 2014	Final Date to Issue Addenda
February 28, 2014 – 3:00 p.m.	Proposals Due
February 28, 2014 – 3:30 p.m.	Proposals Opened – Lyle Shields Meeting Room, Brookens Administrative Center, 1776 East Washington, Urbana, IL 61802
March 11, 2014 – 6:30 p.m.	Committee of the Whole – Review of the Coroner's Bids Evaluation and Recommendation for Award of the Bid forwarded to the Full Champaign County Board
March 20, 2014 – 6:30 p.m.	County Board Consideration and Final Approval
March 21, 2014	Coroner's Office submittal of the Purchase Requisition and Administrative Services Issuance of the Purchase Order for the Awarded Bid and Notification to all Bidders of the Results of the Award of the Bid

Champaign County may delay or modify scheduled event dates if it is to the advantage of the County to do so. The County will notify Respondents of all changes in scheduled due dates by posting any change in the form of an Addendum on the County's website at www.co.champaign.il.us/bids.

1-10 Acceptance or Rejection of Bids

Each Respondent's bid will be evaluated on its adherence to the equipment specification listed herein meeting the County's requirements and on the price quoted for the equipment.

1-11 Development Costs

Neither the County nor its representatives shall be liable for any expenses incurred by the Respondents in connection with the preparation or submission of a bid in response to this ITB.

1-12 Conflicts of Interest

All Respondents must disclose with their bid the name of any officer, director, or agent who is an elected official, appointed official, or an employee of Champaign County. Furthermore, all Respondents must disclose the name of any elected official, appointed official, or employee of Champaign County who owns directly, or indirectly, any interest in the Respondent's firm or any of its affiliates or branches.

1-13 Non-Collusion

By submitting and signing a proposal response, the Respondent certifies that its bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, services, supplies, or equipment and is in all respects fair and without collusion or fraud. No premiums, rebates, or gratuities are permitted, either with, prior to, or after any delivery of material or provision of services. Any violation of this provision may result in bid cancellation, return of equipment, or discontinuation of services.

1-14 Notice of Award

Notice of Award is expected to be posted on Champaign County's website at www.co.champaign.il.us/bids on March 21, 2014.

Section 2 – Preparing Bids: Required Information

In order to submit a bid, the Respondent shall complete Exhibit 1: Bid Quote, as follows:

1. Completing the **Terms and Conditions** section by:
 - a. Entering the Vendor Name.
 - b. Entering the Vendor Address.
 - c. Entering the Vendor Telephone Number. If outside of the 217 Area Code, please provide a toll-free number, if available.
 - d. Completing the "Unit Price USD" and "Total USD" columns and the "Total" row for all three sections of the table of specified items to be bid. The independent sections of the

table are separated by black-shaded rows. The three sections are intended to allow a choice of the case options.

- e. Entering the payment terms and conditions.
 - f. Entering the warranty information.
 - g. Entering the delivery information (i.e., the time from receipt of the order until delivery).
 - h. Including any other terms and conditions applicable to the bid.
2. Complete the **Conflict of Interest** section by checking the appropriate box and adding the name of the person that presents the Conflict of Interest. To check the box, simply position the cursor in the middle of the box, execute a left mouse click, and type an "X".
 3. Complete the **Signature and Submittal** section by:
 - a. Entering the date the bid is prepared,
 - b. Typing the name of the person signing the bid,
 - c. Printing the completed Exhibit 1,
 - d. Signing the completed Exhibit 1 on the signature blank, and
 - e. Mailing the completed and signed Exhibit 1 to:

ITB 2014-003
ATTN: Van A. Anderson
Deputy County Administrator of Finance
Champaign County Administrative Services
1776 East Washington Street
Urbana, IL 61802

Section 3 – Evaluation of Bids

The Coroner in cooperation with Administrative Services will evaluate the bids in order to prepare a recommendation to the Champaign County Board for award of the bid. The County, in its sole discretion, reserves the right to waive all technicalities or irregularities, to reject any or all bids, including any portion thereof, to award the bid to a single Respondent, and to reject all bids and/or re-solicit in whole or in part. The County further reserves the right, in its sole discretion, to award the bid to the Respondent (or Respondents) whose bid best serves the interests of the County.

When a bid appears to contain an obvious error or otherwise where an error is suspected, the circumstances may be investigated and then be considered and acted upon. Any action taken shall not prejudice the rights of the public or other offering entities. Where bids are submitted substantially in accordance with the ITB document but are not entirely clear as to intent or to some particular fact or where there are other ambiguities, clarification may be sought and accepted provided that, in doing so, no change is permitted in prices. The purpose of seeking clarification is to clarify existing information, not to allow additional information to be added.

Section 4 – Selection Process

After the Coroner in cooperation with Administrative Services completes his review of the bids, his recommended bid for award will be submitted to the Finance Committee of the Champaign County Board. Upon their review and concurrence, the Finance Committee will forward the recommendation for award of the bid to the full Champaign County Board for consideration and final approval. All

respondents will be notified of the County Boards' award of the bid by the Champaign County Administrative Services.

The County reserves the right to terminate this ITB solicitation at any stage if the Coroner and/or the Administrative Services Department determine this action to be in the County's best interests. The receipt of Bids or other documents will in no way obligate Champaign County to award the bid.

Section 5 - Additional Details of the Process

5-1 Addenda

If it becomes necessary to revise or expand upon any part of this ITB, an addendum will be sent to all of the prospective Respondents registered with the County prior to the bid due date. Prospective Respondents are automatically listed when they e-mail Administrative Services as documented in Section 1-2 upon download of the ITB information. Each addendum is incorporated as part of the ITB documents and posted at www.co.champaign.il.us/bids.

The addendum may include, but will not be limited to, responses to questions and requests for clarification sent to the Deputy County Administrator of Finance according to the provisions of Section 1-3 herein.

5-2 County's Rights to Reject Bids

If no Respondent's bid is selected through this ITB process, then the Administrative Services Department may utilize any other procurement method available to Champaign County, to obtain the equipment described herein.

In soliciting bids, any and all bids received may be rejected in whole or in part. Basis for rejections shall include, but not be limited to the following:

- The bid being deemed unsatisfactory as to quantity, quality, delivery, price, or service offered.
- The proposal not complying with conditions of the ITB document or with the intent of the ITB.
- Lack of competitiveness by reason of collusion or knowledge that reasonably available competition was not received.
- Error in specifications or indication that revision would be to the County's advantage.
- Regulatory changes.
- Circumstances which prevent determination of the most advantageous bid.
- Any determination that rejection would be in the best interest of the County.

Champaign County reserves the right to reject any and all proposals. The County also reserves the right to cancel this ITB at any time and/or to solicit and re-advertise for other bids.

5-3 No Liability for Costs

The County is not responsible for costs or damages incurred by Respondents, member(s), partners, subcontractors, or other interested parties in connection with the ITB process, including but not limited to costs associated with preparing the bid and/or participating in any conferences, site visits, product/system demonstrations, oral presentations, or negotiations.

Exhibit 1: Bid Quote Sheet

Vendor Name:

Vendor Address:

Vendor Telephone Number:

11.5	Description	Qty	Unit Price USD	Total USD
01	ScanX Scout with battery: Processes Phosphor Storage Plates, sizes: 8" x 10", 10" x 12", and 14" x any practical length (Accessory pack includes: USB, Powercord, 2 Plate Wipes, 2 Cleaning Sheets, 1 Brush, Driver Disk) with Scanview Software	1	\$	\$
02	PSP Plate 14" x 17"	4	\$	\$
03	Plate Protector 14" x 17"	4	\$	\$
04	HP ZBook 17 Mobile Workstation: Core i7 4700MQ / 2.4 GHz - Windows 7 Pro 64-bit / 8 Pro downgrade - pre-installed: Windows 7 - 8 GB RAM - 500 GB HDD - DVD SuperMulti - 17.3" HD+ SVA anti-glare wide 1600 x 900 / HD+ - NVIDIA Quadro K610M / Intel HD Graphics 4600 - Bluetooth - graphite, hematite with Scanview Software installed	1	\$	\$
05	XRS-3 Generator, 2 batteries, charger, Tripod, and Pelicase	1	\$	\$
06	FleX-ray Kit 2x2 BLACK (4 Cassettes), comprising: (1) Carry Bag (2) 12" x 17" FleX-ray Cassettes Complete with Stiffeners (2) 10" x 12" FleX-ray Cassettes Complete with Stiffeners (8) 12" Sticky Sticks (12) 24" Sticky Sticks (4) 1" Steel Reference Balls 1-4 Lead Numbers (16) Grommet Tabs (5) Flat Rings (1) Suction Cup Hook (1) Figure 9 Hook and Line (4) Wrap Straps (4) Lead Arrows	1	\$	\$
07	SHIPPING		\$	\$
	TOTAL		\$	\$
08	Option 1: Soft Sided System Case for ScanX Scout	1	\$	\$
09	Option 1: Shipping		\$	\$
	Option 1: Total		\$	\$
10	Option 2: Hard System Case for ScanX Scout	1	\$	\$
11	Option 2: Shipping		\$	\$
	Option 2: Total		\$	\$

Terms and Conditions

Below please indicate the terms and conditions of the bid in regard to payment, warranty, and delivery. Please note that this invitation to bid (ITB) is restricted to prices being quoted in U.S. dollars and the quote must be valid for a period of ninety (90) days.

Prices: Prices are quoted in U.S. Dollars.

Validity: This quote is valid for a period of ninety (90) days.

Payment:

Warranty:

Delivery:

Other Terms and Conditions:

Conflict of Interest (Check appropriate box and include name, if applicable.)

No Conflict of Interest as defined in 1-12 above exists.

A Conflict of Interest as defined in 1-12 above exists. The name of the individual who presents the COI is:

Signature and Submittal

Enter the date and type the name of the person signing the quote. Print the quote, sign it, and mail it to:

ITB 2014-003
ATTN: Van A. Anderson
Deputy County Administrator of Finance
Champaign County Administrative Services
1776 East Washington Street
Urbana, IL 61802

Date:

Typed Name:

Signature: _____