



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

JENNIFER BERTINO-TARRANT
WILL COUNTY EXECUTIVE

KEVIN LYNN
DIRECTOR

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County Office Building
302 N. Chicago Street
Joliet, IL 60432

September 11, 2025

To whom it may concern:

You are invited to submit your bid for the purchase of a Virtual Trainer for Corrections Deputies at the Will County Sheriff's Department, Joliet, IL 60436. Complete bid specifications for Corrections are attached.

A 10% bid bond or cashiers check made payable to the Will County Treasurer, calculated on one year grand total, must accompany your bid, or it will not be considered. Money orders or company checks will not be accepted.

Bids will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432, **not later than 11:00 A.M., Thursday, September 25, 2025, as so indicated by the time stamp clock of Will County**".

Bids will be publicly opened and read by the Will County Executive or her representative at 11:05 A.M., on Thursday, September 25, 2025, at the Will County Office Building, 2nd floor, 302 N. Chicago St., Joliet, IL 60432. You are welcome to attend the meeting.

The County of Will reserves the right to accept or reject any or all bids or proposals in whole or part as may be specified in the solicitation, when it is for good cause and in the best interest of the County.

Should you have any questions regarding this bid, please contact Kevin Lynn, Purchasing Director via email at purchasing@willcounty.gov. We welcome your bid.

Sincerely,

Kevin Lynn

Kevin Lynn
Purchasing Director

**ADVERTISEMENT OF BID
FOR THE PURCHASE OF
VIRTUAL REALITY TRAINER**

SEALED BIDS FOR THE PURCHASE OF A VIRTUAL REALITY TRAINER FOR THE WILL COUNTY SHERIFF'S DEPARTMENT – ADULT DETENTION FACILITY (ADF), JOLIET, IL 60436, WILL BE RECEIVED AT THE WILL COUNTY PURCHASING DEPARTMENT, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, UNTIL THE HOUR OF 11:00 A.M., THURSDAY, SEPTEMBER 25, 2025.

BIDS WILL BE PUBLICLY OPENED THURSDAY, SEPTEMBER 25, 2025, AT 11:05 A.M. AND READ ALOUD BY THE WILL COUNTY EXECUTIVE OR HER REPRESENTATIVE AT THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., 2ND FLOOR, JOLIET, IL 60432, 2ND FLOOR.

SPECIFICATIONS AND CONDITIONS OF THE BID ARE AVAILABLE AT www.demandstar.com AND www.willcounty.gov, AS WELL AS THE PURCHASING DEPARTMENT, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL. 60432, OR purchasing@willcounty.gov.

THE TENDERING OF A BID TO THE COUNTY SHALL ACT AS ACCEPTANCE OF THE SPECIFICATIONS. THE COUNTY OF WILL RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS OR PROPOSALS RECEIVED IN WHOLE OR IN PART.

BY ORDER OF THE WILL COUNTY EXECUTIVE, JENNIFER BERTINO-TARRANT

**Instructions to Bidders
for the Purchase of
Virtual Reality Trainer**

GENERAL SPECIFICATIONS:

Sealed bids are invited for the purchase of a Virtual Reality Trainer for Correctional Deputies, Will County Sheriff's Department, 16909 West Laraway Rd., Joliet, IL 60433 with the Will County Adult Detention Facility at 95 S. Chicago St., Joliet, IL 60436.

SEALED BIDS:

Sealed bids will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 N. Chicago Street, Joliet, Illinois 60432, not later than **11:00 A.M., Thursday, September 25, 2025. BIDS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.**

Sealed bids will be publicly opened and read aloud by the Will County Executive or her representative at **11:05 A.M., Thursday, September 25, 2025**, at the Will County Office Building, 302 N. Chicago St., 2nd floor, Joliet, Illinois 60432.

Bids must be made in accordance with the instructions contained herein.

Bid forms shall be completely filled out either typewritten or in ink and shall not be detached from this binding. The **complete set of Contract Documents shall be submitted** with the proposal, in triplicate with **ONE ORIGINAL AND TWO COPIES, CLEARLY MARKED.** All Bid Forms and Specifications as attached hereto shall be used to form the Contract for the work to be performed.

Bids shall be submitted on the forms furnished by the County of Will in a sealed package, **plainly marked** with the bidder's name and address and the notation:

Sealed bid: 2025-88 Sheriff's Adult Detention Facility Virtual Reality

Trainer Bids due: Thursday, September 25, 2025 at 11:00 AM

Bids shall be addressed to the Will County Purchasing Department, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432.

Specifications:

Specifications are attached hereto and incorporated herein.

Tax Exemption:

The County of Will is exempt from federal, state and municipal taxes.

Signature of Bids:

The **signature on bid documents shall** be that of an authorized representative of bidder. An officer of or agent of the offering bidder who is empowered to bind the bidder in a Contract shall sign the proposal and any clarifications to that proposal.

Each bidder, by making his bid, represents that he has read and understands the bidding documents.

Any bid not containing said signed documents shall be non-conforming and shall be rejected.

Bidding Procedures:

1. All bids must be prepared on the forms provided by the County of Will and submitted in **triplicate, including literature** in accordance with the instructions to bidders. Please put your bid deposit, bid form and prime certification paperwork at the front of your bids.
2. Unless otherwise provided in any supplement to the instructions to bidders, no bidder shall modify, withdraw, or cancel his bid or any part thereof for ninety (90) days after the time designated for the receipt of bids in the advertisement for bids.
3. Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such cases, a written addendum describing the change or correction will be issued by the County of Will to all bidders recorded by the County of Will as having received the bidding documents and will be available for inspection whenever issued. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the bid documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids
4. Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a bid. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than seven (7) days prior to bid due date, notify the County of Will, who will, if necessary, send written addendum to all bidders. The County of Will will not be responsible for any oral instructions. All inquiries shall be directed to the Will County Purchasing Department, in writing to purchasing@willcounty.gov. After bids are received, the vendor will make no allowance for oversight.

Substitutions:

1. Each bidder represents that their bid is based upon the materials and equipment described in the bidding documents.
2. If any bidder deviates from the contract specifications or provides an alternate product, they must specify brand name, model number, supply literature and specifications **in triplicate** of the product they are bidding on in a letter attached to the bid, as well as the bid form. The Will County Executive or her representative and a representative from the Sheriff's Department shall judge whether an article shall be deemed to be equal.
3. Brand names, which may be mentioned in the contract specifications, are used only as a reference to the type and quality of equipment and/or materials desired. However, any deviation from or substitution in a brand name stated in the contract specifications shall be listed as required under paragraph (2) of this section.
4. Bids will be considered on equipment or material complying substantially with specifications provided. Each deviation is stated and the substitution is described, including technical data when applicable, in a letter attached to the bid. The Will County Executive or her representative and a representative from the Sheriff's Department reserves the right to determine as to whether such substitutions or deviations are within the intent of the specifications and will reasonably meet the service requirements of the using department.

Bid Security:

A 10% bid bond or cashier's check made payable to the Will County Treasurer, shall accompany each bid, attached to the front cover, as a guarantee that if the bid is accepted, a contract will be entered into. **Money Orders or company checks will not be accepted.** The bid bond or cashier's check of the unsuccessful bidder will be returned after the contract has been awarded by the County Board.

The bid bond or cashier's check of the successful bidder **shall be returned** by the County of Will at such time as a **10% performance bond** is delivered to the County of Will which shall be held for the entire length of the contract. The performance bond should be **10% of the calculated grand total**.

The performance bond will be returned upon satisfactory completion of contract.

Non-Discrimination:

The Contractor shall at all times observe and comply with any law, statute, regulation or the like relating in any way to civil rights including but not limited to 775 ILCS 10/1, *et. seq.*

Rejection of Bids:

The bidder acknowledges the right of the County of Will to reject any bids not in compliance with the request for bids and the right to reject all bids and the right to waive any non-material irregularities in any bid received.

Default:

In case of default by the successful vendor, the County of Will may procure the articles or services from other sources and may deduct from the unpaid balance due the successful bidder any of its costs resulting from the default, or may collect against the bond or surety for excess costs so paid, and the prices paid by the County of Will shall be considered the prevailing market price at the time such acquisition is made.

No Bids:

Those who wish not to submit a bid for this project please return your bid plainly marked "**no bid**" or send email of same, so your company's name remains active in our files. If you choose not to reply, your name will be removed, and no future bids will be sent to your company.

Contract duration:

If your virtual reality trainer requires a contract for support, libraries, and equipment, the contract period will be for one year from the day the Virtual Reality Trainer is installed and trainers are trained.

Words and figures:

Where amounts are given in both words and figures, the words shall govern. If the amount is not written in words the unit cost will take precedence over the extended price in case of a discrepancy in the multiplication.

Prime Contractor Certification:

Included in this bid package is a Prime Contractor Certification form. This form **must** be filled out and returned with your bid package or it will not be accepted.

Tax Exemption:

The County of Will is exempt from Federal, State and Municipal Taxes.

Prices:

Prices shall remain firm for 90 days once bids have been opened and are being evaluated and awarded.

Demonstrations:

Specifications and pricing will be reviewed, and responses will be ranked with a shortlist created accordingly. Demonstrations will be scheduled with the shortlist once the initial review process is complete. Demonstrations will be coordinated with a member of the Will County Sheriff's Department directly and be a live demo at the Will County Adult Detention Facility or arrangements for the Training Unit at the Will County Adult Detention Facility to demo the product at your location or at an agency within a reasonable driving distance from the Will County Adult Detention Facility.

Delivery and Installation Fee:

All prices are to include any delivery and installation fee. Additional freight charges will not be accepted at the time of invoicing.

Choice of Law and Venue:

Any cause of action related to this bid, or contract related thereto, shall be governed by the laws of the State of Illinois without regard to conflict of law provisions. Venue for any cause of action related to this bid, or any contract related thereto, shall be in the Twelfth Judicial Circuit, Will County, Illinois.

ILLINOIS FREEDOM OF INFORMATION ACT:

Any and all submissions to the County of Will become the property of the County of Will and these and any late submissions will not be returned. Your proposal will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140) and other applicable laws and rules, unless you request in your proposal that we treat certain information as exempt. We will not honor requests to exempt entire proposals. You must show the specific grounds in FOIA or other law or rule that support exempt treatment. If you request exempt treatment, you must submit an additional copy of the proposal with exempt information deleted. This copy must tell the general nature of the material removed and shall retain as much of the proposal as possible. In the event the County of Will receives a request for a document submitted, the County of Will shall provide notice to contractor as soon as practicable. Regardless, contractor will be responsible for any costs or damages associated with defending your request for exempt treatment. Furthermore, contractor warrants that County of Will's responses to requests for a document submitted that is not requested to be exempt will not violate the rights of any third party.

Please be advised that if your proposal is accepted by the County of Will all related records maintained by, provided to, or required to be provided to the County of Will during the contract duration are subject to FOIA. In the event the County of Will receives a request for a document relating to contractor, its

provision of services, or the arranging for the provision of services, the County of Will shall provide notice to contractor as soon as practicable and, within the period available under FOIA, contractor may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption, making reference to the specific FOIA provision applicable without simply making a general claim that the information is "confidential," "proprietary," "exempt from disclosure," or the like. Regardless, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment. Furthermore, contractor will warrant that County of Will's responses to requests for a document relating to contractor, its provision of services, or the arranging for the provision of services, or the arranging for the provision of services, will not violate the rights of any third party.

Please be advised also that FOIA provides that any record in the possession of a party with whom the County of Will has contracted to perform a governmental function on behalf of the County of Will, and that directly relates to the governmental function and is not otherwise exempt under FOIA is considered a public record of the County of Will for purposes of FOIA. 5 ILCS 140/7(2). As such, upon request by the County of Will (or any of its officers, agents, employees or officials), the contractor shall provide to the County of Will at no cost and within the time frames of FOIA a copy of any "public record" as required by FOIA and in compliance with the provisions of FOIA. After request by the County of Will, contractor may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption, making reference to the specific FOIA provision applicable without simply making a general claim that the information is "confidential," "proprietary," "exempt from disclosure," or the like. Regardless, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment.

Awarding of Bid:

The bidder acknowledges the right of the County of Will to reject any bids not in compliance with the request for bids and the right to reject all bids and the right to waive any non-material informalities or irregularities for any bid received and to accept the lowest responsible, responsive bid after all bids have been examined and evaluated.

The bid is expected to be awarded by October 29, 2025.

SUBMITTAL REQUIREMENTS:

Each of the following Products shall be submitted by the bid time mentioned herein in order that the bid will be considered:

1. **10% Bid Bond** or Cashier's Check
2. **Signed** Prime Contractor Certification Form
3. **Signed** and completed Bid Form
4. **Signed** and completed Receipt of Addenda Form

Technical Specifications

1. Virtual Reality Trainer:

The Virtual Reality Trainer must be accompanied by at least one virtual headset, 360 degrees. There will be no screens for which the student will interact. All equipment for the headset is to be included as well to operate the system. The trainer must not only be for de-escalation but will need to utilize use-of-force training as well.

2. Warranty:

At minimum, one year to be included with purchase. Cost of warranty beyond one year to be included in informational packet of bid.

3. Size of room:

The area needed to operate the VR headset must not be larger than 25'x16'.

4. Equipment Provided:

Workstation, Training Software & Utilities, Training Documentation, Charger, Rechargeable Batteries, base stations, Wi-Fi router, All Power, data, and system cables, Transport cases, & VR headset (1 minimum) with dual microphones. Equipment must be wireless with Bluetooth connection.

5. Use-of-Force Training Equipment:

Training: Pistol, OC Spray Canister, and Baton. All training equipment will need to fit a pistol holster for a Glock 17, 21" expandable baton, and MK4 OC canister. The previous equipment is what the Correctional Deputies are issued. Training equipment will need to fit our duty belt. If not, the company is to provide holsters for their training equipment.

Scenario Training Library

1. Library Content:

Must include the following scenarios

- a. De-escalation
- b. Interpersonal Communication Skills
- c. Control Tactics
- d. Use of Force
- e. Mental Health / Crisis Intervention

Installation and Training

1. Installation and set-up of product to be done by company.
2. Train-the-trainer session to include at least 6 students.
3. Equipment to be used prior to Representative leaving the training session to assure all items are working.
4. Ownership of Virtual Reality Trainer will be to the Will County Sheriff's Office – Adult Detention Facility.

Certification letter & testing

1. Demonstration:

Each vendor must coordinate one of the following: a live demo at the Will County Adult Detention Facility or arrangements for the Training Unit at the Will County Adult Detention Facility to demo the product at your location or at a municipality within a reasonable driving distance from the Will County Adult Detention Facility.

2. Contract Duration:

If the virtual reality trainer required a contract for support, libraries, and equipment, the contract term of one year will begin once the trainer is installed and initial training is completed.

3. Purchase Quantity:

The Will County Sheriff anticipates purchasing 1 Virtual Trainer system with possible upgrades and/or add-ons in the future. All bids are to include language regarding upgrades and/or add-ons.

4. Return of Product:

Within the first six months after having the “train the trainer” session, if it is determined that the product does not meet requirements as stated, and the department chooses the refund option, the manufacturer shall provide reimbursement.

5. Service:

Support service/tech is to be provided for errors/malfunctions.

6. Delivery:

System is to be delivered and installed within four (4) months of purchase. Any time longer than four (4) months will require an explanation and approval from the WCADF Training Sergeant and WCADF Deputy Chief of Support Services.

PRIME CONTRACTOR CERTIFICATION

The undersigned hereby certifies that _____
Name of Bidder

is not barred from contracting with any unit of State or local government as a result of a violation of either Section 33E-3 or 33E-4 of the Criminal Code of 1961.

Name of Bidder Title

Signature Date

Note: A person who makes a false certificate commits a Class 3 Felony.

Sections 33E-3 and 33E-4 provide as follows:

33E-3. Bid-rigging. A person commits the offense of bid-rigging when he knowingly agrees with any person who is, or but for such agreement would be, a competitor of such person concerning any bid submitted or not submitted by such person or another to a unit of State or local government when with the intent that the bid submitted or not submitted will result in the award of a contract to such person or another and he either (1) provides such person or receives from another information concerning the price or other material term or terms of the bid which would otherwise not be disclosed to a competitor in an independent noncollusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted.

Bid rigging is a Class 3 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

33E-4 Bid rotating. A person commits the offense of bid rotating when, pursuant to any collusive scheme or agreement with another, he engages in a pattern over time (which, for the purposes of this Section, shall include at least 3 contract bids within a period of 10 years, the most recent of which occurs after the effective date of this amendatory Act of 1988) of submitting sealed bids to units of State or local government with the intent that the award of such bids rotates, or is distributed among, persons or business entities which submit bids on a substantial number of the same contracts. Bid rotating is a Class 2 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) **of Section 5-4 of this Code.**

Possible violations of Section 33 can be reported to the Office of the Will County State's Attorney at (815) 727-8453.



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Bid Form

Virtual Trainer Bid – WCSD

#2025-88

Name _____ F.E.I.N> # _____
 Address _____
 City _____ State _____ Zip _____
 Contact Person _____ Phone _____
 Email Address _____

THIS IS NOT AN ORDER

Will County Agency Name:

For additional information contact the Will County Purchasing Department at purchasing@willcounty.gov

The bidder proposes to provide the products and/or services in accordance with the specifications attached herein.

Virtual Training System Description	Unit price
Training System, delivery and installation	
Library fee, if any.	
Lead time for delivery/installation of equipment	
Grand Total for One Year	
Grand Total in Written Words, in case of discrepancy written amount shall govern: _____	

Signed by: _____

Title: _____

Corporate Seal here

Will County reserves the right
to accept or reject any bid.

Approved by: _____

Mike Kelley, Will County Sheriff



WILL COUNTY, ILLINOIS

PURCHASING DEPARTMENT

Addendum Form

Virtual Trainer Bid – WCSD

#2025-88

Name _____ F.E.I.N> # _____

Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone _____

Email Address _____

THIS IS NOT AN ORDER

Will County Agency Name:

For additional information contact the Will County Purchasing Department at purchasing@willcounty.gov

Addendum Receipt: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

Addendum Receipt: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

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Addendum Receipt: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. _____, dated _____, signed _____

LATE BIDS CANNOT BE ACCEPTED!

Vendor Return Address:

SEALED BID DOCUMENT

BID #: 2025-88
DUE DATE: 9/25/2025
DUE: 11:00 A.M.
DESCRIPTION: Virtual Reality Trainer WCSO

DATED MATERIAL-DELIVER IMMEDIATELY

**WILL COUNTY PURCHASING DEPARTMENT
302 N. CHICAGO ST., 2ND FLOOR
JOLIET, IL 60432**

**PLEASE CUT OUT AND AFFIX THIS BID LABEL (ABOVE) TO
THE OUTERMOST ENVELOPE OF YOUR SEALED BID TO
HELP ENSURE PROPER DELIVERY!**

LATE BIDS CANNOT BE ACCEPTED!