REQUEST FOR BID

Staffing for Adequate Fire and Emergency Response ("SAFER") Grant Preparation, Grant Program Manager & Grant Administrator

Bid Submission Deadline: ***December 16, 2026 @ 9:00am***

Bid Opening: ***December 16, 2026 @ 9:00am***

Woodstock Fire/Rescue District
435 E. Judd Street
Woodstock, Illinois 60098

BOARD OF TRUSTEES

Fred Spitzer, President
Patrick Burke, Treasurer
Robert Kristensen, Secretary
Kim Mueller, Trustee
Scott Ritzert, Trustee

November 24, 2026
Date

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ADVERTISEMENT FOR BID

LEGAL NOTICE

NOTICE is hereby given that the Woodstock Fire/Rescue District is accepting sealed bids for Staffing for Adequate Fire and Emergency Response ("SAFER") Grant Preparation, Grant Program Manager & Grant Administrator positions in their entirety. Specifications may be obtained at Woodstock Station 1 located at 435 E. Judd Street, Woodstock, Illinois 60098. For further information, contact Fire Chief Brendan Parker at 815-338-2621 or bparker@wfrd.org

Sealed Bids will be accepted at 435 E. Judd Street, Woodstock, Illinois 60098 until 9:00am on December 16, 2026, at 9:00am bids will be publicly opened. The contract is scheduled to be awarded at the December 17, 2026, meeting of the Board of Trustees. The Woodstock Fire/Rescue District reserves the right to reject any or all bids received, to waive any formalities or technicalities of the Bid or to reject any non-responsive bid in the interest of the Woodstock Fire/Rescue District.

November 24, 2026

RE: SAFER Grant Preparation, Grant Program Manager & Grant Administrator
BID OPENING: December 16, 2026 @ 9:00am

Dear Bidder:

Enclosed you will find information relating to the Woodstock Fire/Rescue District's intention to contract for SAFER Grant Preparation, Grant Program Manager & Grant Administrator.

The materials enclosed are as follows:

1. Advertisement for Bids
2. General Conditions for All Bids
3. Bid Specifications
4. Contractor's Certification of Eligibility
5. Affidavit of Experience
6. Label for Sealed Bid Envelope

Please return your signed Bid Form, Addendum, Contractor's Certification of Eligibility and List of Subcontractors and Suppliers in an opaque, sealed envelope, showing the Project name, Date and Time of Opening in the lower left-hand corner of the envelope. A label has been enclosed for your convenience. These forms must be filled out, signed, and returned in a sealed envelope, or your bid will not be considered.

If you have any questions regarding this bid, please contact Fire Chief Brendan Parker at 815-338-2621 or bparker@wfrd.org

Sincerely,

Brendan Parker
Fire Chief

WOODSTOCK FIRE/RESCUE DISTRICT

REQUEST FOR BID ON STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE ("SAFER") GRANT PREPARATION, GRANT PROGRAM MANAGER & GRANT ADMINISTRATOR

Bids will be received until ***Wednesday,*** **December 16, 2026, at 9:00am.** A public bid opening will be held on Wednesday December 16, 2026, at 9:00am, unless modified by the Woodstock Fire/Rescue District. All contractors are welcome to attend this opening.

GENERAL CONDITIONS

1. PREPARATION OF BIDS

Each bid shall be submitted on the Bid Form furnished in these documents. All bids must be written in black ink or typewritten, and signed with the legal signature of the Bidder, enclosed in an opaque envelope, **sealed, and clearly marked** showing the **bid identification, and date and time of opening** in the **lower left-hand corner** (a label is enclosed for your convenience). The envelope must also contain the name and address of the bidder. The bidder must ensure that the "sealed bid" envelope is properly identified. The Woodstock Fire/Rescue District is not responsible for the premature opening of bid envelopes that are not properly marked. Any bids which are opened prior to the scheduled bid opening because of a failure to properly mark the envelope in accordance with this section, shall be deemed non-responsive and not considered.

2. EXAMINATION

Each bidder shall examine each and every part of these Specifications in order to comply with all requirements.

3. ERRORS AND OMISSIONS

All bidders are requested to notify the Woodstock Fire/Rescue District immediately of any errors or omissions that are encountered. If a mistake in these documents is discovered after the bid opening, the Woodstock Fire/Rescue District will be the sole judge of whether the mistake requires the submission of new bids. This decision shall be final and not subject to recourse. Errors and omissions by the Bidder on the Bid Form cannot be corrected after the bid opening. The bid will be rejected if the error or omission on the Bid Form results in a material defect, the bid will be rejected. Mere computational errors on the Bid Form will be corrected by the Woodstock Fire/Rescue District.

4. TIMELY SUBMISSIONS

The receipt of bids will cease at the date and time set forth above for the receipt of bids. Bids received after the scheduled date and time will not be considered unless evidence is presented, acceptable to the Woodstock Fire/Rescue District that it was in possession of the bid prior to the bid opening date and the bid was misplaced while in possession of the Woodstock Fire/Rescue District. Bids will not be accepted after the scheduled date and time of opening, and any bids received late will be returned to the bidder unopened, if possible. It may be impossible to determine whom the bid is from unless it is

opened. Should this be the case, the bid will be opened, address secured, and returned immediately.

5. QUALIFICATIONS OF BIDDERS

The Woodstock Fire/Rescue District may take action deemed necessary to investigate the qualifications of each bidder. Each bidder shall complete the affidavit of experience form in these Bid Documents and submit such form with the Bid Form. The Woodstock Fire/Rescue District reserves the right to qualify or disqualify bidders as a result of lack of similar project experience and/or any other information obtained from the affidavit of experience form. Potential bidders must demonstrate successful completion of five projects similar in scope and magnitude. Bidders must also demonstrate that they have sufficient resources, i.e. capital, laborers, sub-contractors, etc. to accomplish all tasks to complete the project by the specified completion date.

6. TAX EXEMPTION

The Woodstock Fire/Rescue District is not subject to federal excise tax or Illinois retailer's occupation tax.

7. DELIVERY DATE

Bidder shall make delivery by the date set forth in the Specifications. Failure to deliver within the specified time shall constitute a breach of the agreement.

8. SUBSTITUTIONS

The use of brand name or catalog number in the Specification is only for the purpose of establishing a grade or quality required. Because the Woodstock Fire/Rescue District does not wish to rule out other competition, whenever a specific brand name or catalog number is mentioned, the Bidder should add the phrase "or approved equal". Bidders proposing to use an alternate must request approval in writing to the Woodstock Fire/Rescue District no later than five (5) business days prior to the bid opening. Bids which propose to use a non-approved alternate will be rejected.

The Woodstock Fire/Rescue District shall be the sole and final judge as to whether any substitute is of equivalent or better quality. This decision is final and will not be subject to recourse by any person, firm, or corporation.

9. ADDENDA AND INTERPRETATION

All interpretations and requests for interpretations of the Bid Documents must be made in writing. Any addenda shall become part of the Contract Documents.

10. AWARD SELECTION

Bids will be awarded to the lowest responsible bidder complying with the conditions and Specifications presented herein. Although price is a major consideration in the award of bids, **the Woodstock Fire/Rescue District does not award on price alone. The Woodstock Fire/Rescue District also considers the quality of product, as judged by the Woodstock Fire/Rescue District, terms of delivery, serviceability and all other factors permitted by law.** If specified on the bid form, awards will be based upon the submitted unit prices. The Woodstock Fire/Rescue District reserves the right to award the Contract to one bidder for the entire project or to any series of bidders for an appropriate portion of the project. The Woodstock Fire/Rescue District also reserves the right to: determine whether the selection, in its judgment, meets the needs or purposes intended; to increase or decrease the quantities shown on the bid; to reject any and all price or bids submitted and to waive any formality or technicality. Such decisions shall be final and not subject to recourse.

No bids may be withdrawn after the official opening. All bids submitted must be valid for a minimum of **one hundred twenty (120) days** after the date set for the bid opening. Bids are submitted to the Board for approval at a regular meeting of the Board of Trustees for the Woodstock Fire/Rescue District.

11. CONTRACT

The Bidder to whom the project is awarded is required to enter into a contract, with the Woodstock Fire/Rescue District.

12. COMPLIANCE WITH LAWS

All materials, supplies and equipment provided under this bid must comply with all federal, state, county and local laws, ordinances, rules, regulations, and orders that in any manner affect the production and sale of the product or service contained herein. Additional certifications, attached as addenda, will be required in the event federal or state funds are being used to fund this contract. Lack of knowledge on the part of the vendor will in no way be cause for release of this obligation. The Woodstock Fire/Rescue District reserves the right to reject any bid, cancel any contract and pursue any other legal remedies deemed necessary if it becomes aware of violation of any laws on the part of the vendor.

13. FAIR EMPLOYMENT

Bidder's signature on the Bid Form will be construed as acceptance of and willingness to comply with all provisions of the acts of the General Assembly of the State of Illinois relating to wages of laborers, preference to citizens of the United States and residents of the State of Illinois, and discrimination and intimidation of employees. Provisions of said acts are herein incorporated by reference and become a part of this Proposal and Specifications.

14. EQUAL OPPORTUNITY

In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or compensation, and selection for training, including apprenticeship. The contractor further agrees to take affirmative action to ensure EE Opportunities. The contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the Equal Opportunity Clause.

15. NON-BARRED BIDDING

The Bidder must certify that it is not barred from bidding on this contract as a result of a conviction for the violation of state laws prohibiting bid-rigging or bid-rotating by executing the included certification.

The Bidder, by signing the Bid Form, acknowledges, understands and abides by all of the above "General Conditions."

Woodstock Fire/Rescue District
435 E. Judd Street
Woodstock, IL 60098

TERMS AND CONDITIONS OF THIS BID

Staffing for Adequate Fire and Emergency Response ("SAFER") Grant Preparation, Grant Program Manager & Grant Administrator

1. **SCOPE**

   The awardee will be responsible for the preparation and submission of the SAFER grant applications and the management of such grants and ensuring all government rules and procedures are followed for all expenditures associated with the grant. This includes providing all government required reports, requests for disbursements from the grant, financial records and accounting, all audits and close out reports on the success of the grant. All reports, records, and requests for reimbursement shall be reviewed and approved by the Woodstock Fire/Rescue District prior to submission and copies provided for the Woodstock Fire/Rescue District records. All records and files and works created as part of this project shall remain the property of the Woodstock Fire/Rescue District.

   The Grant Administrator shall support the Woodstock Fire/Rescue District for any audit that the US Government requests and ensure the Woodstock Fire/Rescue District has followed all rules and regulations associated with the grant.

   The awardee will work closely with the Woodstock Fire/Rescue District and the members of the 2026 SAFER Grant Committee to ensure open constant communications on activities associated with the grant.

2. **PROJECT IDENTIFICATION AND LOCATION**

   2026 SAFER Grant – Woodstock Fire/Rescue District, 435 E. Judd Street, Woodstock, Illinois 60098

3. **TERM OF THE CONTRACT**

   December 17, 2026 to December 17, 2030 and the completion of the closeout reports.

4. **TERMINATION OF THE CONTRACT**

   The Woodstock Fire/Rescue District may terminate the contract upon breach by the bidder which remains uncured after thirty (30) days following written notice of termination, or without cause after sixty (60) days written notice.

5. INSURANCE REQUIREMENTS

Bidder shall obtain insurance of the types and in the amounts listed below:

A. Commercial General and Umbrella Liability Insurance

Bidder shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less that $2,000,000. each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location.

CGL insurance shall be written on the most recent Insurance Services Office (ISO) occurrence form CG 00 01, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

B. General Insurance Provisions

1. Evidence of Insurance

Bidder shall furnish the Woodstock Fire/Rescue District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

Bidder's certificate of insurance shall list the Woodstock Fire/Rescue District, its officers, employees, agents and volunteers as additional insureds.

All certificates shall provide for thirty (30) days' written notice to the Woodstock Fire/Rescue District prior to the cancellation or material change of any insurance referred to therein. Written notice to the Woodstock Fire/Rescue District shall be by certified mail, return receipt requested.

Failure of the Woodstock Fire/Rescue District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Woodstock Fire/Rescue District to identify a deficiency from evidence that is provided shall not be construed as a waiver of Bidder's obligation to maintain such insurance.

Failure to maintain the required insurance may result in termination of this contract at the Woodstock Fire/Rescue District's option.

Bidder shall provide certified copies of all insurance policies required above within ten (10) days of the Woodstock Fire/Rescue Districts' written request for said copies.

Woodstock Fire/Rescue District
435 E. Judd Street
Woodstock, IL 60098

BID FORM

STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE ("SAFER") GRANT PREPARATION, GRANT PROGRAM MANAGER & GRANT ADMINISTRATOR

A. ACKNOWLEDGMENT

By its signature below, the Bidder acknowledges it has received a complete set of Specifications and understands that meaning of their content and shall willingly comply with the guidelines set forth in these documents. The Bid Documents are composed of the following documents, which the Bidder acknowledges it has received in full:

- Letter to Bidder
- Advertisement for Bid
- General Conditions for All Bids
- Bid Specifications
- Contractor's Certification of Eligibility
- Affidavit of Experience

If any of the above documents have been omitted, please contact the Woodstock Fire/Rescue District immediately to receive replacements for the missing documents.

Woodstock Fire/Rescue District
435 E. Judd Street
Woodstock, IL 60098

B. PROPOSAL

The undersigned has carefully examined the General Conditions and All Bids, the Terms and Conditions for this bid, insurance requirements, Specifications, and Bid Form and proposes to provide the various types of equipment, supplies or materials in accordance with this bid and all attachments and exhibits for the following unit prices:

Woodstock Fire/Rescue District
435 E. Judd Street
Woodstock, IL 60098

C. AFFIDAVIT OF EXPERIENCE (This Affidavit must be executed)

STATE OF ILLINOIS)
)SS:_____
COUNTY OF MCHENRY)

_____, being duly sworn, says that he/she is

_____of_____,
(Sole Owner, Member of Firm, Corporate Official) (Individual, Firm, Corporate Name)

which has done work for the following parties of or the general kind and approximate magnitude required under this Contract: (list project name, contact, phone number and date of completion). I/we hereby authorize the Woodstock Fire/Rescue District to contact the individuals listed below.

Project Name	Contact	Phone #	Completion Date
_____	_____	_____	_____.
_____	_____	_____	_____.
_____	_____	_____	_____.
_____	_____	_____	_____.
_____	_____	_____	_____.

_____

(Signature)

D. CERTIFICATIONS AND SIGNATURE

The undersigned has checked the plan(s), specifications and the above figures and understands that he shall be responsible for any errors or omissions based upon these specifications as submitted on the Bid Offer Form.

It is understood and agreed that the Woodstock Fire/Rescue District reserves the right to accept or reject any or all bids and to waive any formality in any bid received.

The undersigned further declares that this bid is made without any connection with any person making another bid for the same contract, that the bid is in all respects fair and without collusion or fraud, that no member of the Woodstock Fire/Rescue District Board of Trustees or other officer of the Woodstock Fire/Rescue District, or any person in the employ of the Woodstock Fire/Rescue District is directly or indirectly interested in this bid, or in any portion of the profits thereof.

Name of Person or Entity submitting this Bid		
Street Address		
City	State	Zip
Telephone Number	Fax Number	

Bid Form is not valid unless properly signed:

_____ _____

SIGNATURE Date

Woodstock Fire/Rescue District
435 E. Judd Street
Woodstock, IL 60098

E. CONTRACTOR'S CERTIFICATION OF ELIGIBILITY

In Compliance 720 ILCS 5/33E-11:

_____, a(n) _____
Print Name of Contractor Individual, Partnership, Corporation

as part of his bid on the above referenced Contract, hereby certifies that the Contractor is not barred from bidding on the above referenced contract as a result of a violation of either Section 33E-3 Bid-rigging or 33E-4 Bid-stating of Article 33E of the Illinois Criminal Code, 720 ILCS 5/33E-1, *et. seq.*, as amended.

_____
Date

Contractor

By:_____

Its:_____
Title

STATE OF ILLINOIS)
) SS
COUNTY OF _____)

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that

_____ appeared before me this day in person and, being first duly sworn on oath, acknowledged that he/she executed the foregoing certification as his/her free act and deed.

Dated:_____ Notary Public:_____

LABEL FOR SEALED BID ENVELOPE

Cut out and tape label below to the lower left-hand corner of your return sealed bid envelope.

Return to:

Woodstock Fire/Rescue District
435 E. Judd Street
Woodstock, IL 60098

SEALED BID

SAFER GRANT WRITER / ADMINISTRATOR

DO NOT OPEN UNTIL:
December 16, 2026 @ 9:00am