



## **Hoffman Estates Park District**

### **Burglar Security Alarm System Upgrade**

#### **REQUEST FOR PROPOSAL (RFP)**

**Due: December 6, 2019 at 5:00 PM**

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Also Included:

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## 1.0 Introduction

The Hoffman Estates Park District (HE Parks) is soliciting proposals for the following item(s):

- Review current burglar security alarm system and propose replacement alarm system, including intrusion alarms panels, keypads, sensors, and motion detectors, as well as install panic buttons for certain areas throughout the seven (7) District facilities located in Hoffman Estates, IL. Specific addresses are listed below. The vendor will provide all labor, equipment and materials for quarterly and annual maintenance and testing. The proposal is to be fully furnished and installed to meet the specifications detailed in this Request for Proposal (RFP). It is highly desirable that the alarm system be accessible through a web-portal as well as accessible remotely through secured handheld mobile devices. It is also desired that we move away from analog phone lines and utilize either our existing fiber internet connection or cellular network service.

The Respondent should be experienced in the type of work or services as outlined in these specifications, and meet the following qualifications: The Vendor's personnel and management to be utilized in this service requirement shall be knowledgeable in their areas of expertise and have 5 years of experience. HE Parks reserves the right to check references to ensure that competent persons will be utilized in the performance of the agreement. They should also be knowledgeable in local, federal and county regulations. HE Parks currently consists of seven (7) facilities/buildings connected by Comcast's Metro Ethernet (Metro-E) solution. The following HE Parks facilities are in scope:

1. Triphahn Center (TC) – 1685 W. Higgins Rd.
2. Bridges of Poplar Creek Country Club & Golf Course (BPC) – 1400 Poplar Creek Drive
3. The Club at Prairie Stone (The Club at PS) – 5050 Sedge Blvd.
4. Willow Recreation Center (WRC) – 3600 Lexington Drive
5. Seascape Aquatic Center (SEA) – 1300 Moon Lake Blvd
6. Parks Maintenance Garage (PARKS) - 2352 Hassell Rd.
7. Vogelei House & Barn (VOG) – 650 W. Higgins Rd.

### 1.1 Organization Overview

HE PARKS is a unit of local government and an Illinois park district located in Hoffman Estates, IL. More information regarding the District may be found at our website:

<http://www.heparks.org/>

## **1.2 Statement of Purpose**

HE PARKS's current burglar alarm system is over 10 years old. The system needs modernizing. The new solution should replace all of the existing analog phone lines with a cellular connection and/or a connection that best leverages the Park District's Comcast's Metro Ethernet solution. The proposed system should include panic buttons to certain locations throughout the District. Remote access through a mobile device is desirable. In addition, all future systems in the proposed product line must be positioned to meet anticipated growth.

## **1.3 Background**

HE PARKS's mission is to offer healthy and enjoyable experiences for our residents and guests by providing first class parks, facilities, programs and services in an environmentally and fiscally responsible manner.

More information can be found on <http://www.heparks.org/>

## **2.0 Terms and Instructions – Exhibit 1 Submittals**

This section provides general instructions and information related to this RFP and the selection process.

### **2.1 Definition of Terms**

This RFP has been sent to alarm system solutions providers to enable them to respond with a proposal meeting the requirements set forth in this document. Such a provider will hereinafter be individually referred to as "SUPPLIER".

### **2.2 Proposal Preparation Costs**

SUPPLIER agrees to bear its own expenses in responding to this RFP. Nothing herein shall create an obligation on the part of HE PARKS to do business with any SUPPLIER participating in this RFP process.

### **2.3 Validity**

SUPPLIER's proposal shall remain valid for a period of 90 days after the date the proposal is due.

### **2.4 Exhibits**

SUPPLIER shall provide the Exhibits required in this specification, per the specific Exhibit instruction found in each relevant section and the Summary of Exhibits at the end of the document. Exhibits should be submitted together as part of the Summary of Exhibit section at the end and not inserted into the body of the RFP where an Exhibit is referenced.

### **2.5 Inquiries**

Questions may be submitted up until **November 30<sup>th</sup>, 2019**. Any questions thereafter submitted

will not be addressed. Please refer to section 2.9 Schedule of Events.

All questions pertaining to this document shall be submitted in writing and submitted via email to:

John Agudelo, Information Technology Manager

[jagudelo@heparks.org](mailto:jagudelo@heparks.org)

Please refrain from direct telephone inquiries.

## **2.6 Submission**

Text responses to this RFP may be prepared in a Word document, and spreadsheets in Excel form should be submitted when plain-text email is insufficient.

Please provide responses or acknowledgement of acceptance for all questions and requirements. The SUPPLIER is encouraged to keep responses succinct.

HE PARKS requires all submissions in only electronic format.

Electronic copies should be sent to:

[jagudelo@heparks.org](mailto:jagudelo@heparks.org)

While HE PARKS encourages the SUPPLIER to submit the most creative, cost effective proposal possible, the inclusion of extraneous commercial and or sales literature not requested is strongly discouraged. Any supplemental information that the SUPPLIER elects to provide should be attached as additional appendices and should be specific to the requirements of this RFP.

## **2.7 Evaluation Criteria**

HE PARKS reserves the right to accept or reject any and all responses to this RFP at its complete discretion without explanation to SUPPLIER. HE PARKS reserves the right to withdraw or modify this RFP before the closing date. All participating SUPPLIERS will be notified in the instance of withdrawal or modification.

SUPPLIER should present its most competitive proposal. Upon receipt of initial evaluation of proposals, a shorter list of SUPPLIERS may be selected who may be invited for presentations, further discussions, and negotiations if applicable.

Any financial data submitted with any other offer hereunder or any representation concerning facilities, capabilities, cost elements or financing may form a part of any resulting agreement.

HE PARKS will evaluate proposals based on the following criteria (not in order):

- Cost
- Supplier's work/support history
- Conformity to specifications

Reliability  
Product Performance and Migration Track Record Maintenance  
Manufacturer Support  
Track Record with similar scale projects References  
Technical Capability Commercial  
Credit Reports  
Supplier's financial credibility  
Any Supplier going concern

## 2.8 Schedule of Events

Electronic copies of all proposals must be received by 5pm, CST, 11/30/2019. No exceptions or extensions will be granted unless by specific written request from a SUPPLIER, which extended time shall then be granted to all SUPPLIERS that HE PARKS anticipates will be submitting a proposal. In such a case, the Schedule of Events will be modified accordingly and provided to all SUPPLIERS that HE PARKS anticipates will be submitting a proposal.

Proposals delivered after the due date will not be given consideration.

Distribution of RFP	11/13/19
Site Survey by appointment for vendors	11/18 – 11/27/19
RFP due to HE PARKS	12/06/19
Staff selection of Vendor	12/11/19
Committee Approval	12/17/19
Board Approval	12/17/19
Award RFP	12/30/19
Install Burglar Alarm System	1/1/20-1/30/20

The Schedule of Events is subject to change and shall not be binding.

## 2.9 Award

HE PARKS reserves the right to make an award in whole or in part.

## 2.10 Bonds, Insurance and Indemnification

The SUPPLIER agrees to provide and maintain, at its own expense, the following bonds and insurance coverage:

### **Bonds:**

**The SUPPLIER shall, at the SUPPLIER'S expense only, furnish a performance and labor and materials payment bond, with good and sufficient sureties to secure the faithful performance of the contract and the payment of all obligations thereunder. Such bond shall provide, among other conditions, for completion of the contract and for the payment of material and labor used in providing the services, whether by subcontractor or otherwise. The bond shall guarantee the faithful performance of the SUPPLIER'S obligations under the Illinois Prevailing Wage Act. The bond required hereunder shall be delivered to HE PARKS not later than 3 days following the date the contract is awarded by HE PARKS and executed by the SUPPLIER. The SUPPLIER shall require**

the attorney-in-fact who executes the required bonds on behalf of the surety to affix a certified and current copy of the power of attorney.

**Insurance:**

**SUPPLIER'S ATTENTION IS DIRECTED TO THE INSURANCE REQUIREMENTS BELOW. IT IS HIGHLY RECOMMENDED THAT THE SUPPLIER CONFER WITH ITS INSURANCE CARRIER REGARDING THESE REQUIREMENTS. FAILURE TO MEET THESE REQUIREMENTS IS CAUSE FOR CANCELLATION OF THE CONTRACT.**

**INSURANCE REQUIREMENTS**

**VENDORS, SUPPLIERS**

Company shall obtain insurance of the types and in the amounts listed below.

**A. Commercial General and Umbrella Liability Insurance**

Company shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$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 Insurance Services Office (ISO) occurrence form CG 00 01 10 93, 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).

District shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to District. Any insurance or self-insurance maintained by HE PARKS shall be excess of Company's insurance and shall not contribute with it.

**B. Business Auto and Umbrella Liability Insurance**

Company shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage.



If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

**C. Workers Compensation Insurance**

Company shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

If District has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 26 under the Commercial General and Umbrella Liability Insurance required in this Contract, Company waives all rights against District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to this Agreement.

**D. General Insurance Provisions**

**1. Evidence of Insurance**

Company shall furnish 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.

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

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

District shall have the right, but not the obligation, of prohibiting Company from entering the premises until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by District.

Failure to maintain the required insurance may result in termination of this Contract at District's option.

Company shall provide certified copies of all insurance policies required above within 10 days of Districts' written request for said copies.

## **2. Acceptability of Insurers**

For insurance companies which obtain a rating from A.M., the best rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, HE PARKS has the right to reject insurance written by an insurer it deems unacceptable.

## **3. Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to HE PARKS. At the option of HE PARKS, the Company may be asked to eliminate such deductibles or self-insured retentions as respects HE PARKS, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

## **4. Subcontractors**

Company shall cause each subcontractor employed by Company to purchase and maintain insurance of the type specified above. When requested by HE PARKS, Company shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

## **E. Indemnification**

To the fullest extent permitted by law, the Company shall indemnify and hold harmless HE PARKS and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising out of or resulting from the Company's activities, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, and (ii) is caused in whole or in part by any negligent or wrongful act or omission of the Company, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except to the extent caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. Company shall similarly protect, indemnify and hold and save harmless HE PARKS, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Company's breach of any of its obligations under, or Company's default of, any provision of the Contract

### **2.11 Permits, Licenses, Laws, Ordinances, Regulations, Rules and Orders**

The SUPPLIER agrees to do all things necessary, at its own expense, to comply with all laws, ordinances, regulations, rules and orders of the Village of Hoffman Estates, the county, state and/or federal government and of any and all of its departments and bureaus which may be applicable to the SUPPLIER'S operations. This includes, but is not limited to, OSHA and any state counterpart thereof and all health care and life safety codes.

The SUPPLIER shall certify on the attached form that no delinquent taxes are outstanding or otherwise due to the Illinois Department of Revenue, in accordance with 65 ILCS 5/11-42.1-1.

The SUPPLIER shall certify on the enclosed form that it provides for a Drug Free Workplace, in accordance with 30 ILCS 580/1, *et seq.*

The SUPPLIER shall certify on the enclosed form that it provides a written program for prevention of substance abuse among employees and testing of employees for substance abuse, in accordance with 820 ILCS 265/1, *et seq.*

The SUPPLIER shall be required to comply with all laws, including those relating to the employment of labor and the payment of the general prevailing rate of hourly wages in the locality in which the services are to be performed for each craft or type of worker or mechanic needed to execute the contract or perform the services, and the record keeping requirements of the Prevailing Wage Act; (820 ILCS 130/0.01). The general prevailing rate for legal holiday and overtime work as ascertained by the Illinois Department of Labor for DuPage County, Illinois, shall be paid for each craft or type of worker needed to execute the contract or to perform the services. Wage rates shall be paid in accordance with the wage rate list attached hereto and made a part of the contract. Should such wage rates be revised by the Illinois Department of Labor, the SUPPLIER shall pay such revised rates to all laborers, workers and mechanics for each craft or type of worker or mechanic needed to perform the services under the contract. HE PARKS shall have no obligation to notify the SUPPLIER of any such revisions. **The SUPPLIER shall certify its compliance with the above on the enclosed Prevailing Wage Affidavit and shall supply certified payrolls for all work completed.**

**The SUPPLIER shall also comply with all equal employment opportunity laws of the State of Illinois and the Federal government.**

### **2.12 Taxes**

It shall be the SUPPLIER'S responsibility to pay any and all taxes including payroll taxes.

### **2.13 Additional Charges**

No extra work or charges under this contract will be recognized or paid for unless agreed to in writing by HE PARKS before the work is done or the changes made. All additional work will be approved through a formal Change Order management process. Only Change Orders approved by the following District signees will be considered valid: Nicole Hopkins, Finance Director. However, any change order in excess of \$7,500.00 shall be approved by HE PARKS's Board of

Commissioners.

#### **2.14 Subcontractors**

The names and addresses of all proposed subcontractors shall be furnished as to HE PARKS upon request. The selection of subcontractors must be acceptable to HE PARKS. The SUPPLIER shall at all times be the prime SUPPLIER holding ultimate and final responsibility for the actions and work of each of SUPPLIER'S subcontractors. SUPPLIER shall be fully responsible to HE PARKS for the acts and omissions of its subcontractors. If, in HE PARKS's reasonable judgment, there is any failure on the part of subcontractors to perform their work in strict accordance with the specifications, SUPPLIER, after due notice from HE PARKS, shall discharge the subcontractor. This shall in no way release SUPPLIER from its obligations and responsibility under the contract. The items and the provisions of the contract documents that are applicable to its work shall bind each subcontractor. Nothing contained herein shall create any contractual relation between any subcontractor and HE PARKS.

#### **2.15 Competency of Project Staff**

Project managers, technicians or other SUPPLIER employees who are unsatisfactory to HE PARKS or, in the opinion of HE PARKS are unskilled or otherwise objectionable, shall be dismissed from the Project by SUPPLIER upon notice from HE PARKS. HE PARKS shall not impose this right arbitrarily or capriciously. All SUPPLIER controlled installation, system design and training personnel involved in this Project shall be factory certified or otherwise highly experienced on the proposed system.

#### **2.16 Access to Premises**

SUPPLIERS may have access to the premises during normal working hours for any installation work that does not interrupt service or disrupt normal workflow. No claims for premium payment for work outside normal hours will be honored unless specifically agreed to by HE PARKS in conjunction with work not covered in this RFP.

#### **2.17 Workplace Policies and Procedures**

SUPPLIER agrees to make employees aware of the following policies:

- All employees of SUPPLIER and its subcontractors shall wear and display identification badges furnished by SUPPLIER.
- Escorts may be required in designated areas.
- Smoking will not be permitted in any area of HE PARKS premises.
- Eating will be permitted only in areas specifically designated as lunch or lounge areas.
- SUPPLIER will ensure that its employees and subcontractors maintain an appearance suitable for a business environment.

## **2.18 Installation**

Installation of all material must meet industry standards in all respects with specific attention given to methods employed for wiring, termination, cable dressings, labeling, documentation, equipment room layout, general appearance, equipment operation and performance.

## **2.19 Clean up and Damages**

At the completion of any day's work, the SUPPLIER shall completely remove from the premises all packing, crates and other litter accumulated due to the installation work, and shall leave the premises in a neat and orderly condition.

The SUPPLIER shall be responsible for the cost of repairing or replacing any damaged property caused by the SUPPLIER during installation. In the event of a dispute concerning clean-up, repair or replacement, HE PARKS may perform the work and charge the cost to the SUPPLIER.

## **2.20 Equipment Identification**

The SUPPLIER must provide the product description and model numbers for all equipment proposed as part of Schedule A (refer to Section 10 for the Schedule) for the approval of HE PARKS.

## **2.21 Changes to the Specifications**

HE PARKS may, if necessary, make changes to the scope of work consisting of additions, deletions or other revisions. Should these changes be necessary, the Schedule A and associated financial documents will be adjusted accordingly. Changes will not invalidate the contract nor affect the guarantees of the SUPPLIER or the validity of the SUPPLIER'S performance bond.

## **3.0 Supplier Information – Exhibit 2 Submittals**

### **3.1 Supplier Overview**

Provide a general overview of the SUPPLIER'S organization inclusive of the following; years in business, all products sold or serviced, approximate share of the local market, any vertical markets where the organization is especially proficient as well as the experience of the SUPPLIER with all aspects of IT & Network Communications.

Provide Supplier's two most recent year's summarized financial statements.

### **3.2 Corporate Structure**

Describe the SUPPLIER'S corporate structure and include the names of key principals or stakeholders, their titles and contact information.

### **3.3 Operations Structure**

Describe the SUPPLIER'S local Operations structure. Include here an escalation path for both

Installation and Post-Installation Service teams. Describe the SUPPLIER'S national service structure, if applicable.

**3.4 Relationship to Manufacturer**

Describe the SUPPLIER'S business relationship with the proposed products manufacturer (e.g. distributor, branch office, subsidiary, common parent) and how long the relationship has existed.

**3.5 Corporate Contact Information**

Provide the physical and mailing address for the corporate office. Provide the corporate telephone and fax number.

Provide the home page website address for the corporate office, or parent company.

**3.6 Supplier Questionnaire**

State the system make and model proposed.	
State the system software release.	
State the number of technicians factory certified on the system proposed	
State the total number of certified personnel in your organization who could be called on if a serious outage or disaster occurred at HE PARKS's facility	
State the number of customers currently using the proposed system within a 100 mile radius of the installation address	
State the hours that service is available for major and minor service calls.	
State the address of the service center that will install and maintain the proposed system.	

### **3.7 Supplier References**

HE PARKS intends to check all references. Please ensure the following:

A minimum of three (3) SUPPLIER customer references currently using the system proposed and submitted as Exhibit 2. References should be multi-facility/building companies with at least 150 employees.

## **4.0 Manufacturer Information – Exhibit 3 Submittals**

### **4.1 Organization Overview**

Provide a general overview of the manufacturer's organization inclusive of the following; years in business, approximate share of the local market, approximate share of national and international markets (if applicable), any vertical markets where it is especially proficient, as well as its product experience and history with both TDM and IP telephony products.

Provide Manufacture's two most recent year's summarized financial statements.

### **4.2 Product Migration Track Record**

Provide a description of the manufacturer's product migration track record. If this is a first generation product, please describe what if any components of previously marketed systems are compatible with the proposed system.

### **4.3 Manufacturer Support**

Discuss the relationship between the SUPPLIER and the manufacturer? When (if ever) does the manufacturer get involved to provide support?

**5.0 Scope of Work**

**5.1 Burglar Alarm System Solution**

The required system should be capable of meeting the operational requirements of Hoffman Estates Park District for the next ten years. The proposed system will be judged on its ability to provide cost effective service without premature obsolescence over the anticipated system life. Equally important will be the SUPPLIER’s ability to provide responsive support throughout the life of the system.

The SUPPLIER is required to assess our alarm panels, keypads, sensors, detectors and provide a solution either repurposing existing hardware or installing all new hardware utilizing either a cellular communication connection or using our existing Comcast fiber network. New alarm panic buttons are required in certain locations. These can be wired or wireless. The ability to remotely administer the alarm system is desirable. SUPPLIER is required to provide 24-hour monitoring of the burglar & panic signals. Coordinate with local police authority as well as provide full parts and labor repair service on the system.

**5.2 Evaluation and replacement of all current hardware**

Listed below is information regarding HE PARKS’s current burglar alarm system. More detailed information, i.e. current alarm zones, facility maps, etc. is included.

HE PARKS currently has the following alarm panels in each facility.

Facility	Alarm
Triphahn Center	Radionics D9412
Bridges of Poplar Creek	Radionics D7412
Prairie Stone Sports & Wellness	Vista 50P
Willow Recreation Center	FA168CPS
Parks Maintenance	DMP XR-200
Seascape Aquatic Center	DMP XR-10
Vogelei House & Barn	DMP XR-20

SUPPLIER should evaluate our current panels, keypads, sensors, detectors, connectivity and propose a cost effective solution.



### **5.3 Work Included**

The principal items of work shall include, but not be limited to, the following:

All equipment described herein shall be the products of manufacturers identified herein.

The SUPPLIER must provide in the Contract, as a minimum, a one-year hardware and software warranty on the proposed system(s), labor, with materials and parts supplied by the SUPPLIER. The warranty will cover the SUPPLIER supplied parts, labor, travel and miscellaneous costs. The warranty period will commence the day following the date of System Acceptance.

If the system fails to completely perform in accordance with this RFP and the contract documents, SUPPLIER will take all necessary action, at no additional cost, to restore the system to perform in accordance with the RFP and the contract documents.

The SUPPLIER will provide HE PARKS's designated representative with a list of activities and requirements that must be performed by HE PARKS's personnel, and will indicate the necessary schedule for their completion.

### **5.4 As Built Drawings**

The cost of furnishing one (1) set of as-built Record Drawings shall be considered as incidental to the price of the Contract.

### **5.5 Project Management**

The contract shall be carried out, under the direction of a qualified project manager (PM) and the costs of all such direction shall be included with the SUPPLIER'S bid.

### **5.6 Certification Training**

SUPPLIER shall include in the cost of the proposed manufacturer's installation and maintenance certification training for two (2) employees of HE PARKS, less travel expenses but including all course materials, if applicable.

## **6.0 Technical Specifications – Exhibit 4 Submittals**

### **6.1 General System Requirements**

Modern burglar alarm technology that can utilize cellular or fiber network connection. Panic buttons that connect with local police authorities. 24-7 monitoring support. Remote management through mobile devices. Proposed system must be the most current system model including hardware in release at the time of installation. System must include panic buttons to areas designated by HE Parks. In the event that the proposed system is not in general release at the time, SUPPLIER shall so inform HE PARKS and identify all known enhancements, upgrades or new product offerings to be included in the proposed model.

SUPPLIERS must provide a simple schematic of the proposed alarm design, submitted as Exhibit 4.

## **6.2 System Architecture**

System must be an open standards-based solution. The alarm panel hardware, keypad, sensors, detectors, & panic buttons should be serviceable by any alarm vendor. Proprietary alarm systems are not desired.

## **7.0 Installation and Post Installation Services - Exhibit 5 Submittals**

### **7.1 Installation Plan**

SUPPLIER is required to submit an installation plan following execution of the contract by both parties. The installation plan must be a detailed written description of timeline events.

Provide a typical generic copy of such a plan submitted as Exhibit 6.

### **7.2 Project Management**

The installation shall be performed under the direction of a qualified project manager and the costs of all such direction shall be included with the SUPPLIER'S proposal. The SUPPLIER shall install the materials and equipment in a first class workmanlike manner and in accordance with all applicable federal, state, and local fire and safety codes.

SUPPLIER shall be required to maintain a copy of this document on site during all phases of the Project. In addition, all personnel working on the Project will be required to be familiar with the contents of this document.

### **7.3 Training & System Manuals**

Training must be comprehensive and cover all functions and procedures necessary for operation of the new system at the user or facility manager level. Training materials, such as instruction manuals, quick reference charts and cards, overlays and reference manuals must be supplied in the quantities associated with relevant Schedule A endpoints and systems and must become the property of HE PARKS. SUPPLIER must provide all System Manual(s).

#### **7.4 Acceptance**

SUPPLIER is responsible for the system, as proposed, being installed to HE PARKS's satisfaction. Prior to System Acceptance, SUPPLIER must complete the following:

Adjust all applicable equipment components for operation. Ensure all sensors, detectors, & panic buttons are tested and working properly.

Provide HE PARKS with complete user instructions used for training purpose.

Install and test the system fully to ensure operation with feature functionality as described in the manufacturer's specification.

At the completion of the project installation, provide a diagram of the system as installed.

#### **7.5 Warranty Coverage**

SUPPLIER must have a maintenance office and technician in the Greater Suburban Chicago area.

If the SUPPLIER will be using subcontractors for onsite installation and/or subsequent service of the system for maintenance, the SUPPLIER must provide a detailed explanation of the its business relationship to the subcontractor, including length of relationship, how many hours per month the subcontractor is used and references of other customers of the SUPPLIER where the subcontractor is used and is known to the referenced customer.

SUPPLIER must provide a minimum of one year warranty on all material and labor supplied with the proposed system.

#### **7.6 Service Maintenance**

Provide a schedule of services included in maintenance contract.

### **8.0 Financials - Exhibit 6 Submittals**

#### **8.1 Equipment Schedule A**

The Equipment Schedule is referred to as "Schedule A". SUPPLIER must include all material components that will be included in the total system as part of the Schedule A. Provide a cumulative total at the bottom for each cost column.

#### **8.2 Labor Schedule B**

The Labor Schedule is referred to as "Schedule B". SUPPLIER must include a not-to - exceed estimate for all labor required to deliver a solution. Provide a sub total for the hours and cost columns at the bottom.

### **8.3 Tax Schedule C**

HE PARKS is tax exempt per the Illinois Department of Revenue. The Tax Exemption Identification Number issued to HE PARKS is: E9998-0150-07

### **8.4 Shipping**

SUPPLIER must include the shipping costs for all material proposed as part of a system. Supplier shall include cost of shipping as a separate column on the Equipment Schedule A.

### **8.5 Payment Terms and Progress Payments**

SUPPLIER must agree to the following payment terms:

- 25% upon ordering of equipment
- 50% upon delivery of all material
- 75% upon installation
- 100% upon Successful Cutover and all training completed

HE PARKS may withhold payment or any portion thereof, if:

Work is found defective and not remedied.

SUPPLIER does not make prompt and proper payments to subcontractors for labor, materials, or equipment furnished by them.

HE PARKS or another party is damaged by an act for which the SUPPLIER is responsible.

Reasonable evidence indicates that the work cannot be completed for the unpaid balance of the contract price.

SUPPLIER fails to carry out the work in accordance with the contract documents; or, SUPPLIER is not entitled to payment in the amount requested.

SUPPLIER fails to provide waivers of lien

SUPPLIER fails to provide proper wage records as required under the Prevailing Wage Act.

Progress payments do not indicate acceptance of any work not in accordance with the contract documents.

### **8.6 Billing Information**

As the designated Contracts Administrator, the SUPPLIER must send invoices to the following: Hoffman Estates Park District, Accounts Payable, 1685 W. Higgins Rd. Hoffman Estates, IL. 60185 Phone: (847) 885-7500

## **Conclusion**

HE PARKS wishes to thank all participants who took the time to respond to this RFP and who seek to do business with HE PARKS. It is HE PARKS's intent to form a long lasting, mutually beneficial, business partnership with the selected SUPPLIER.

### Summary of Exhibits

EXHIBIT 1	Terms & Instructions	Section 2
EXHIBIT 2	Supplier Information	Section 3
EXHIBIT 3	Manufacturer Information	Section 4
EXHIBIT 4	Technical Specifications	Section 6
EXHIBIT 5	Installation & Post Installation Services Agreement	Section 8
EXHIBIT 6	Financials	Section 9

## **Exhibit 1 Terms and Instructions**

### **1. CONTRACTOR COMPLIANCE**

Contractor shall comply with all applicable codes, laws, ordinances and regulations of the Hoffman Estates Park District, the Village of Hoffman Estates, DuPage, Cook and Kane Counties, the State of Illinois, and the Federal Government, including, but not limited to, prevailing wage (as the law applies), health and sanitation, age, workers compensation, sales tax, and equal employment, as applicable. Contractor represents and certifies to the Park District that it is not barred from entering into this Contract as a result of violations of either Section 33E-3 or Section 33E-4 of the Illinois Criminal Code (Public Contracts). Any breach by Contractor of the foregoing laws, regulations and rules shall constitute a breach by Contractor of this Agreement.

### **2. CONTRACTOR EMPLOYEES AND/OR SUBCONTRACTORS**

- a. The Contractor shall maintain policies of employment as follows: The Contractor and all subcontractors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin or age. The Contractor shall take affirmative action to insure that applicants are employed, and that employees are treated during employment without regard to race, religion, color, sex, national origin or age. Such action shall include but not be limited to, the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination rates of pay or other forms of compensation and selection for training including apprenticeship. The Contractor agrees to post in conspicuous places available to employees and applicants for employment notices setting for the policies of non-discrimination.
- b. The Contractor and all subcontractors shall, in all solicitations or advertisements for employees placed by them or on their behalf; state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin or age. Contractor shall also and in addition to the provision set out in this Section XIX, remain in compliance with Illinois Public Works Employment Discrimination Act (775 ILCS 10/1 et seq.) and the Illinois Human Rights Act Article II Employment (775 ILCS 5/2-101 et seq.).
- c. All Contracts for work herein are subject to the provisions of the Equal Employment Opportunity Clause of the Illinois Fair Employment Practices Commission.
- d. Pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/1-101 et seq.) ("Rights Act"), all Contract and Subcontractors must have in force and effect a written sexual harassment policy which includes at a minimum the following provisions:
  1. a statement of illegality of sexual harassment;
  2. the definition of sexual harassment under Illinois law;
  3. a description of sexual harassment utilizing examples;
  4. an internal complaint process, including penalties;

5. the legal resource, investigative and complaint process available through the Illinois Department of Human Rights (“Department”) and the Illinois Human Rights Commission (“Commission”);
  6. directions on how to contact the Department and the Commission; and
  7. Protection against retaliation as provided by Section 6-101 of the Rights Act.
- e. The Contractor understands, represents and warrants to the Owner that Contractor and its subcontractors (for which the Contractor takes responsibility to ensure that they comply with the Rights Act) are in compliance with Section 2-105 of the Rights Act and will remain in compliance with Section 2-105 of the Rights Act for the entirety of the Work. A violation of Section 2-105 is cause for the immediate cancellation of this Contract. However, any forbearance or delay by the Owner in canceling this Contract shall not be construed as, and does not constitute, Owner’s consent to such violation and a waiver of any rights the Owner may have, including without limitation, cancellation of this Contract.

**By signing this document, you agree to all the above terms and instructions as outlined in this Telephone, Network Switches, Point-to-Point Wireless, & Cabling Solution Request for Proposal**

CONTRACTOR:

By: \_\_\_\_\_

Title: \_\_\_\_\_

SUBSCRIBED AND SWORN to  
before me this \_\_\_\_\_ day of \_\_\_\_\_, 2014

\_\_\_\_\_  
NOTARY PUBLIC

**Exhibit 2 Supplier Information**

Financial Statements Subcontractor Listing References



**List of Subcontractors**

The Supplier herewith submits a list of subcontractors for each trade relative to the Work to be performed under the Contract with HE PARKS, and agrees that if selected as the Supplier, that it will promptly confer with HE PARKS's agents on the question of which subcontractors the Supplier proposes to use, including submission of their qualifications. It is agreed that HE PARKS may substitute for any proposed subcontractor another subcontractor for the trade against whose standing and ability the bidder makes no objection in writing, and the bidder will use all such finally selected subcontractors at the amount named in their respective subcontracts, and be in every way responsible for them and their work as if they had been originally named in the RFP, the unit, total and alternate Contract prices being adjusted to confirm thereto.

Subcontractor Name & Address                      Classification of Work                      Amount of Subcontract

1.		
2.		
3.		
4.		

**Bidder's Reference List**

Each bidder must list the name, address, phone number and project name for at least three (3) projects of similar scope and complexity.

1. \_\_\_\_\_  
Name of Park District, School District, Municipality or Business  
  
\_\_\_\_\_  
Contact Person  
  
\_\_\_\_\_  
Phone Number E-Mail  
  
\_\_\_\_\_  
Description of Work performed
  
2. \_\_\_\_\_  
Name of Park District, School District, Municipality or Business  
  
\_\_\_\_\_  
Contact Person  
  
\_\_\_\_\_  
Phone Number E-Mail  
  
\_\_\_\_\_  
Description of Work performed
  
3. \_\_\_\_\_  
Name of Park District, School District, Municipality or Business  
  
\_\_\_\_\_  
Contact Person  
  
\_\_\_\_\_  
Phone Number E-Mail  
  
\_\_\_\_\_  
Description of Work performed

**Exhibit 3 Manufacturer's Information**

Financial Statements

## **Exhibit 4 Technical Specifications**

Schematic of Proposed Network Design and other submittals

**Exhibit 5 Installation and Post Installation Services**

Installation Plan

**Exhibit 6 Financials**

Schedule A - Equipment Schedule Schedule B – Labor Schedule

Schedule D – Post Warranty Maintenance Pricing

Schedule E – Supplier’s Standard Purchase Agreement