



**CICERO SCHOOL DISTRICT 99**  
**5110 WEST 24TH STREET**  
**CICERO, ILLINOIS 60804**  
**(708) 863-4856**

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**4/1/2019**

Dear Provider:

The Board of Education ("Board of Education") of Cicero School District 99 (the "District"), Cicero, Illinois invites the submissions of proposals for those that wish to provide Burglar and Fire Alarm Products and Services to the various facilities owned and operated by the District.

The enclosed Response for Proposals ("RFP") form(s) **must** be completed and submitted to the Administration Building, located at 5110 W. 24<sup>th</sup> Street, Cicero, Illinois, on or before **2:00 pm on May 1, 2019** at which time they will be publicly opened and read. Envelopes should be sealed with "RFP for Burglar and Fire Alarm Services 2019" indicated on the face of the sealed envelope. Unsigned or late proposals will not be considered.

There will be a Mandatory Pre-RFP meeting on April 4, 2019 at 9 AM. Please see RFP Specifications for details.

The Board of Education will award the contract at its **May 15, 2019** regular Board meeting. This contract is for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part. Therefore, District may make such investigations as deemed necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the District all such information for this purpose as the District may request. The District reserves the right to reject any or all Proposals if the evidence submitted by, or investigation of, such bidder(s) fails to satisfy the District that such bidder(s) is properly qualified to carry out the obligations of the contract and to complete work contemplated therein. Conditional RFPs will not be accepted. Strikeouts or addition of conditions or provisions or insertion of substitutes shall be reason for rejecting a RFP without any specification of reason for the rejection. Any request for information shall be made to MeriAnn Besonen Executive Director of Business Affairs.

Sincerely,

*MeriAnn Besonen*

MeriAnn Besonen  
Executive Director of Business Affairs/CSBO

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**(708) 863-4856**

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**REQUEST FOR PROPOSALS**

Cicero School District 99 is requesting RFPs for **Burglar and Fire Alarm Services 2019**. RFPs must be received at the Business Office at 5110 W. 24th Street, Cicero, Illinois, 60804, before **2:00 on May 1, 2019**. Unsigned or late RFPs will not be considered.

**BIDDING INSTRUCTIONS**

1. The RFPs must be submitted only on the forms attached. The RFPs shall be in a sealed envelope, properly marked with the title: **"RFP Burglar and Fire Alarm Services 2019."** Oral, telephonic, telegraphic, or facsimile transmitted bids will not be accepted.
2. The District does not assume the responsibility for **delayed postal deliveries** and **does not** recognize postmarks as representing the fact that a RFP has been "received" by the District before the specified deadline. The method of transmittal of the RFP is solely the bidder's risk.
3. Where the specifications indicate a particular brand or manufacturer's catalog number, it shall be understood to mean that brand or catalog number which is specified or an equivalent. It is the intent of this specification to define essential minimum requirements as to the quality of material, construction, finish, and overall workmanship. Where no brand is indicated, vendor shall specify a brand.
4. Bidders must complete, date and sign the affidavits and certifications accompanying this bid document. Failure to do so may result in rejection of the bid. Bidders agree to comply with all pertinent statutes of the State of Illinois relative to employment in connection with public contracts including, but not limited to, the pertinent provisions of the Illinois Fair Employment Practices Act, as amended; and agree that no unfair employment practice as defined therein, be committed by the bidder, its subcontractor, suppliers of materials or services to the bidder or his subcontractors, or any labor organization furnishing skilled or unskilled labor to the bidder or his subcontractors.
5. The District may require, upon request, evidence as to the financial stability of a bidder. Upon request, the bidder shall provide the following information to the District within 48 hours:

- A. The name of any owner or co-owner, equity of each co-owner or corporate offices of the entity submitting the bid, and the name, address, and business telephone number of each such person(s).
  - B. The last financial statement and balance sheet of the bidder, including a specification in detail of all loans outstanding, or a copy of the last certified annual audit.
6. To the extent applicable, the successful bidder shall supply, at no cost to the District, a detailed service manual, parts list, and list of service locations.
  7. The District, through its Executive Director of Business Affairs/CSBO, will make such investigation as is necessary to determine the ability of the bidder to fulfill bid requirements. The bidder shall furnish such information as may be requested and shall be prepared to show financial data or other information the District deems necessary to evaluate the financial stability of the bidder.
  8. The Board of Education reserves the right to reject any and all proposals, to waive any technicalities in the proposals and to award each item to different vendors or all items to a single vendor and to determine whether in the opinion of the Board of Education: (a) an equal or alternate is a satisfactory substitute, (b) an early delivery date is entitled to more consideration than price, (c) an earlier delivery date is to be disregarded because of the reputation of the vendor for not meeting delivery dates, (d) a vendor is not a responsible vendor and should be disregarded and (e) what exceptions or deviations from written specifications will be accepted. The Board of Education will authorize the release of purchase orders upon acceptance of proposals. In the event of pricing errors, the prices bid by the bidder will prevail and be considered accurate.
  9. The District is exempt from paying Illinois Use Tax (Ill. Rev. State., ch. 120, Para. 439.3) and sales to the Board are exempt from Illinois Retailer's Occupation Tax (Ill. Rev. Stat., ch. 120, Para. 441).
  10. The District is exempt from paying Federal Excise Taxes (I.R.S. ch. 32, subchapter G, para. 4221).
  11. Cicero School District 99 is Tobacco Free in all buildings and on its grounds. No employees of the successful bidder or any subcontractors may violate this provision.
  12. As required by law, labor estimates for this project shall be based upon those prevailing wage assignments as indicated by the Illinois Department of Labor, appropriate trade, and municipality specification work shall be performed in Cook County.
  13. The District supports national and local efforts for recycling. Bidders are encouraged to offer recycled supplies and materials as bid alternatives. Notations are to be included as to the percentage of recycled products in each item.

## GENERAL TERMS & CONDITIONS

1. All RFPs submitted shall be guaranteed for a period of not less than one year (365 days) from the date of RFP opening and shall be considered firm price upon receipt of a District purchase order
2. The contract resulting from this RFP is for three years of Service. The District assumes that the term of the contract is a three year contract with the possibility of two one-year extensions at the sole discretion of the School District and based on the terms provided by the vendor in response to this RFP. The contract will not exceed a three year term with two possible extensions of one year for a total of five years.
3. The successful bidder will be required to enter into a contract incorporating the terms and conditions of the bid. The Contract is for no longer than a three-year term ending **June 30, 2022, unless extended per Section 7 above.**
4. The successful bidder shall purchase and maintain such insurance as will protect the successful bidder from claims set forth below which may arise out of, or result from, the successful bidder's operations under the contract whether the operations be by the bidder, by a subcontractor, or by anyone employed by them. Such insurance shall be acquired for and on behalf of the successful bidder in protecting the bidder from claims for damages for bodily injuries, including sickness or disease, death and for care and loss of services, as well as from claims for property damages, including loss of use, which may arise from operations under the contract, whether such operations be by the bidder or anyone directly or indirectly employed by him or her. The successful bidder shall carry the following insurance coverage and types at a minimum:
  - A. Commercial General Liability: Coverage shall have minimum limits of \$1,000,000 each occurrence, and \$3,000,000 aggregate combined single limit for bodily injury liability and property damage liability, with a \$5,000,000 umbrella. This shall include premises and operations, independent contractors, products and complete operations, contractual liability, and personal injury liability.
  - B. Business and Vehicular Liability: Coverage shall have minimum limits of \$1,000,000 per accident for bodily injury liability and property damage liability. This shall include owned vehicles, hired and non-owned vehicles, and employee non-ownership.
  - C. Property Insurance: Coverage shall be all risk and shall be in a broad form basis, including coverage for explosion, collapse, and damage in and around District property. The coverage also should include off-site and in-transit liability.
  - D. Worker's Compensation
    - a. State: Statutory

b. Applicable Federal:	Statutory
c. Employer's Liability:	\$100,000 per Accident \$500,000 Disease, Policy Limit \$100,000 Disease, Each Empl.

The successful bidder shall be responsible for all losses which fall under any deductibles on required insurance coverage.

If subcontractors are employed, the successful bidder shall procure and maintain bodily injury and property damage liability insurance for and on behalf of the bidder for claims and damages arising out of acts of subcontractors in the same amounts as required for claims and damages arising out of acts of the successful bidder.

5. The successful bidder shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the Board of Education, its members individually, the District, its officers, employees, servants and agents, from and against all claims, actions suits, judgments, costs, losses, expenses and liabilities of any kind or nature including reasonable legal fees incurred by owner arising out of:
  - A. Any infringement (actual or claimed) of any intellectual property rights, including but not limited to, patents, copyrights or trade names by reason of any work performed or to be performed by the successful bidder or by reason of anything to be supplied by the successful bidder.
  - B. Bodily injury, including death, to any person or persons (including successful bidder's officers, employees, agents and servants) or damage to or destruction of any property, including the loss of use thereof:
    - Caused in whole or in part by an act, error or omissions by the successful bidder or any subcontractor or anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder.
    - Arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks and property adjacent thereto.
    - Arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly by the successful bidder.
6. The successful contractor will comply with all applicable State and Federal laws as they relate to employee safety, including, but not limited to AHERA, OSHA, Confined Space Entry, Employee Right to Know, Respiratory Protection, NESHAP, Look out Tag Out, etc.
7. In the event a bidder damages the District's property, the bidder shall, at the bidder's sole cost, restore the property or any surrounding area. Such restoration shall be to a condition at least equivalent to the condition of the affected area immediately before the destruction or damage. If the bidder does not repair such damage within 14 days after receiving written notice from the District, or such lesser time if the District determines the damage creates an emergency situation, the District may repair the damage and the bidder shall reimburse the District for the costs the District incurs within 14 days after the District provides a written invoice to the bidder.

8. If any person employed on the work site were, in the opinion of the District project manager, intemperate, disorderly, incompetent, willfully negligent or dishonest in the performance of his/her duties, he or she shall be directed by the contractor to cease work and vacate the job site immediately.
9. Bidder must be an authorized dealer and installer of products bidder is bidding on. Bidder must supply a list of references of like products and installations. Reference sheet is attached.
10. During the performance of the work contemplated herein (whether or not federal funds are involved) the bidder agrees as follows:
  - A. The bidder will not unlawfully discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, pregnancy, or unfavorable discharge from military service, as those terms are defined in the Illinois Human Rights Act, (775 ILCS 5/1-10 et. seq. (hereinafter "unlawful discrimination"). The bidder will take affirmative action to ensure the applicants are employed, and that employees are treated equally during employment, without unlawful discrimination. 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 bidder agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
  - B. Bidders will, in all solicitations or advertisements for employees placed by or on behalf of the bidder, state that all qualified applicants will receive consideration for employment without unlawful discrimination.
11. If applicable, vendor shall authorize and be subject to criminal history records checks and checks of the Statewide Sex Offender Database and Statewide Child Murderer and Violent Offender Against Youth Database, as required by the Illinois School Code.

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## **Submittal Checklist**

Remember to submit the following items with your bid. Failure to do so may result in rejection of the bid.

- Signed RFP Proposal with Federal Employee Identification or Social Security Number
- Non-Collusion Affidavit signed and notarized
- Vendor's Certification for Illinois Drug-Free Work Place Act Signed by Representative and Attester
- Certification of Compliance with Illinois Human Rights Act
- Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
- Minority and Women Owned Business Concern Representation
- Certificate Regarding Prevailing Wages and Equal Employment Opportunities
- Reference Sheet
- Statement of No Interest (if applicable)
- Any necessary Literature or information (if applicable)

**CICERO SCHOOL DISTRICT 99**

**NON-COLLUSION AFFIDAVIT**

**STATE OF ILLINOIS**

)  
) **SS**  
)

**COOK COUNTY**

The undersigned bidder or agent, being duly sworn, on oath that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/she further says that no persons or persons, firms or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

\_\_\_\_\_  
Vendor or Agent

For: \_\_\_\_\_  
Firm or Corporation

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My Commission Expires: \_\_\_\_\_

Signature of Notary Public: \_\_\_\_\_

**CERTIFICATION**

The bidder hereby certifies that the bidder is not barred from bidding on this contract as a result of a violation of either bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended, and that the bidder hereby certifies that it can enter into the contract provided herein and further acknowledges that the contract may be void if this certification is deemed false.

\_\_\_\_\_  
Signature

# CICERO SCHOOL DISTRICT 99

## VENDOR CERTIFICATIONS

### ILLINOIS DRUG-FREE WORKPLACE ACT

Business Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

### ILLINOIS DRUG-FREE WORKPLACE ACT

The undersigned contractor hereby certifies (check the one that applies):

\_\_\_\_\_ Having fewer than twenty-five (25) employees does hereby certify that it is not subject to the requirements of Section 3 of the Illinois Drug-Free Workplace Act (ILCS 127,132.313).

\_\_\_\_\_ Having twenty-five (25) or more employees, does hereby certify pursuant to Section 3 of the Illinois Drug-Free Workplace Act (ILCS 127,132.313) that the bidder shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and further certify that the bidder is not eligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

By:

\_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name of Signer

\_\_\_\_\_

Printed Title of Signer

Attest:

\_\_\_\_\_

If a corporation

\_\_\_\_\_

Printed Name of Signer

\_\_\_\_\_

Printed Title of Signer

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

# CICERO SCHOOL DISTRICT 99

## CERTIFICATION OF COMPLIANCE WITH ILLINOIS HUMAN RIGHTS ACT

All successful contractors must comply with the provisions of the Illinois Human Rights Act dealing with equal employment opportunities (Section 2-105, 775 ILCS 5/2-105) including equality of employment opportunity and the regulations of the Department of Human Rights of the State of Illinois and also must provide for the adoption and implementation of written sexual harassment policies. The contract with the successful bidder will provide for this requirement. The statutory provisions require that the written sexual harassment policy include at a minimum the following information: (i) the illegality of sexual harassment, (ii) the definition of sexual harassment under Illinois law, (iii) a description of sexual harassment, utilizing examples; (iv) a vendor's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and the Human Rights Commission; (vi) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act.

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Officer

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

Subscribed and sworn to

Before me this \_\_\_\_\_ day

of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

ILLINOIS STATE BOARD OF EDUCATION  
**Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion  
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Orders 12549 and 12689. Debarment and Suspension, 2 CFR part 3485, including Subpart C Responsibilities of Participants Regarding Transactions (also see federal guidance at 2 CFR part 180). Copies of the regulations may be obtained by contacting the Illinois State Board of Education.

**BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW.**

**CERTIFICATION**

The prospective lower tier participant certifies, by submission of this Certification that:

- (1) Neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- (2) It will provide immediate written notice to whom this Certification is submitted if at any time the prospective lower tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances;
- (3) It shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated;
- (4) It will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions;
- (5) The certifications herein are a material representation of fact upon which reliance was placed when this transaction was entered into; and
- (6) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Certification.

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Organization Name	PR/Award number or Project Name
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Name and Title of Authorized Representative
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Signature/Date
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**Instructions for Certification**

1. By signing and submitting this Certification, the prospective lower tier participant is providing the certifications set out herein.
  2. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.
  3. Except for transactions authorized under paragraph 3 above, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.
  4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used herein, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549 and Executive Order 12689. You may contact the person to which this Certification is submitted for assistance in obtaining a copy of those regulations.
  5. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to check the "GSA Government Wide System for Award Management Exclusions" (SAM Exclusions) at <http://www.sam.gov>.
  6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required herein. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- ISBE 85-24 (11/05)



# CICERO SCHOOL DISTRICT 99

## PREVAILING WAGES & EQUAL EMPLOYMENT OPPORTUNITIES

The undersigned hereby certifies that the Firm listed below is in compliance with and intends to be in compliance with at all times Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e. *et. seq.*, the Public Works Employment Discrimination Act, 775 ILCS 10/0.01, *et. seq.*, the Illinois Human Rights Act, 775 ILCS 5/1-101, *et. seq.*, Fair Labor Standards Act of 1938, 29 U.S.C. §201, *et. seq.*, the Minimum Wage Law, 820 ILCS 105/1, *et. seq.* and the Prevailing Wage Act, 820 ILCS 130/0.01, *et. seq.*

Firm Name: \_\_\_\_\_

By: \_\_\_\_\_  
(Authorized Agent of Firm)

\_\_\_\_\_  
Title

Subscribed and sworn to

Before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

# CICERO SCHOOL DISTRICT 99

## REFERENCE SHEET

Please submit the names of accounts for whom you have provided services or similar services required herein.

1. Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Contact Person \_\_\_\_\_  
Telephone # \_\_\_\_\_

Length of time service has been provided \_\_\_\_\_

Summary of project/services:

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2. Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Contact Person \_\_\_\_\_  
Telephone # \_\_\_\_\_

Length of time service has been provided \_\_\_\_\_

Summary of project/services:

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3. Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Contact Person \_\_\_\_\_  
Telephone # \_\_\_\_\_

Length of time service has been provided \_\_\_\_\_

Summary of project/services:

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# CICERO SCHOOL DISTRICT 99

## STATEMENT OF NO INTEREST

NOTE: If you are unable to submit a proposal for this work, please complete and return this form immediately.

The Business Office of Cicero School District 99 wishes to keep its vendors list file current. If for any reason you cannot supply the commodity/service noted on the attached solicitation, this form must be completed and returned to remain on the particular vendor list for future projects of this type.

**We, the undersigned, have declined to submit a proposal on:**

**Proposal Name:** \_\_\_\_\_

**We are unable to submit a proposal for this work due to the following:**

- |  |  |
|--|--|
| <input type="checkbox"/> Too busy at this time   | <input type="checkbox"/> Unable to meet specifications |
| <input type="checkbox"/> Bond requirement  | <input type="checkbox"/> Not engaged in this type work |
| <input type="checkbox"/> Insurance requirement   | <input type="checkbox"/> Site location too distant     |
| <input type="checkbox"/> Length of time required to obtain payment   |  |
| <input type="checkbox"/> Project is <input type="checkbox"/> too large <input type="checkbox"/> too small  |  |
| <input type="checkbox"/> Remove us from your bidder's list for this commodity/service  |  |
| <input type="checkbox"/> Other (specify below)   |  |
| <input type="checkbox"/> Do you wish to be considered in the future for similar projects? <input type="checkbox"/> Yes <input type="checkbox"/> No |  |

REMARKS:

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Signature: \_\_\_\_\_

Name & Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address:

_____	_____	_____	_____
Street Address	City	State	Zip-Code

Date: \_\_\_\_\_

Return to: MeriAnn Besonen  
Executive Director of Business Affairs/CSBO  
Cicero School District 99  
5110 W, 24<sup>th</sup> Street  
Cicero, IL 60804

## Scope of Work

### Background Information

The District is located in Cicero, Illinois and is approximately six square miles. There are 16 Elementary buildings and one Junior High. Also included in the district are several administrative buildings housing the central office staff, transportation and the buildings and grounds departments. There are approximately eleven thousand (11,000) students in the district and about eighteen hundred (1,800) employees. There is burglar and fire alarm equipment in all buildings.

In the past the District has not had a specific vendor for maintenance of the equipment and used different vendors on an as needed bases. The monitoring services were procured annually.

The District currently has a company for fire protection services and different companies supporting our burglar protection services and needs. The District is interested in combining all services, Fire and Burglar monitoring, and maintenance protection with a single vendor. The District desires to have one provider for all the burglar and fire protections needs, to have a one stop shop for conveniences and ease of use.

The District is open to replacing the equipment as needed but price is a factor. We are looking for services that protect the districts assets as well as ensures the safety of our staff and students. Part of our burglar alarm equipment is using pots lines. We are looking to use wireless technology throughout the entire district.

### General Information

Currently the District has separate burglar and fire alarm panels in each of its buildings and most of the panels are located in the boiler room. Attached is a table showing the building name, contact person and location of the alarm panels.

There will be a mandatory pre-RFP meeting at **9:00 AM on April 4, 2019** starting at the Administration Building. Fernando Ruiz will meet you in the office and will give you a tour of the building. You will then travel to the rest buildings. In order to bid on the project, a representative from your company must be present at the Pre-RFP meeting.

<b>Building</b>	<b>Principal/Building contact</b>	<b>Head Custodian</b>	<b>Contact Number</b>	<b>Location of Fire Panel</b>	<b>Location of burglar Panel</b>	<b><u>Burglar Panel Digital /analog</u></b>	<b><u>Comments</u></b>
AD BUILDING	MERIANN BESONEN	RAY MIKOLAJEWSKI	630.291.9151	BASEMENT CUSTODIAN ROOM	BASEMENT CUSTODIAN ROOM	Analog	
BURNHAM	JENNIFER EVANS	WILLIE MEDINA JR.	312.513.8401	CUSTODIAN OFFICE BOILER ROOM	CUSTODIAN OFFICE BOILER ROOM	Analog	
CICERO EAST	JILL MILLER	TIM FITZGERALD	708.369.7879	BASEMENT BOILER ROOM	BASEMENT BOILER ROOM	Digital	
CICERO WEST	VERONICA MORALES	LUIS GARCIA	708.309.1963	BASEMENT	BASEMENT NEAR ELEVATOR	Analog	
COLUMBUS EAST	DONATA HEPPNER	GARY LITOBORSKI	815.666.3808	BASEMENT BOILER	BASEMENT	Digital	
COLUMBUS WEST	HERIBERTO GARCIA	WILLIE MEDINA SR.	773.910.5087	BASEMENT	BASEMENT BY ELEVATOR	Analog	
DREXEL	LUIS ILLA	NICK DUBLINO	708.837.6790	BASEMENT	BASEMENT	Analog	
EC CENTER	TOM GERAGHTY	JEFF CARPENTER	708.415.5460	WATER PUMP	ROOM 135 PUMP ROOM	Digital	
GOODWIN	LUIS SALTO	RAY MIZURA JR.	708.558.5888	ROOM 117A	1 <sup>ST</sup> FLOOR BY DOOR 2	Analog	
LIBERTY	JAMES LETSOS	MIKE KONOPASEK	708.288.3066	BASEMENT CUSTODIAN CLOSET	BASEMENT CUSTODIAN CLOSET	Analog	
LINCOLN	GRETCHEN GORGAL	FRANK STRIEGEL	708.354.6731	DOOR 3 NE	ROOM 122 SERVER ROOM	Analog	
MCKINLEY	ROBERT MENSCH	Arturo Hernandez	630.506.7774	FRONT OFFICE AREA	1 <sup>ST</sup> FLOOR BOILER ROOM	Analog	
ROOSEVELT	NICHOLE GROSS	ROBERT PORTER	708.710.9390	1ST FLOOR CUSTODIAN ROOM 119	1ST FLOOR CUSTODIAN ROOM 119	Analog	
SERVICE CENTER	Travis Couch	JIM KUCHARCZYK	630.863.1348	BASEMENT PUMP ROOM	BASEMENT PUMP ROOM	Analog	
TRANSPORTATION	MIKE WOLF	JIM KUCHARCZYK	630.863.1348	EQUIPMENT ROOM	EQUIPMENT ROOM	Analog	
UNITY	ALDO CALDERIN	JOE STRZELCZYK	708.421.6060	BASEMENT	BASEMENT	Digital	
WARREN PARK	RAQUEL JENKE	MARIO GARCIA	708.250.2289	1ST FLOOR ROOM 123	1 <sup>ST</sup> FLOOR ROOM 125	Digital	
WILSON	KATIE HEDRICH	NICK DEFALCO	708.526.3903	039 CUSTODIAN OFFICE	2 <sup>ND</sup> FLOOR ROOM 216	Analog	
WOODBINE	KATE LYMAN	CHRIS RUSESKY	708.205.5896	BASEMENT PUMP ROOM	BASEMENT	Analog	

## **Services Required**

From the table above all burglar alarms that are shown as analog will need an updated alarm control processor and add the radio communication system. The District is open to replacing the equipment as needed but price is a factor. We are looking for services that protect the districts assets; ensure the safety of our staff and students; and allow the district to have a one stop shop for conveniences and ease of use. We want one vendor and, if possible, one contact person for all services. Each building should be able to contact the vendor with issues and if possible services should be completed the same day.

The District equipment is currently a variety of various makes, models and age. For burglar alarms we are moving analog dedicated lines to wireless and may need new equipment to allow the district to get to all locations be completely wireless. The equipment needed should be included in the RFP.

The District is looking for one company to handle both burglar and fire alarm services. At a minimum the District desires:

1. Monitoring services
2. Maintenance services of all burglar and Fire equipment
3. Communication strategy (currently using call list model)
4. Adequate Response Time for example 2 hours would be reasonable in most cases.
5. Equipment to allow for the upgrade to all wireless
6. Adequate SLA (8-5, 4Hrs., onsite support verses offsite support)

## **RFP Evaluation Matrix**

Below are the criteria to be used in evaluating and determining the successful bidder. Bidder with the highest points total points, highest possible is one hundred (100) points, will be awarded the bid.

	<b><u>Factor</u></b>	<b><u>Description</u></b>	<b><u>Point Value</u></b>
A	Cost	Cost of Entire Project	30
B	Complete	Completeness / Quality of Proposal	20
C	Prior Experience	Familiarity with Schools	15
D	Service	Service Quality	15
E	Technical Experience	Technical Expertise/ Recommendations	20

In addition to the criteria above we will be also reviewing the following. They will have an impact on your score above but are not judged separately:

1. Price
2. Years in Business
3. Working with school districts of similar size and make up
4. Your reporting process
5. Business hours and response times
6. General Customer service and length of contact.
7. What is SLA (8-5, 4Hrs., onsite support verses offsite support)

# CICERO SCHOOL DISTRICT 99

## BID PROPOSAL

We hereby agree to furnish the heretofore named articles as shown at the prices stated within the delivery time allotted and that quantity and quality will be in conformance with the stated specifications. The signing of this bid form is construed as acceptance of all provisions contained herein.

Authorized Rep.

Name: \_\_\_\_\_  
Please print

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ FEIN/Social Security #: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Website address: \_\_\_\_\_

Does the company have a current contract with the State of Illinois? Yes \_\_\_\_\_ No \_\_\_\_\_

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### **ADDENDA ACKNOWLEDGMENT**

The undersigned acknowledges receipt of the following addenda: (List by number and date appearing on each addendum). If all addendums are not acknowledged, the bid may be considered non-responsive.

<u>Addendum #</u>	<u>Dated</u>	<u>Addendum #</u>	<u>Dated</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

# CICERO SCHOOL DISTRICT 99

## Proposal Summary Page

From your proposal please summarize the following information and any additional information that will help the District select the best suited partner:

1. Price for burglar and Fire alarm services
  - a. Monitoring Costs
  - b. Maintenance Costs
  - c. Equipment Costs
2. Years of experience in the industry
3. Experience working with school districts or in school buildings
4. Proposed process to address activated alarms
5. Information regarding business hours and response times for service calls