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## INVITATION TO BID

### **Round Lake High School Crashbar Alarms, including Maglock and Additional Access Control**

Submit your BID to the attention of:  
Round Lake Area Schools District #116-Operations Service Center  
ATTN: Dr. Pamela Kibbons, Assistant Superintendent of Business Services  
811 Sunset Drive  
Round Lake, IL 60073

**Monday, March 27, 2023, at 10:00 a.m.:** Mandatory Pre-Bid Walk-Thru  
Round Lake High School, 800 Panther Drive, Round Lake, Illinois 60073  
Enter through Door 1. Must have a valid picture ID.

Bid Information, [www.rlas-116.org](http://www.rlas-116.org), Operations Tab- Select Business Office

**Friday, March 31, 2023 at 10:00 a.m.:** Bids Due  
Round Lake Area Schools District #116-Operations Service Center  
811 Sunset Drive, Round Lake, Illinois 60073

**Friday, March 31, 2023, at 11:00 a.m.:** Public Bid opening and read aloud.  
Round Lake Area School District Maintenance Warehouse, 719 Valentin Drive, Round Lake, Illinois 60073

**Monday, April 10, 2023:** Round Lake Area School District Board of Education approves the final bid.

**Monday, July 17, 2023, 4:00 p.m.:** Substantial completion, system is functioning/operational as intended.

**Monday, July 24, 2023, 4:00 p.m.:** Work completed, including all punch list items.

## INSTRUCTIONS FOR BID SUBMISSION

### **BID**

This document contains the Scope, Related Work and System Description for the Round Lake High School Crashbar Alarms, including Maglock and Additional Access Control.

Please read specifications carefully to ensure the understanding of the expectations.

Bids must be signed (using ink) in longhand by person(s) legally authorized to perform such function. Evidence may be required to substantiate the signature.

Bid documents shall be submitted in sealed envelopes clearly labeled as follows:

### **Sealed Bid for Round Lake High School Crashbar Alarms, including Maglock and Additional Access Control**

#### **Addressed To:**

Round Lake Area School District 116  
Operations Service Center  
811 Sunset Drive  
Round Lake, IL 60073  
Attn: Dr. Pamela Kibbons, Assistant Superintendent of Business Services

### **Interpretations, Discrepancies, and Omissions**

No oral interpretations will be given to any Bid submitter as to the meaning of any bid documents and/or specifications. No oral response will be given to alleged discrepancies or omissions in the specifications or instructions. Any requests for interpretations, questions or responses can be submitted via email to [bids@rlas-116.org](mailto:bids@rlas-116.org). The requests for interpretations, questions or responses will conclude on Tuesday March 28, 2023, at 12 noon.

Responses to interpretations, questions or requests will be posted on the District website at [www.rlas-116.org](http://www.rlas-116.org), Operations Tab-Select Business Office, by Thursday, March 30, 2023, at 8:00 a.m.

**Examination of Specifications**

Each Bid submitter shall acquaint themselves with the specifications as requested. Bid submitter’s exercise of his privileges of the foregoing will in no way relieve the bid submitter from any obligation with respect to the bid. The quantities indicated are a reasonable estimate at this time. The Board of Education reserves the right to revise any or all quantities at the time they issue purchase orders.

**Time for Request for Bid**

Bids must be delivered to Dr. Pamela Kibbons, Round Lake Area Schools CUSD #116, Operations Service Center, 811 Sunset Drive, Round Lake IL, 60073 by 10:00 a.m. on Friday, March 31, 2023. Bids received after the scheduled date and time will not be accepted.

**Withdrawal of Bids**

Proposals may be withdrawn by written request of the person submitting the original proposal. Such request must be received prior to the bid due date and time of Friday, March 31, 2023, at 10:00 a.m.

**Delivery of Product & Service**

Items should be shipped to the installer and installer shall be responsible for delivering items to the Round Lake High School. Items will be delivered on the first day of installation. Round Lake Area School District will not provide storage or accept delivery of materials prior to the first day of scheduled installation.

**Billing & Payment**

Invoices should be sent to the following address:

Round Lake Area School District #116  
Attention: Accounts Payables  
884 W. Nippersink Rd  
Round Lake, IL 60073

Payment for the purchase of the items and services will be made following the guidelines of and in accordance with **(50 ILCS 505/) Local Government Prompt Payment Act-NET 60.**

A new vendor packet may be required to complete payment process.

### **Equal Opportunity**

Round Lake Area School District 116, in an effort to reaffirm its policy of non-discrimination, encourages the efforts of Operators and sub-Operators to take affirmative action to bid, in addition to providing for Equal Employment Opportunity without regard to race, religion, creed, color, sex, national origin, age, handicap unrelated to ability to perform the job or protected Veteran's status.

### **Exemptions from Taxes**

Round Lake Area School District #116 is exempt from Federal, State and Municipal Taxes.

### **Reservation of Rights by the District**

The Round Lake Area Schools CUSD #116 reserves the right to accept or reject any bid, to award all or part of a contract, and to make such awards as are in the best interest of the School District. Factors other than price which will be considered in awarding or rejecting bids shall include the results of reference contacts, and the quality of the bidder's performance on other prior projects, if any, in the judgement of the School District. All bids submitted shall be valid for a period of 90 days.

### **Department of Human Rights Regulations**

All bid submitters must abide by and attest to the fact that they are in compliance with the Illinois Human Rights Act as amended effective July 1, 1993 (formerly the Fair Employment Practice Commission). The D.H.R. (formerly F.E.P.C.) number (Sexual Harassment Policy Number) must be on the proposal form. Proposal Submitters who do not have a D.H.R. number can satisfy this requirement by submitting a Certificate of Compliance on their letterhead.

### **Hold Harmless and Indemnity**

The vendor shall assume the defense of and shall pay, indemnify and save harmless the District, its agents and employees, from all suits, actions, claims, damages, losses and costs of every kind and description to which they or their agents or employees may be subjected by reason of injury, including death, to persons, or damage to property resulting from our growing out of any act of commission or omission by the Vendor, its agents or employees, or its subcontractors. Said defense will be applicable in connection with any activity, including any removal, relocation, construction, installation or maintenance work, service or operation being undertaken or performed by or for the Vendor whether on or off the site or any portion thereof, whether such suits, actions, claims, damages, or its agents and employees, or by other persons, corporations or legal entities to whom the district or its agents and employees, may be liable.

### **Signature Constitutes Acceptance**

The signing of the bid form shall be construed as acceptance of all the provisions contained herein.

## **REQUIRED BID SPECIFICATIONS**

**A. LABOR**

All installation of new equipment plus removal and disposal of old equipment must be completed by certified installers paid with Illinois prevailing wage. An Illinois Prevailing Wage Statement of Compliance must be submitted with the bid.

**B. SHIPPING**

Items should be shipped to the installer and installer shall be responsible for delivering items to the Round Lake High School. Items will be delivered on the first day of installation.

**C. INSURANCE**

Bidders must attach a Certificate of Liability Insurance that names Round Lake Area Schools District 116 as an additional insured. Minimum Certificate of Liability Insurance Requirements are as follows:

Commercial General Liability: \$1,000,000.00 per occurrence and not less than \$1,000,000.00 aggregate

Worker's Compensation and Employer's Liability: \$1,000,000.00 per occurrence and not less than \$1,000,000.00 aggregate

**D. INSPECTION**

All items are to be carefully inspected before final delivery and installation.

**E. WARRANTY AND MAINTENANCE**

Bid submitter should include warranty and maintenance information regarding all items, as well as, any information on applicable extended warranty and maintenance plans.

**F. WORK SCHEDULE AND COMPLETION**

Upon final bid approval by the Round Lake Area Board of Education, the successful bid awardee will be notified and work will be required to be substantially completed within the following timeframe.

Substantial Completion: Monday, July 17, 2023, 4:00 p.m. Substantial completion is defined as system functioning and operational as intended by the manufacturer.

Final Completion, including punch list items must be completed by Monday, July 24, 2023, at 4:00 p.m. Specific work hours to be determined by owner and communicated to contractor.

## **Crashbar Alarms, including Maglock and Additional Access Control Project Scope**

### **Overall Project Scope of Work:**

- Provide and install (1) Avigilon branded model number AC-LSP-16DR-MER-LCK, Power 16-door Mercury cabinet.
- Provide and install (1) Avigilon ACM 16-reader license.
- Provide labor for programming, configuration, and support.
- Cable (bundled pair for magnetic locks and alarm kits, composite card access cable bundle of 18-4, 22-6, 22-2, and 22-4 cable) for doors receiving new card access).

### **Detailed Scope of Work for Doors 1**

- Provide and install (4) 1200 lb. magnetic locks
- Provide and install (4) Dormakaba 9000-series alarm kits
- Provide and install (2) HID Signo 20 card readers for interior and exterior

### **Detailed Scope of Work for Doors 4 & 7**

- Provide and install (4) 1200 lb. magnetic locks
- Provide and install (4) Von Duprin 99-series alarm kits
- Provide and install (2) HID Signo 20 card readers for interior and exterior
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### **Detailed Scope of Work for Doors 2, 3, 6, 14, 15, 30, & 31**

- Provide and install (2) 1200 lb. magnetic locks
- Provide and install (2) Von Duprin 99-series alarm kits
- Provide and install (2) HID Signo 20 card readers for interior and exterior

### **Detailed Scope of Work for Doors 20, 21 & 26**

- Provide and install (2) 1200 lb. magnetic locks
- Provide and install (2) Dormakaba 9000-series alarm kits
- Provide and install (2) HID Signo 20 card readers for interior and exterior

### **Detailed Scope of Work for Doors 8, 9, 11, 24 & 33**

- Provide and install (1) 1200 lb. magnetic locks
- Provide and install (1) Von Duprin 99-series alarm kits
- Provide and install (1) Mercury MR50 single-door controller with Avigilon firmware
- Provide and install (2) HID Signo 20 card readers for interior and exterior
- Provide and install (1) brown surface-mount door contact.

### **Detailed Scope of Work for Doors 22 & 23**

- Provide and install (1) 1200 lb. magnetic locks
- Provide and install (1) Dormakaba 9000-series alarm kits
- Provide and install (1) Mercury MR50 single-door controller with Avigilon firmware
- Provide and install (2) HID Signo 20 card readers for interior and exterior
- Provide and install (1) brown surface-mount door contact.

### **Detailed Scope of Work for Doors 12, 19, 29, & 32**

- Provide and install (2) 1200 lb. magnetic locks
- Provide and install (2) Von Duprin 99-series alarm kits
- Provide and install (1) Mercury MR50 single-door controller with Avigilon firmware
- Provide and install (2) HID Signo 20 card readers for interior and exterior
- Provide and install (2) brown surface-mount door contact.

### **Detailed Scope of Work for Door 13.**

- Provide and install (3) 1200 lb. magnetic locks
- Provide and install (3) Dormakaba 9000 series alarm kits
- Provide and install (2) HID Signo 20 card readers for interior and exterior

### **Detailed Scope of Work for Door 28**

- Provide and install (1) 1200 lb. magnetic locks
- Provide and install (1) Von Duprin 99-series alarm kits
- Provide and install (2) HID Signo 20 card readers for interior and exterior

**BID PRICE BREAKDOWN:**

**LABOR:** \_\_\_\_\_ \$ \_\_\_\_\_

**SUPPLIES & MATERIALS:** \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL BID PRICE:** \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_  
**Authorized Signature** **Date**

\_\_\_\_\_  
**Printed Authorized Name**

\_\_\_\_\_  
**Authorized Signature Contact Phone Number and Email address**



## DEVIATION FORM

In the event that the undersigned Bid submitter intends to deviate from the specifications by utilizing any materials or items contrary to those listed as standards in the specifications, the bid submitter is to fully document and list each deviation in complete detail including reasons for the deviation.

General statements are not acceptable. Furthermore, these deviations are to be approved in writing.

If no deviations are submitted, the bidder assures the buyer of full compliance with the specifications and conditions.

If deviations are found within the submitted bid specifications, and not listed, the bid is to be disqualified!

Company: \_\_\_\_\_

Signed: \_\_\_\_\_

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

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

**AUTHORIZED SIGNATURE FOR BID FORM**

Signature of Authorized Representative: \_\_\_\_\_

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

D.H.R#: \_\_\_\_\_

**BID Affidavit**

I have examined the specifications and instructions included herein and agree, provided I am awarded a contract to provide the specified items and/or series or work as described in the specifications and instructions for the sum shown in accordance with the terms stated herein. All deviations from specifications and terms are in writing and attached hereto. The Contractor/Vendor certifies that the Contractor/Vendor is not barred from bidding on the contract as a result of a conviction for either bid rigging or bid rotating under Article 33E of the Criminal Code of 1961.

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

Printed Name of Agent

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Vendor/Company

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
(Signature of Notary Public)

(STATE OF ILLINOIS SEAL)

**CERTIFICATION BY CONTRACTOR/VENDOR PURSUANT TO CHAPTER 38,  
ARTICLE 33E OF THE ILLINOIS REVISED STATUTES**

The Contractor/Vendor hereby certifies that said Contractor/Vendor was not barred from originally RFP/bidding on this contract or from entering into this Contract as a result of a Violation of either Section 33E-3 or 33E-4 of Public Contracts Act (Ill. Rev. Stat. Chapter 38, Article 33E).

**CONTRACTOR'S/VENDOR'S CERTIFICATION BY:**

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

Printed Name of Company Agent

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Name of Vendor

Subscribed and sworn to before me this  
\_\_\_\_ day of \_\_\_\_\_, 2023.

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

(STATE OF ILLINOIS SEAL)

**SEXUAL HARASSMENT POLICY CERTIFICATE**

\_\_\_\_\_ contractor does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2 – 105: Have a written sexual harassment policy that shall include, at a minimum, the following information: (i) the illegality of sexual harassment, (ii) the definition of sexual harassment under State law, (iii) a description of sexual harassment, utilizing examples; (iv) the vendor’s internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department and the Commission; (vi) directions on how to contact the Department and Commission; and (viii) protection against retaliation as provided by Section 6-101 of this Act.

By: \_\_\_\_\_  
Printed Name of Company Agent

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Bidder

Subscribed and sworn to before me this.

\_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

(State of Illinois Seal)

[Contractors with 25 of more Employees]

**CERTIFICATE OF COMPLIANCE WITH  
ILLINOIS DRUG-FREE WORK ACT**

\_\_\_\_\_ having 25 or more employees, does hereby certify pursuant to Section 3 of the *Illinois Drug-Free Workplace Act* (30 ILCS 580/3) that [he, she, it] 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 certifies, that [he, she, it] is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

\_\_\_\_\_  
By Authorized Agent

\_\_\_\_\_  
Date

SUBSCRIBED and SWORN TO before me on this  
\_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
(NOTARY PUBLIC)

(STATE OF ILLINOIS SEAL)

## COVID-19 POLICY/ PROTOCOL

While present on any of the building owners' properties, all contractors shall be required to abide by the building owners' *COVID-19* document or their own company's internal COVID-19 policy, whichever is stricter. The Contractor shall provide their own company's internal COVID-19 policy/protocol, to be submitted with their bid. Any employee who does not at least meet the building owners' protocols relating to COVID-19 may, at the building owner's discretion, be permanently removed from the job site. The Contractor understands and acknowledges that any document relating to COVID-19 is subject to change at any time as more information is found out about this novel coronavirus, and as changes are made to documents, policies, and/or protocols, employees will be required to meet the expectations of those changes.

\_\_\_\_\_  
By Authorized Agent

\_\_\_\_\_  
Date

SUBSCRIBED and SWORN TO before me on this.

\_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

(STATE OF ILLINOIS SEAL)

**CRIMINAL HISTORY RECORD CHECK  
(BACKGROUND CHECK)**

The Contractor shall provide a criminal history record check (also referred to as a "background check") for all persons (General Contractors and Subcontractors) who will perform work on the project site, prior to allowing them to work on District property. The Contractor shall maintain and provide the District with a list identifying each person that submitted background checks. The list shall be kept current by the Contractor at all times throughout the life of the contract. The Contractor shall be prepared to submit whatever documentation is required, including but not limited to copies of the Contractor's driver's license or state identification, social security number, and completed Authorization of Criminal History Record Check form.

\_\_\_\_\_  
By Authorized Agent

\_\_\_\_\_  
Date

SUBSCRIBED and SWORN TO before me on this

\_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

(STATE OF ILLINOIS SEAL)