

**REQUEST FOR PROPOSAL
HOMEWOOD-FLOSSMOOR PARK DISTRICT
FIRE AND BURGLAR ALARM SYSTEM INSPECTIONS & MONITORING**

I. Introduction

The Homewood-Flossmoor Park District is seeking a single vendor to provide fire and burglar alarm system inspections and monitoring for nine facilities within the park district system. The district is seeking proposals for annual inspections, 24/7 monitoring and labor rates for necessary repairs or replacements.

II. Project Description/Locations

Nine facilities: Marie Irwin Community Center, H-F Racquet and Fitness Club, Goldberg Administration Center, Coyote Run Golf Course Clubhouse/Wiley's Grill, Coyote Run Golf Course Maintenance Building, Irons Oaks, H-F Auditorium, H-F Ice Arena, and the Parks Department.

It is imperative that bidders attend a walkthrough of all facilities prior to bidding in order to understand district facilities and the fire and burglar alarm systems and equipment. Walkthroughs will begin at the Marie Irwin Community Center at 18120 S. Highland Avenue, Homewood and will include all above facilities. Walkthroughs are offered at the following times:

- **Wednesday, February 27, 2019 at 9:00 am**
- **Friday, March 1, 2019 at 1:00 pm**

III. General Conditions and Requirements

This request for proposal (RFP) is only an invitation to submit a proposal and does not commit the park district in any way to enter into a contract for inspection service. In addition, the RFP does not obligate the Park District to pay any costs incurred by any respondent in conjunction with the preparation of a response to this request.

The following provisions, without limitation, apply:

- A) All listed facilities will receive annual inspections of all fire and burglar alarm systems. Travel costs to and from facilities are to be included in the submitted proposal.
- B) Inspections must include all required and best practice tests, observations and evaluations on all equipment. Evaluation should include recommendations for system updates.
- C) Inspections must include panic buttons.
- D) Inspections will take place annually and will be scheduled with designated facility staff in advance. (Facility contacts will be provided to selected vendor.)
- E) All listed facilities will receive 24-hour alarm system monitoring for both fire and burglar (if applicable).
- F) Alarm system repairs must be made within 24 hours of notification or call-out.
- G) Contractor should include an hourly fee for all work done outside the scope of the inspections and/or additional work as needed:
 - 1. Scheduled work hourly rate
 - 2. Emergency work hourly rate

- H) List any additional charges or expenses not included in the above description.
- I) List the cost to upgrade any alarm system from analog to an addressable device system.
- J) Contractor will charge for parts only on minor repairs identified and repaired during the inspection. (Labor included in inspection.)
- K) Contractor will provide an alternate price to inspect fire extinguishers (if service is available).
- L) Contractor will submit semi-annual invoices for payment, which will be paid according to the Park District's established payment procedure and in accordance with the Illinois Prompt Payment Act.
- M) Contract and pricing will be for the two-year term beginning May 1, 2019 and ending April 30, 2021.
- N) Contractor must comply with the requirements of the Illinois Prevailing Wage Act including submission of certified payroll for each invoice. The Park District's most recent Prevailing Wage Ordinance is attached to this RFP. Prevailing wage rates are revised from time-to-time by the Illinois Department of Labor, and those rates are available at the Department's official website.
- O) Contractor shall at all times observe and comply with all Federal, State, and Local laws, regulations and ordinances which in any manner affect the conduct of the work, including, but not limited to the following: (a) the Drug Free Workplace Act (30 ILCS 580/1 et seq.); (b) the Illinois Human Rights Act (775 ILCS 5-101 et seq.) and will have in place a no-harassment policy pursuant to said Act; (c) the Homewood-Flossmoor Park District Ethics Ordinance #466; (d) the United States Equal Employment Opportunity Act. Any complaint, claim or action brought against the Contractor for failing to observe or comply with any law, ordinance, or regulation shall be the sole responsibility of the Contractor and shall in no way extend to or expose the Owner to liability and the Contractor shall indemnify and hold harmless the Owner from any and all such complaints, claims, or actions, including reasonable attorneys' fees and expenses of litigation. All workmanship and materials shall conform and comply with the requirements of the building ordinances and rules and regulations of all departments and bureaus of the county, city and state having lawful jurisdiction.

Documents submitted in response to the RFP become the exclusive property of the Park District and are accordingly considered public records under the Freedom of Information Act. The Act specifically exempts proposals until a final award is made.

The Park District expressly reserves the right at any time and from time to time, for its own convenience, and without notice to do any or all of the following:

- Waive or correct any defect or technical error in any response, proposal, or proposal procedure, as part of the RFP or any subsequent negotiation process.
- Reject any and all proposals, with or without cause, and without obligation to indicate any reason for such rejection.
- Modify the selection procedure, the scope of the proposed license, minimum requirements, or the required responses.
- Negotiate with any, all, or none of the respondents to the RFP.

IV. Qualifications

The selected firm will demonstrate a proven record in providing comparable services.

- A) Provide five (5) acceptable references. List your experiences dealing with a similar work.
- B) Insurance Requirements for Contractors – Attention is directed to the insurance requirements below. It is highly recommended that companies confer with their respective insurance carriers or brokers to determine in advance of proposal submission, the availability of

insurance certificates and endorsements as prescribed and provided herein. If an apparent low bidder fails to comply strictly with the insurance requirements, that bidder may be disqualified from award of the contract.

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

1. Commercial General and Umbrella Liability Insurance. Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 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). Owner shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 10 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 Owner. Any insurance or self-insurance maintained by Owner shall be excess of the Contractor's insurance and shall not contribute with it. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from pollution, explosion, collapse, or underground property damage.
2. Continuing Completed Operations Liability Insurance. Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each occurrence for at least three years following substantial completion of the work. Continuing CGL insurance shall be written on ISO occurrence form CG 00 01 10 93, or substitute form providing equivalent coverage, and shall, at minimum, cover liability arising from products-completed operations and liability assumed under an insured contract. Continuing CGL insurance shall have a products-completed operations aggregate of at least two times its each occurrence limit. Continuing commercial umbrella coverage, if any, shall include liability coverage for damage to the insured's completed work equivalent to that provided under ISO form CG 00 01.
3. Business Auto and Umbrella Liability Insurance. Contractor 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.
4. Workers Compensation Insurance. Contractor shall maintain workers' compensation as required by statute 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 Owner has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 10 under the Commercial General and Umbrella Liability Insurance required in this Contract, the Contractor waives all rights against Owner and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Contractor's work.

5. General Insurance Provisions:

- i. Prior to beginning work, Contractor shall furnish Owner 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 Owner prior to the cancellation or material change of any insurance referred to therein. Written notice to Owner shall be by certified mail, return receipt requested. Failure of Owner to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Owner to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance. Owner shall have the right, but not the obligation, of prohibiting Contractor or any subcontractor from entering the project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Owner. Failure to maintain the required insurance may result in termination of this Contract at Owner's option. With respect to insurance maintained after final payment in compliance with a requirement above, an additional certificate(s) evidencing such coverage shall be promptly provided to Owner whenever requested. Contractor shall provide certified copies of all insurance policies required above within 10 days of Owners written request for said copies.
- ii. Acceptability of Insurers. For insurance companies which obtain a rating from A.M. Best, that 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, the Owner has the right to reject insurance written by an insurer it deems unacceptable.
- iii. Cross-Liability Coverage. If Contractor's liability policies do not contain the standard ISO separation of insured's' provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.
- iv. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to the Owner. At the option of the Owner, the Contractor may be asked to eliminate such deductibles or self-insured retentions as respects the Owner, 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.
- v. Subcontractors. Contractor shall cause each subcontractor employed by Contractor to purchase and maintain insurance of the type specified above. When requested by the Owner, Contractor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

6. Indemnification. To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner and their 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 performance of the Contractor's work, 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, other than the work itself, including the loss of use resulting there from and (ii) is caused in whole or in part by any wrongful or negligent act or omission of the Contractor, 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. Contractor shall similarly protect, indemnify and hold and save harmless the Owner, 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 Contractor's breach of any of its obligations under, or Contractor's default of, any provision of the Contract.

V. Breach of Contract:

A) If the Company shall violate, breach or fail to perform any of the terms or conditions herein contained, including the provisions of the statutes, rules and regulations referred to above, the contract shall, at the option of the Park District, be void and the Park District shall be entitled to damages, including attorney fees, resulting from said breach or failure on the part of the Company. The partial or total failure of the Company to perform its services as a result of extreme weather conditions, impassable roads or acts of God shall not be judged a breach of the proposed contract. However, the Company shall not be paid for any lack of total performance. If terminated, said termination shall be effective on the date stipulated by the Park District but shall not be less than five (5) days after receipt of written notice by the Contractor.

B) If, in the opinion of the Park District, minor contract violations and/or non-performance problems occur, the District shall be entitled to damages including, but not limited to, attorney fees incurred in enforcing or correcting such breach.

VI. Contract

The terms of this RFP shall be incorporated into any contract that is awarded. The Company should provide its proposed contract for consideration by the Park District.

VII. Response to the Request

Questions concerning this request must be directed to Doug Boehm, Superintendent of Parks and Planning, at 708-957-0280.

Proposals should be directed to:

Doug Boehm, Superintendent of Parks & Planning
Homewood-Flossmoor Park District
3301 Flossmoor Road
Flossmoor, IL 60422
708-957-0280 phone
708-647-0425 fax
dboehm@hfparks.com

All proposals are due by **Wednesday, March 6, 2019** at 11:00 a.m.

Submit proposals via email to dboehm@hfparks.com, fax to 708-647-0425, or to the mailing address above.

Company Information

Company Name: _____

Address: _____

Telephone Number: _____

Fax: _____

Email: _____

Name and Title: _____

Signature: _____

Date: _____

Request for Proposal Sheet

Two-year agreement from May 2019 to April 2021

- 1) Cost to provide one fire inspection per year at all of the listed facilities: _____
- 2) Cost to provide one burglar alarm inspection per year, including panic buttons, at all of the listed facilities: _____

3) Monthly cost to monitor alarms at each facility:

Facility	Fire Alarm	Burglar Alarm
Racquet & Fitness Club		
H-F Ice Arena		
Goldberg Administration		
H-F Auditorium		
Coyote Run Clubhouse and Wiley's Grill		
Coyote Run Maintenance Building		
Irwin Center		
Irons Oaks		
Parks Department		

- 4) Hourly fee for work done outside the scope of the inspections and/or additional work needed:
Scheduled Work: _____ Emergency Work: _____
Define Work Day Hours: _____
Define Emergency Hours: _____

5) Annual cost to inspect each fire extinguisher within the Park District (cost per extinguisher):

6) List any additional charges not included in this request for proposal:

7) Cost to upgrade each fire alarm system from analog to addressable device:

Location _____ Cost _____

Location _____ Cost _____

Location _____ Cost _____

Include references with this Proposal Sheet.