

**COUNTY OF McHENRY  
McHENRY COUNTY ADMINISTRATION BUILDING  
PURCHASING DEPARTMENT - ROOM 200  
2200 N. SEMINARY AVENUE  
WOODSTOCK, IL 60098**

Sealed bids will be accepted in the above office until

*June 25, 2015 at 2:00 P.M. (CST)*

**For  
BID #15-35**

***Provide McHenry County Administration  
Building with Security Guards***

CONTACT PERSON - DONALD A. GRAY, CPPB  
DIRECTOR OF PURCHASING  
Phone - (815) 334-4818  
Fax - (815) 334-4680

<b>MAILING ADDRESS:</b> Purchasing Department 2200 N Seminary Ave #200 Woodstock IL 60098	<b>DROP OFF IN PERSON:</b> Purchasing Department 667 Ware Road #200 Woodstock IL 60098
--	---

---

COMPANY

DATE

---

CONTACT PERSON

---

ADDRESS

E-MAIL ADDRESS

---

CITY, STATE AND ZIP

---

TELEPHONE NO

FAX NO.

---

FEIN, or Social Security NUMBER

The attention of bidders is directed to the McHenry County Purchasing Ordinance, approved August 1, 2014. This Ordinance is incorporated by reference into this bid as if it were contained herein. If you have not received a copy of the above Ordinance and desire a copy, please contact the office of the Director of Purchasing.

**SCOPE OF WORK**

To provide the McHenry County Administration Building with a secure and trust-worthy Security Staff as outlined within this document. All requirements are as per specifications enclosed herein.



**SCHEDULE OF EVENTS**

May 27, 2015-----	Bid Available
June 4, 2015-----	<b>PRE- BID Meeting being held at 667 Ware Rd. Rm 200 @ 1:00PM. There will also be a site visit at this time.</b>
June 11, 2015-----	Vendors Questions Submitted via fax to 815-334-4680 by 4:00 P.M.(CST)
June 18, 2015-----	Vendors Questions Answered via fax and Posted on Website by 4:00 P.M.(CST)
June 25, 2015-----	<b>Bid due in Purchasing at 2:00 P.M.(CST)</b>
July 6 – 13, 2015-----	Interviews will be conducted.
August 4, 2015 -----	County Board Awards Vendor

**PAYMENT**

Payment will be processed after receipt of delivery invoice and appropriate affidavit.

**NON-DISCRIMINATION**

Contractor shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), 775 ILCS 5/1-102, which is incorporated herein by reference, and constituting of a written EEO Policy and a workforce profile that demonstrates its EEO practices. Furthermore, the Contractor shall comply the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended. The Contractor must have a written sexual harassment policy, which meets Illinois State Statutes, 775 ILCS, 15/3.

**PREVAILING WAGE**

The State of Illinois requires under Public Works Contracts that the general prevailing rate of wages in this locality be paid for each craft or type of worker hereunder. This requirement is in accordance with The Prevailing Wage Act, 820 ILCS 130/0.01 et seq., as amended. This shall include payment of the general prevailing rate for legal holiday and overtime work. It shall be mandatory upon the subcontractor under the Contractor. A copy of the prevailing wage rates is posted on the McHenry County website at [www.co.mchenry.il.us](http://www.co.mchenry.il.us) under BIDS and RFP's. If wage rates change during the course of the project, the new rates will be available in the County of McHenry Purchasing Office. Contractors may access the Illinois Department of Labor website for updates at [www.state.il.us/agency/idol](http://www.state.il.us/agency/idol).

It shall also be mandatory upon the Contractor to whom the Contract is awarded to insert into each subcontract and into the project Specifications for each subcontract a written stipulation to the effect that not less than the prevailing rate of wages shall be paid to all laborers, workers, and mechanics

performing work under the Contract. It shall also be mandatory upon each subcontractor to cause to be inserted into each lower tiered subcontract and into the project Specifications for each lower tiered subcontract a stipulation to the effect that not less than the prevailing rate of wages shall be paid to all laborers, workers, and mechanics performing work under the Contract. A Contractor or subcontractor who fails to comply is in violation of the Act.

#### CERTIFIED PAYROLL REQUIREMENTS (Public Act 94-0515)

Effective August 10, 2005 contractors and subcontractors on public works projects must submit certified payroll records on a monthly basis to the public body in charge of the construction project, along with a statement affirming that such records are true and accurate, that the wages paid to each worker are not less than the required prevailing rate and that the contractor is aware that filing records he or she knows to be false is a Class B misdemeanor.

The certified payroll records must include for every worker employed on the public works project the name, address, telephone number, social security number, job classification, hourly wages paid in each pay period, number of hours worked each day, and starting and ending time of work each day. These certified payroll records are considered public records and public bodies must make these records available to the public under the Freedom of Information Act, with the exception of the employee's address, telephone number and social security number. Any contractor who fails to submit a certified payroll or knowingly files a false certified payroll is guilty of a Class B misdemeanor.

#### INCREASED PENALTIES FOR PREVAILING WAGE VIOLATIONS (Public Act 94-0488)

Effective January 1, 2006, penalties for violations of the Prevailing Wage Act will increase from 20% to 50% of the underpaid amounts for second or subsequent violations. An additional penalty of 5% of the underpayment penalty must be paid to workers for each month the wages remain unpaid (up from the current 2% penalty).

For violations that occur after January 1, 2006, the debarment period --during which contractors are ineligible for public works contracts -increases from 2 years to 4 years if two notices of violation are issued/serious violations occur within a 5-year period. In addition, a new monetary penalty of \$5,000 may be assessed against contractors who retaliate against employees who report violations or file complaints under the Prevailing Wage Act.

#### OSHA REQUIREMENTS

The Occupational Safety and Health Act of 1970 (OSHA) "guarantees workers the right to a safe and healthful workplace". Under Section 5(a) (1) of the OSHA Act, the employer must "furnish to each of his employees' employment and a place of employment which are free from recognized hazards that are causing or likely to cause death or serious physical harm to his employees."

There are times when the County must hire entities and individuals (contractors) to perform services. To this end, contractors hired by the County of McHenry must perform their duties in a manner that is compliant with all state and federal health and safety laws and industry guidelines. It is the responsibility of the contractor to ensure that their personnel and subcontractors comply with all state and federal health and safety laws and regulations and industry guidelines, including, but not limited to those set forth by: OSHA and related regulations, the Safety Inspection and Education Act, the Health and Safety Act, the National Institute of Occupational Safety and Health, the National Fire Protection Association, the Centers for Disease Control, American Industrial Hygiene Association, the American Council of Governmental Industrial Hygienists, the Environmental Protection Agency, and the Department of Transportation.

#### SUBSTANCE ABUSE PREVENTION ON PUBLIC WORKS PROJECTS ACT

The successful bidder must be in compliance with State of Illinois HB-1855 (Public Act 095-0635), which amends the Prevailing Wage Act. Before an employer commences work on a public works project, the employer shall have in place a written program, which meets or exceeds the program requirements in this Act, to be filed with the public body engaged in the construction of the public

works and made available to the general public, for the prevention of substance abuse among its employees. The testing must be performed by a laboratory that is certified for Federal Workplace Drug Testing Programs by the Substance Abuse and Mental Health Service Administration of the U.S. Department of Health and Human Services.

#### PROCUREMENT OF GREEN PRODUCTS AND TECHNOLOGIES

As approved by the McHenry County Board in April 2008, it is in the interest of public health, safety and welfare and the conservation of energy and natural resources to use and promote environmentally responsible products. The County should strive to influence private purchases through the example of using government specifications and standards that are green or environmentally friendly when making its purchases.

Whenever available and cost-justified, the County should purchase those materials including the purchase of recycled products containing post-consumer materials rather than residual materials resulting from the processing or manufacturing from another product. To the extent practicable, all products standards shall emphasize functional or performance criteria, which do not discriminate against the use of, recycled materials.

McHenry County should cooperate to the greatest extent feasible with other governments and organizations to develop a comprehensive, consistent, and effective procurement effort intended to stimulate the market for recycled products, reusable products, products designed to be recycled, and other environmentally responsible products.

McHenry County shall continue to participate in and shall encourage other public jurisdictions to participate with the County in the purchase of products containing recycled content. Participation in such cooperative systems shall be aimed at obtaining maximum practical recycled content in County purchases, to obtain best available price for products with recycled content, to facilitate or encourage lower prices industry-wide and to encourage development of industries and markets dealing with recycled content products.

#### PROCUREMENT OF PRODUCTS THAT ARE ENERGY STAR QUALIFIED

McHenry County shall select, where life cycle and cost-effective, ENERGY STAR and other energy efficient products, when acquiring energy-using products. This information will be required by the bidder in their bid submittal.

#### SECURITY

The contractor represents and warrants to the County of McHenry that neither it nor any of its principals, shareholders, members, partners or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Contractor further represents and warrants to the County of McHenry that the Contractor and its principals, shareholders, members, partners, or affiliates, as applicable, are not directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as Specially Designated National and Blocked Person. The Contractor hereby agrees to defend, indemnify and hold harmless the County of McHenry, the Corporate Authorities, and all County of McHenry elected or appointed officials, officers, employees, agents, representatives, engineers and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses (including reasonable attorneys' fees and costs) arising from or related to any breach of the foregoing representation and warranties.

#### PURCHASE EXTENSION

This contract shall be offered for purchases to be made by other counties and governmental units within the State of Illinois as authorized by the Government Joint Purchasing Act. All purchases and payments made under this authority shall be made directly by the governmental unit to the Vendor.

The County of McHenry shall not be responsible in any way for such purchase orders or payments. All terms and conditions of this contract shall apply to all orders placed by another governmental unit.

### ADDENDUM

Should the Vendor require any additional information about this Bid, please fax to Purchasing (815-334-4680) any questions by the deadline as outlined in the schedule of events. ANY AND ALL changes to these specifications are valid only if they are included by Written Addendum to All Bidders. NO interpretation of the meaning of the plans, specifications, or other contract documents will be made orally. If required, all addenda will be faxed to bidder if a Notice of Intent to Bid has been completed and faxed to the Purchasing Office. In addition, all addenda are posted on the County of McHenry's website. Failure of the bidder to receive any such addendum or interpretation shall not relieve the bidder from obligation under this Bid as submitted. All addenda so issued shall become part of the bid documents. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused by a bidder to improperly submit a bid.

Response to these questions will be made by means of an addendum. Only the Director of Purchasing has the authority to issue an addendum.

Addenda are written instruments issued by the County prior to the date for receipt of proposals, which modify or interpret the Bid by addition, deletions, clarifications or corrections.

Prior to the receipt of bids, addenda will be faxed or delivered to all who are known to have received a Notice to Bid. Each vendor shall ascertain prior to submitting a bid that all addenda issued have been received and, by submission of a bid, such act shall be taken to mean that such vendor has received all addenda and that the vendor is familiar with the terms thereof and understands fully the contents of the addenda.

### TAXES

The County of McHenry is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, and Federal Excise Tax. The bidder's attention is directed to the McHenry County Purchasing Ordinance {§3-10, (9), (10), and (11)}.

### INSURANCE

#### (1) GENERAL

The successful bidder shall maintain for the duration of the contract and any extensions thereof, at bidder's expense, insurance that includes "Occurrence" basis wording and is issued by a company or companies qualified to do business in the State of Illinois that are acceptable to the County, which generally requires that the company(ies) be assigned a Best's Rating of A or higher with a Best's financial size category of Class XIV or higher, in the following types and amounts:

- (a) Commercial General Liability in a broad form, to include, but not limited to, coverage for the following where exposure exists: Bodily Injury and Property Damage, Premises/Operations, Independent contractors, Products/Completed Operations, Personal Injury and Contractual Liability; limits of liability not less than:

\$1,000,000 per occurrence and \$2,000,000 in the aggregate;

- (b) Business Auto Liability to include, but not be limited to, coverage for the following where exposure exists: Owned Vehicles, Hired and Non-Owned Vehicles and Employee Non-Ownership; limits of liability not less than:

\$1,000,000 per occurrence, combined single limit for:  
Bodily Injury Liability and Property Damage Liability;

- (c) Workers' Compensation Insurance to cover all employees and meet statutory limits in compliance with applicable state and federal laws. The coverage must also include Employer's Liability with minimum limits of \$100,000 for each incident.

(2) EVIDENCE OF INSURANCE

The successful bidder agrees that with respect to the above required insurance that:

- (a) The County of McHenry shall be provided with Certificates of Insurance evidencing the above required insurance, prior to commencement of the contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies;
- (b) The contractual liability arising out of the contract shall be acknowledged on the Certificate of Insurance by the insurance company;
- (c) The County of McHenry shall be provided with thirty (30) days prior notice, in writing, of Notice of Cancellation or material change and said notification requirement shall be stated on the Certificate of Insurance;
- (d) Subcontractors, if any, comply with the same insurance requirements. In addition to being named as an additional insured on the Certificate of Insurance, each liability policy shall contain an endorsement naming the County of McHenry as an additional insured. A copy of the endorsement shall be provided to McHenry County along with the Certificate of Insurance; and,
- (e) have McHenry County named as an additional insured and the address for certificate holder must read exactly as:

County of McHenry, **a body politic**  
2200 N. Seminary Avenue  
Woodstock, IL 60098

- (f) Insurance Notices and Certificates of Insurance shall be provided to:

McHenry County, Purchasing Department  
2200 N. Seminary Avenue, Room 200  
Woodstock, Illinois 60098

HOLD HARMLESS CLAUSE

The successful bidder will agree to indemnify, save harmless and defend the County of McHenry, its agents, servants, and employees, and each of them against and hold it and them harmless from any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorney's fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract upon award. The foregoing indemnity shall apply except if such injury, death or damage is caused directly by the willful and wanton conduct of the County of McHenry, its agents, servants, or employees or any other person indemnified hereunder.

## BID RESPONSE

It is highly recommended that the vendor completely read the bid prior to filling out to become acquainted with terms and conditions of the bid document and merchandise requirements. No relief will be allowed from the bid conditions unless you take written exception to that condition on your bid.

**BIDS MUST BE SUBMITTED IN DUPLICATE FORM, (One Original, and One Copy).**

**BIDS ARE DUE INTO PURCHASING BY JUNE 25<sup>th</sup> 2:00 P.M. (CST)**

**SEALED BID ENVELOPES ARE TO BE CLEARLY MARKED WITH THE BID/RFP TITLE, TIME & DATE OF OPENING.**

Bidders are urged to respond to this bid request in every case to insure being maintained on current bid lists. Explanations of the reasons for not bidding will assist in maintaining the bidder on the correct bid list(s).

## SUBMITTAL

**Submit one (1) bid, multiple bids will not be accepted.**

## GENERAL CONDITIONS

This bid shall be firm for at least 120 days after the latest time specified for submission for bids and thereafter until written notice is received from the bidder.

## AWARD OF ORDER

The County will award a purchase order to the lowest responsive, responsible bidder meeting the County's requirements as listed in this document. The County will be the sole judge of acceptability of any products offered.

## WORKMANSHIP

Items shall be manufactured according to the highest traditions of the industry and shall meet all commercial standards of quality. The County shall be the sole judge of acceptable products. Unacceptable products will be rejected and suitable price adjustments made.

## MISCELLANEOUS

It is the bidder's task to be familiar with the referenced items and to offer only products of equal or greater quality. Any questions on specifications should be directed to the Purchasing Department.

## EXCEPTIONS

The bid speaks for itself. Bidders taking exception to any terms, conditions or specifications of this bid must clearly state in writing such exception(s) either on or with their bid. The County will be the sole judge of the acceptability of any exception noted, and is not bound to consider any bid submitted with exceptions.

## ALTERNATES

Trade names are used solely for the purpose of setting minimum standards of quality and performance and are not to be construed as exclusionary. Bidders are encouraged to contact the Purchasing Department prior to the bid opening for the purpose of clarifying specifications.

## FULL PRICING AND CONTINGENCIES

The County shall hold the successful bidder to bid pricing. Additional charges for contingencies discovered by the vendor at any time after the date of opening of this bid will not be considered for payment by the County.

## RECOURSE FOR UNSATISFACTORY MATERIALS

Payment shall be contingent upon the County's inspection of and satisfaction with completed work. Any defective work or materials, non-conformance to bid specifications, damaged materials, or unsatisfactory installation shall be corrected to the County's satisfaction by the successful bidder at no additional charge.

### TERMINATION

Failure to comply with the terms and conditions as herein stated shall be cause for cancellation of the contract. The County will give written notice of unsatisfactory performance and the contractor will be allowed thirty (30) days to take corrective action and accomplish satisfactory control. If at the end of the thirty days, the County deems the contractor's performance still unsatisfactory, the contract shall be canceled. The exercise of its right of cancellations shall not limit the County's right to seek any other remedies allowed by law.

The successful bidder will agree that the resulting contract is made subject to available budgetary appropriations and shall not create any obligation on behalf of the County in excess of such appropriations. In the event that no funds or insufficient funds are appropriated and budgeted, this Contract shall terminate without penalty or expense to the County thirty (30) days after written notification of termination from the County.

The successful bidder will agree that pursuant to requirements imposed under Illinois law, the County shall have 120 days after each election of county board members to terminate this Agreement, without cause and without penalty.

### CHOICE OF LAW AND VENUE

The bidder agrees that this bid has been executed and delivered in Illinois and that their relationship and any and all disputes, controversies or claims arising under this bid or any resulting contract shall be governed by the laws of the State of Illinois, without regard to conflicts of laws principles. The bidder further agrees that the exclusive venue for all such disputes shall be the Circuit Court of the 22<sup>nd</sup> Judicial Circuit of McHenry County, Illinois, and the bidder hereby consent to the personal jurisdiction thereof.

### COMPLIANCE WITH LAWS

The bidder hereto covenants and agrees to comply with all applicable federal, state, and local laws, codes, ordinances, rules and regulations. Failure to comply with the terms of this provision shall constitute a breach of contract and permit the County to terminate this (Request for Sealed Proposal/Bid) in accordance with the termination provisions stated herein.

### REJECTION OF BIDS, WAIVER OF IRREGULARITIES

McHenry County reserves the right to reject any or all bids, to waive irregularities, and to accept that bid which is considered to be in the best interest of the County. Any such decision shall be considered final.

### PROTEST PROCEDURES

Any Bidder who believes contractual terms or specifications are unnecessarily restrictive or limit competition may submit a protest, in writing, to the Director of Purchasing. To be considered, the protest must be received by McHenry County five (5) days prior to the stated bid opening. Any adversely affected or aggrieved Bidder shall have ten (10) days from the date of the bid opening to file a written protest regarding the intent to award the bid. Protests submitted after that date will not be accepted. Protests must specify the grounds upon which the protest is based (refer to appropriate statute, rule, code, or ordinance which defines the protest process).

### BIDDER'S ATTACHMENT TO THE BID

Any attachment to this bid, as required by the bid conditions, or made at the bidder's option, must reference on their face the bid title, opening date, and time.

### DELIVERY

Delivery will be considered in making the award and the bidders shall state, in the spaces provided, expected delivery after receipt of Purchase Order. Failure to meet said delivery promises without prior consent of the Director of Purchasing will be considered a breach of faith.



FREIGHT

Freight is all inclusive unless otherwise stated.

FUEL SURCHARGE

The County of McHenry does NOT accept any fuel surcharges.

## **SPECIFICATIONS**

The County of McHenry seeks qualified firms to provide general security services for our Administration Building. The contractor shall be responsible to determine the processes needed and a sufficient work force to provide a through and comprehensive security services performed by unarmed security personnel. The contractor assumes all legal responsibility as the employer including insurance, workers' compensation, payment of wages, other compensation due to said persons, and compliance with all applicable federal, state and local tax requirements.

**Penalty for lack of coverage:** Once the account is set-up the County will not permit the post to operate with fewer officers than proposed and accepted by the County including post coverage during breaks, lunches, absences, etc. County will notify contractor that the post is not adequately staffed. The contractor shall immediately take action to staff the post within two (2) hours. In the event the contractor cannot staff the post the County will take action to staff the post, the contractor will be charged an hourly rate of \$200.00/person for the County to cover the post.

### **Minimum Qualification of Security Officer and Supervisor:**

- A high school education or G.E.D. equivalency;
- Hold a current Permanent Employee Registration Card (PERC) issued by the State of Illinois;
- Ability to read ENGLISH, understand ENGLISH, and write ENGLISH legibly;
- Ability to communication verbally in ENGLISH in person, telephone and e-mail; and
- Be trained in general security procedures prior to assignment.

**Personnel:** The contractor shall perform background screening on all employees assigned to work under this contract. The contractor shall notify the County prior to any change of personnel before the change occurs. There should be both male and female guards available in the event of body searches with wands needing to be done. The contractor shall provide names of all substitute workers which may be used to perform work under this contract for advanced approval. The County reserves the right to reject or request replacement of any employee without cause.

**Recruitment/Retention:** Contractor shall provide detailed information on their recruitment and retention program, including their plan to hire staff, their employee benefit program, the pay rate(s), and other factors that will impact the contractor's ability to attract and retain staff for this contract. Contractor shall pay prevailing wage as outlined by the State of Illinois. The County encourages contractor to incorporate an annual hourly wage increase for officers as a way to retain seasoned trained officers. The County requests the retention of the current staff, if possible.

**Staffing Plan:** Contractor must submit a proposed staffing schedule for all designated hours. This must include specific reference to coverage during breaks, lunches, absences, etc. In addition, this plan shall include an explanation of the experience of the site-supervisor.

## County Staffing Needs:

Base service to be bid:

1. The County requires coverage at the Administration Building Monday through Friday from 7:00am to 6:00pm with additional coverage needed for early morning, evening, weekend meetings, and special events.
  - a. Two Officers required to man the front desk during business hours
    - i. One Officer required to man the front desk Monday through Friday 7:00a to 4:30p.
    - ii. One Officer required to man the front desk Monday through Friday 8:00a to 6:00p
  - b. Evening meetings average 2-3 per week. Coverage is required until all members of the public have exited the building. Meetings generally conclude by 10:00p.

Extended / Extraordinary hours: Those hours beyond the hours included in the base service:

- c. Weekend meetings average 6-10 per year. Coverage is required until all members of the public have exited the building. Meetings generally do not extend past 4:30pm.
- d. During Primary, Consolidated and general elections the County Clerk is required to offer extended voting and voter registration hours. The Administration Building is required to be opened several weekday evenings and several weekend days.
- e. Several times each year two (2) officers are required for an after-hour evening meeting due to a large number of participants. An officer is required on both floors of the Administration Building for those meetings.

County optional service: Ala carte service bid on a per hour per security guard basis

- f. There may be occasions when the County determines that increased security measures are required. To meet this possible need, the contractor shall provide additional security personnel trained, qualified and equipped to perform security and weapons screening via hand wand at the County' request with 24 hours advance notice. This will be an optional or 'a la carte' service for which a separate hourly rate is to be indicated on the bid response sheet. The contractor shall provide the equipment (technical description of the hand wand) required to perform this service if requested. The quantity of personnel required shall be determined at the time of the request but would typically be two (one of each gender).
2. Officers are required to remain on duty until all members of the public have exited the building and a final building round has been performed.
  3. The contractor pays overtime for officers working overtime greater than forty (40) hours per work week due to staffing issues or issues outside of the County's control.
  4. In the event the County determines that additional security personnel shall be required beyond the regular staffing required stated above due to a special event or function, the contractor shall be able to provide up to two **(2) additional personnel with 24 hours advance notice.**

**Transition Plan:** Contractor shall develop a process that ensures a smooth transition. The transition process shall be a seamless process for County. The transition plan may consist of conducting a comprehensive review of security procedures to determine what changes, if any, should be implemented. Risk Management will coordinate all requests from the selected contractor to determine their operational needs. The transition plan must include a training program and time frame for a smooth transition.

**Liaison:** The contractor shall assign a liaison to monitor officers' performance and be available to the County during working hours. The liaison shall be a member of the contractor's management team and must return phone calls within one (1) hour to discuss time-sensitive issues such as personnel or emergencies. The liaison must have the authority to make discussions quickly with the authority to remove personnel from the assignment, when necessary.

**Training:** All officers must be trained and tested in general security techniques prior to placement. The contractor shall provide recurrent training and testing at least four (4) times each year or as required by the federal or state requirements. **They also must possess a valid PERC Card.** Contractors shall provide with their proposal information on their training program addressing initial training and testing, on-the-job training and testing, recurrent training and testing in general training areas. McHenry County reserves the right to review and approve the training procedures utilized by the contractor. McHenry County reserves the right to require or request specific training related to potentially interacting with law enforcement as well as specific operations and emergency procedures at the Administration Building.

**Officer Specifications:**

- Officers assigned to the County are NOT an employee of the County and are not eligible for any benefits, including Workers' Compensation.
- Contractor shall ensure that all local, state, or federal regulations for the security industry are followed.
- Contractor shall provide body armor as requested by officers. Contractor is responsible for body armor policy as to when body armor is worn and is responsible for replacement of body armor as recommended by the manufacturer.
- Contractor shall supply and maintain portable communications for each on duty officer. The portable communications devices allows for immediate and quick communications between officers without having to leave their post in an emergency situation.
- Contractor shall issue a photo ID badge to all officers prior to assignment with the County.
- A County Photo ID badge will be issued with Administration Building access when an officer presents with a valid driver's license, a State of Illinois Department of Financial and Professional Regulation card *AND* contractor issued company photo ID.
- County photo ID badges remain the property of the County and shall be returned to Risk Management upon officer leaving their County assignment.

- No unauthorized persons shall be permitted in the Administration Building without prior approval from Risk Management or scheduled through Administration and posted on the weekly room schedule.
- Once the account is established, no less than one (1) week of training is required for new officers. The County reserves the right to determine when or if a County Photo ID will be issued.
- Officers shall have the ability to interact courteously and tactfully with the public. Professional conduct is expected at all times.
- If assigned for County optional services, Officer shall be knowledgeable and capable of using a magnetic wand, and conducting a proper search.
- Officer shall have the ability to interact with the emotionally disturbed, the inebriated and the belligerent without a show of force.
- Officer shall have the ability to observe and report suspicious activities and evidence of loss or damage to property and equipment.
- Officer shall have the ability to stand for extend periods of time, walk a distance, go up and down stairs as required in the building rounds.
- Officers shall ensure that all vendors sign in and out of the building. They shall assist vendors, when needed, by opening and standing at the basement loading dock. Officers are not required to assist vendors moving or carrying objects.
- Officers are NOT required to make deliveries of goods to departments or employees including deliveries such as flowers or food. Officers can call the department to ask an employee to come to the front desk to retrieve delivered items.
- Officers SHALL NOT take possession of paperwork or money for departments including paying for food deliveries during or after business hours.
- Officer shall not remove or purposely remove keys or other County property from the building.
- Officer shall be responsible for raising and lowering United States, State of Illinois, and County flags as directed.
- Officers shall be familiar of Administration Building security system. They should know the system well enough to pull requested data. Video surveillance is used to monitor exterior and interiors areas of Administration Building where there is no reasonable expectation of privacy.
- Officers are not required to watch cameras 100% of the time and employees should not have an expectation that they are under continuous surveillance when they are in the range of a camera.

The 2015 County holiday schedule is as follows. The holiday schedule changes annually and is approved by the County Board in November of the previous year. Since these days are already factored into the base price, the County encourages regularly assigned staff to be paid for these days

**Please Note:** that the 2016 holiday schedule will be provided after its adoption by the McHenry County Board.

01/01/15 New Year's Day

01/19/15 Martin Luther King, Jr Day

02/16/15 President's Day  
03/03/15 Good Friday  
05/25/15 Memorial Day  
07/03/15 Independence Day  
09/07/15 Labor Day  
10/12/15 Columbus Day  
11/11/15 Veterans Day  
11/26/15 & 11/27/15 Thanksgiving  
12/24/15 & 12/26/15 Christmas

**Uniform:**

- Officers are *required* to maintain a neat clean, well-groomed appearance and to look professional at all times while on duty.
- Contractor shall ensure officers have sufficient correctly fitting uniforms for Officers' work week.
- The County reserves the right to select standard uniforms. Ill-fitting uniforms are not considered appropriate dress.
- Contractor shall furnish Officers' complete County approved uniforms including name tag.
- Sweaters, jackets, or fleece vests may be worn as long as the contractors name and/or logo is visible and does not distract from the professional appearance of the officer.
- The County suggested seasonal uniforms as:
  - October 1 through April 30 = long sleeve shirt with tie, black turtleneck or dickey.
  - May 1 through September 30 = short sleeve shirt with an open collar and *color appropriate* tee-shirt.
  - We encourage officers to dress uniformly when working in pairs.
- County Photo ID badges shall be worn at all times while on duty. The County ID shall be visible, worn on the Officer's outer most layer of clothing, and shall be worn above the belt line.
- Hats shall *not* be worn while indoors. Winter hats may be worn while making exterior building checks.
- Hair shall be no longer than touching collar. Females are to wear their hair in a singular braid, bun, twist, or bob hair-cut. So as long as hair is neat and orderly. Un-natural hair colors for both male and female are not authorized. If deemed to create a distraction, the officer will have 1 week to correct in before receiving penalty.
- Facial hair shall be well trimmed and well groomed.
- Nails are to be clean & well maintained.
- Officers shall come to work prepared with all necessary equipment and/or supplies to complete their daily work assignment.

### **Duties and Responsibilities:**

- One (1) officer shall make internal and external Administration Building walking rounds every half-hour leaving on (1) officer to man the front desk and remain in contact with other officer using portable communications.
- An emergency is an interruption to normal County operations. Officers must be familiar with County's emergency action plans.
  - Officers are asked to act as guides to the public during an emergency evacuation by directing everyone to the nearest stairway and/or exist and out of the building.
  - Do not use elevator.
  - Officers are *not* required to fight fires, provide medical aid, or perform life safety activities.
- Officers must be well versed in County policies and procedures and must document their review of the policies and procedures annually or when changes occur in policies and procedures.
- Officers do not investigate auto mishaps in the parking lot. If requested, they may contact Woodstock City Police Department to investigate.
- Officers will track (count) the number of people entering the Administration Building any time the building is open including after-hour meetings.
- For all incidents or accidents, officers are required to completed a County Government Facility Incident report and submit the original to Risk Management before logging off their shift.
- NO weapons of any kind are allowed in the Administration Building except for those carried by sworn law enforcement personnel with proper identification. Proper identification shall be on their person.
- Woodstock City Police is the responding 9-1-1 agency. Officers shall make every effort to secure positive identification of persons in violation.
- Call 9-1-1 for, but not limited to:
  1. Disruption of the normal operation of the County. If a person is asked to leave the facility and refuses to leave his refusal will be treated as disruptive behavior.
  2. Obstructing access to County offices or willful demonstrations within the interior of a facility.
  3. Threat of physical harm to persons or damage to County property. Violence is behavior that causes harm to a person, damage to property, or causes fear for one's safety or the safety of others. Such behavior is unacceptable at County facilities.
  4. Unauthorized entry into County rooms or areas, entry at unauthorized time, or unauthorized or improper use of any County property, equipment, or building.
  5. When notified of a theft or missing property.

**THIS PAGE IS MANDATORY**

**BID ON**

**Services**

	<b><u>BASE YEAR</u></b> December 1, 2015 through November 30, 2016	<b><u>OPTION YEAR 1</u></b> December 1, 2016 through November 30, 2017	<b><u>OPTION YEAR 2</u></b> December 1, 2017 through November 30, 2018
<b>Daytime Shift Base Price</b>  Up to 105 hours per week  BID ON 105 HOURS	\$	\$	\$
<b>Fixed Hourly Rate</b>  This is beyond the 105 hours per week of the regular daytime shift	\$	\$	\$
	<b>Per Hour</b>	<b>Per Hour</b>	<b>Per Hour</b>

**Optional Services**

	<b><u>BASE YEAR</u></b> December 1, 2015 through November 30, 2016	<b><u>OPTION YEAR 1</u></b> December 1, 2016 through November 30, 2017	<b><u>OPTION YEAR 2</u></b> December 1, 2017 through November 30, 2018
<b>Optional Services</b>  Extraordinary or Unexpected Circumstances	\$	\$	\$
	<b>Per Hour</b>	<b>Per Hour</b>	<b>Per Hour</b>



**Staffing Plans**

**1. Please describe the benefits offered or provided to full time and part time employees. How much notification does your company / firm need to effectively respond to changes in staffing needs? What kind of notification do you require?**

**2. Please describe your plan to address staffing contingencies such as an employ calling in sick or unable to report for an assigned shift.**

**3. Please describe any additional services or qualifications offered by your company / firm that would benefit McHenry County and would be incorporated into the base fee that if a guard is sick; what is the staffing plan to replace that individual until they are better?**

**Please feel free to provide any additional information the County should consider.**

**Minimum qualification of security officer and supervisor are provided  
Initial : \_\_\_\_\_**

**Our company will provide background screening on all employees assigned to work under this contract**

**Initial : \_\_\_\_\_**

**Our company has provided detailed information on their recruitment and retention program with submittal.**

**Initial : \_\_\_\_\_**

**We have provided a proposed staffing schedule for all designated hours with our submittal.**

**Initial : \_\_\_\_\_**

**We have developed a process that ensures a smooth transition for McHenry County, and mention of that content are found here within.**

**Initial : \_\_\_\_\_**

**Our company has assigned a qualified liaison to monitor officers' performance and be available to the County during working hours.**

**Initial : \_\_\_\_\_**

**We have provided recurrent training and testing at least four (4) times each year or as required by the federal or state requirements.**

**Initial : \_\_\_\_\_**

**All employees will possess a valid PERC Card.**

**Initial : \_\_\_\_\_**

**All staffing questions are filled out.**

**Initial : \_\_\_\_\_**

**Staffing plan is provided here within.**

**Initial : \_\_\_\_\_**

**\*\*\*Please be prepared to provide a certificate of insurance along with additional insured. McHenry County needs to be written as "McHenry County a body of politic" \*\*\***

***THIS PAGE IS MANDATORY***

***REFERENCES***

List three (3) references that you have done similar work, service or supplied similar products to within the last twelve (12) months (Only correct contact names and phone numbers will be acceptable).

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Contact Person:

---

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Contact Person:

---

Entity:

Address:

City, State, Zip Code:

Telephone Number:

Contact Person:

**THIS PAGE IS MANDATORY**

**RUBBER STAMPED, FAXED, COPIED, OR TYPED SIGNATURE  
WILL DISQUALIFY YOUR BID MUST BE AN ORIGINAL  
SIGNATURE**

**CERTIFICATIONS**

Vendor certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961, as amended. \_\_\_\_\_ Yes \_\_\_\_\_ No

Vendor certifies that it is aware that all contracts for the Construction of Public Works are subject to the Illinois Prevailing Wage Act (820 ILCS 130/1-12) \_\_\_\_\_ Yes  
No

Under penalties of perjury, I certify that \_\_\_\_\_ is my correct Federal Taxpayer Identification Number. I am doing business as a (please check one):

- |   |  |
|---|--|
| <input type="checkbox"/> Individual   | <input type="checkbox"/> Real Estate Agent       |
| <input type="checkbox"/> Sole Proprietorship                                      | <input type="checkbox"/> Government Entity       |
| <input type="checkbox"/> *Partnership   | <input type="checkbox"/> Tax Exempt Organization |
| <input type="checkbox"/> **Corporation  | (IRC 501(a) only)                                |
| <input type="checkbox"/> Not-for-Profit Corporation                               | <input type="checkbox"/> Trust or Estate         |
| <input type="checkbox"/> Medical and Health Care<br>Services Provider Corporation |  |

\*State full names, titles and addresses of all responsible principles and/or partners below;

---

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

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

---

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

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

---

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

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

---

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

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

---

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

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

**If needed please submit any additional sheets.**

***THIS PAGE IS MANDATORY***

**PROPOSER'S CERTIFICATION**

I have carefully examined the Bid, Scope of Work, Specifications, and any other documents accompanying or made a part of this Bid.

I hereby propose to furnish the goods or services specified in the Bid. I agree that my proposal will remain firm for a period of up to 120 days in order to allow the County adequate time to evaluate the qualifications submitted.

I verify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this Bid on behalf of the firm as its act and deed, and that the firm is ready, willing, and able to perform if awarded the contract.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service. No officer, employee or agent of the County of McHenry or any other proposer is interested in said proposal and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

\*\*State of Incorporation \_\_\_\_\_

\_\_\_\_\_  
(Individual - Partnership - Company - Corporation)

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_  
(City, State and Zip Code)

\_\_\_\_\_  
(By Printed Name and Signature) (Title)

\_\_\_\_\_  
(Witness Signature) (Title)

\_\_\_\_\_  
(Telephone No) (Fax No.)

\_\_\_\_\_  
(Date)

***End of Document***