



# DuPage County Procurement Services Division

421 North County Farm Road, Room 3-400  
Wheaton, Illinois 60187-3978

Phone: (630) 407-6200 Fax: (630) 407-6201  
General Email: [purchasing@dupageco.org](mailto:purchasing@dupageco.org)

INVITATION TO BID:	#11-033	BID ISSUE DATE:	08/10/11
BID DESCRIPTION:	Campus Security System Upgrades and Additions		
BID OPENING DATE:	08/31/11	BID OPENING TIME:	2:00 p.m.
SUBMIT 1 ORIGINAL PLUS 1 COPY		BOND REQUIRED: YES	

BID RESPONSES MUST BE RECEIVED AND TIME STAMPED NO LATER THAN THE PUBLIC BID OPENING DATE AND TIME (LOCAL TIME) SPECIFIED ABOVE. BIDS WILL BE OPENED AND READ ALOUD AT THAT TIME IN THE PROCUREMENT SERVICES DIVISION. LATE BIDS WILL NOT BE CONSIDERED.

## TO ALL PROSPECTIVE BIDDERS:

You are hereby invited to submit your bid for the item(s) to be furnished and delivered, shipped F.O.B. delivered, to the address specified herein.

**A Mandatory Pre-Bid Meeting and Site Visitation will be held for potential bidders on August 22, 2011 at 9:00 a.m. in Room 3-500A located in the JTK Administration Building, located at 421 N. County Farm Road, Wheaton, IL 60187.**

The original bid and the required number of copies must be received in a sealed envelope that has your name and address in the upper left corner and the attached label filled in and pasted on the lower left corner.

All bids are subject to staff analysis. The County of DuPage reserves the right to accept or reject any and all bids received and waive any and all technicalities.

Bids must be delivered and time stamped, prior to the public bid opening date and time, to:	DU PAGE COUNTY PROCUREMENT SERVICES DIVISION 421 NORTH COUNTY FARM ROAD, ROOM 3-400 WHEATON, IL 60187-3978
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Any communication regarding this invitation between the date of issue and date of award is required to go through the Buyer listed below (or, in the Buyers absence, the Procurement Services Supervisor). <b>Unauthorized contact with other DuPage County staff is strictly forbidden.</b>			
BUYER:	Maria C. Calamia, CPPB	PHONE:	(630) 407-6182
EMAIL:			

FULL NAME OF BIDDER	
BID CONTACT PERSON	
TELEPHONE NUMBER	

**FACSIMILE AND/OR E-MAIL TRANSMITTED BIDS WILL NOT BE ACCEPTED**

**PLEASE NOTE: Our bid documents have changed; please review carefully.**

**COUNTY OF DU PAGE, ILLINOIS**

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**PROJECT INFORMATION**

<b>PROJECT NAME:</b>	<b>CAMPUS SECURITY UPGRADES AND ADDITIONS</b>		
<b>USER DEPARTMENT:</b>	<b>OFFICE OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT</b>		

<b>EVENT:</b>	<b>LOCATION:</b>	<b>DATE:</b>	<b>TIME:</b>
Pre-Bid Conference	JTK Administration Building, 421 N. County Farm Road, Room 3-500A, Wheaton, IL 60187,	08/22/11	9:00 a.m.
<b>Deadline for Exceptions to Bid Language and Specification Inquiries. MUST BE IN WRITING TO:</b>	mcalamia@dupageco.org	08/23/11	2:00 p.m.
Response to Inquiries	Via fax or e-mail	08/24/11	2:00 p.m.
Bidder's Proposal Due	Procurement Services, Room 3-400	08/31/11	2:00 p.m.

<input checked="" type="checkbox"/>	<b>SUBMITTAL CHECKLIST (BID PACKET SHOULD BE RETURNED IN ITS ENTIRETY)</b>
	ORIGINAL BID
	ONE (1) COPY
	ADDENDA NUMBER ACKNOWLEDGED, IF APPLICABLE
	REFERENCES
	PROPOSAL PRICING (INCLUDING UNIT PRICES, WHERE REQUIRED)
	CERTIFICATION/PROPOSAL SIGNATURE AFFIDAVIT PAGE, COMPLETED, WITH SEAL (IF CORPORATION) NOTARY PUBLIC AND AUTHORIZED SIGNATURE
	JOINT PURCHASING SECTION, COMPLETED
	BID SECURITY, IF APPLICABLE
	WARRANTY INFORMATION
	PAYMENT & PERFORMANCE BOND
	CERTIFIED TRANSCRIPT OF PAYROLL SAMPLE (IF NOT USING STATE FORM)
	COMPLETED VENDOR CAMPAIGN CONTRIBUTION DISCLOSURE FORM (SIGNED)

<b>AWARDED CONTRACTOR REQUIREMENTS</b>	
BID SECURITY	NONE REQUIRED
PAYMENT & PERFORMANCE BONDS	DUE WITHIN 10 DAYS OF NOTICE OF AWARD
CERTIFICATE OF INSURANCE	DUE WITHIN 30 DAYS OF NOTICE OF AWARD
CERTIFIED TRANSCRIPTS OF PAYROLL	MUST ACCOMPANY EVERY INVOICE
PREVAILING WAGE REQUIREMENT	YES

# COUNTY OF DU PAGE, ILLINOIS

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## INSTRUCTIONS TO BIDDERS

### **ON-LINE NOTIFICATION OF SPECIFICATIONS:**

This document is available over the Internet at [www.DemandStar.com](http://www.DemandStar.com), as well as from the contact listed in this document. Adobe Acrobat® Reader is required to view electronic documents on-line. If you do not have Adobe Acrobat® Reader, you may download it for free from Adobe at [www.adobe.com/products/acrobat/readstep.html](http://www.adobe.com/products/acrobat/readstep.html).

Businesses without Internet access may contact the Procurement Services Division of the County at (630) 407-6190 for these documents.

Companies interested in doing business with the County are able to register and maintain their registration via the Internet at [www.DemandStar.com](http://www.DemandStar.com). Registration is not required but if you choose to register you will receive automatic initial notification from DemandStar of relevant opportunities with the County of DuPage.

The County is not responsible for errors and omissions occurring in the transmission or downloading of any specifications from this website. In the event of any discrepancy between information on this website and the hard copy specifications, the terms of the hard copy specification will control.

### **ON-LINE PROVIDER DISCLAIMER:**

DemandStar.com has no affiliation with the County of DuPage other than as a service that facilitates communication between the County and its vendors. DemandStar.com is an independent entity and is not an agent or representative of the County. Communications to DemandStar.com do not constitute communications to the County.

### **BID REQUIREMENTS:**

All bids must be submitted on the blank bid form furnished with these contract documents and shall conform to the terms and conditions set forth in this Invitation to Bid (the ITB). Please make and retain a copy of your Response (Bid) for your records. The bid must be enclosed in a sealed envelope bearing the bid number and the printed title of the bid. Bidders must sign, in ink, the bid form where indicated and have the signature notarized. **Unsigned bids will not be read.**

Bidder shall acknowledge receipt of each addendum issued in the space provided on the bid form.

### **ALTERNATE/EQUAL BIDS:**

The specifications cannot cover precisely, all minute details of the equipment required. Therefore, for purposes of establishing a standard of quality, the items listed in the specification may state brand names, manufacturer's models, numbers, et cetera. The County of DuPage, for cost effective measures, standardizes on specific items; those bids will contain the language "NO SUBSTITUTIONS," and any alternative will not be considered. A generic or alternate brand product of equal specifications may be proposed as an alternative for the item identified unless "NO SUBSTITUTIONS" is indicated. However, in bidding the alternate item, the bidder must also attach manufacturer's printed specifications and literature.

Bidders submitting alternate items, of equal specifications, may be requested to provide samples of the item they intend to supply for testing. The Procurement Manager of DuPage County shall be the sole judge to determine whether the alternate item is actually equal to the item identified in the specifications and the Procurement Manager's decision will be final and binding.

Bidders are encouraged to submit cost-saving/value-added alternate bid pricing suggestions, such as rebates, creative lease agreements, extended warranty periods, trade-in allowances, or the availability of discounts for floor model or demonstrator units at significant savings. Any alternate pricing should be noted as a separate line that may be subtracted from the bid pricing as specified, allowing for clear evaluation and value-analysis by the County.

The County recognizes the expertise provided by many bidders and encourages creativity in bidding. Alternates may be considered if the bid submitted clearly indicates what will be furnished and how it will benefit the County. Alternates will be compared to the lowest responsive, responsible bid as specified.

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### **COMPETITION INTENDED:**

It is the County's intent that this Invitation to Bid (ITB) permits competition. It shall be the bidder's responsibility to advise the Buyer in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this IFB to a single source. Such notification must be received by the Buyer not later than seven (7) days prior to the date set for bids to close.

### **DEVIATIONS:**

The County of DuPage reserves the right to approve any material the Bidder proposes to furnish which contains deviations from specification requirements but which may substantially comply. If there is any deviation in the pack, source, quality, etc., of an item bid, from that prescribed in the specifications, Bidder must rule out the appropriate line in the specifications and clearly indicate the correction. Prices will be converted by the County to accommodate accepted deviations.

### **EXCEPTIONS:**

Exceptions will be considered up to the deadline listed in Project Information. Exceptions must be fully described, on the Bidder's letterhead and signed; exceptions must reference the bid number and the specification, contract term or other portion of the Invitation to Bid which is being excepted. If the Bidder wishes to propose terms and conditions or alternative paperwork it must do so as an exception. In the absence of such statement, the bid shall be considered as if submitted in strict compliance with all terms, conditions, and specifications; by its submission, the Bidder agrees that if selected, it will be bound by same. No exceptions or changes to contract terms will be accepted with the bid.

### **EXAMINATION BY BIDDER:**

The Bidder shall, before submitting his bid, carefully examine the bid and specifications. If his bid is accepted, he will be responsible for all errors in his bid resulting from his failure or neglect to comply with these instructions.

Unless otherwise provided in the SPECIAL CONDITIONS, when the specifications include information pertaining to preliminary investigations made by the County, such information represents only the opinion of the County of DuPage as to the location, character or quantity of the materials encountered. That information is only included for the convenience of the Contractor. The County of DuPage does not warrant the accuracy or the sufficiency of the information and assumes no responsibility therefore.

### **ELECTRONIC TRANSMITTALS:**

Facsimile and/or e-mail transmitted bids will not be accepted by the County of DuPage. In addition, the County of DuPage will not transmit facsimile or e-mail bid specifications to the Bidder.

### **INTERPRETATION OF CONTRACT DOCUMENTS:**

If a potential Bidder is uncertain as to the meaning of any part of the specifications or this ITB, the bidder is expected to contact the Procurement Services Division no less than seven (7) days prior to bid opening date.

### **PREPARATION OF BIDS:**

The Bidder shall return his bid on the attached bid forms. It must be returned with all pages intact. Please make and retain a copy of the signed bid for your records. Unless otherwise stated, all blank spaces on the bid page or pages, applicable to the subject specification, shall be correctly filled in. Either a unit price or a lump sum price, or both as the case may be, shall be stated for each and every item, either typed in or printed in ink, in figures, and if required in words. Bidder shall acknowledge receipt of each addendum issued in the space provided on the bid form.

When a bid consists of a number of items, prices must be submitted for all items unless otherwise directed in the Special Conditions.

Where unit prices are to be bid, and/or where bids are to be made on more than one item, the Bidder shall extend the unit price(s) bid in the places provided on the pricing pages for the approximate quantities, shall compute the total amount of the bid and shall indicate same on the proposal pricing page. The Bidder must bid in accordance with the unit(s) of measure called for unless deviation procedure is followed. All extensions and total sums are subject to verification by the County and the correct extensions and sums will be used in the comparison of bids. If a discrepancy exists between the unit prices and totals, the unit prices shall prevail. If a discrepancy exists between the total base bid and the true sum of the individual bid items, the true sum shall prevail.

## **COUNTY OF DU PAGE, ILLINOIS**

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Where unit prices are requested, the quantities stated are approximate only but will be used to determine bid award. The quantities for all items on which bids are to be received on a unit price basis, will not be used in establishing final payment due the Contractor. Bids will be compared on the basis of number of units stated in the Bid Pricing Section. Contract payment for unit price items will be based on the actual number of units delivered.

In certain cases, amounts are to be shown in both words and figures. When discrepancies occur between the "Written in Words" and the "In Figures" amounts for the total lump sum bid amount, the "Written in Words" shall govern.

Bidders are warned against making any erasures or alterations of any kind, and bids that contain omissions, erasures, conditions, or alterations may be rejected. The bidder must fill in all blanks. Use "N/A" or "None" where applicable.

If the Bidder is a corporation, the President shall execute the bid. In the event that the bid is executed by other than the President, a certified copy of that section of the corporate bylaws or other authorization by the corporation, which permits the person to execute the offer for the corporation, shall be submitted.

If the Bidder is a partnership, all partners shall execute the bid, unless one partner has been authorized to sign for the partnership, in which case, evidence of such authority satisfactory to the Procurement Manager shall be submitted.

If the Bidder is a sole proprietor, the owner shall execute the bid.

A "Partnership" or "Sole Proprietor" operating under an Assumed Name shall be registered with the Illinois County in which located, as provided in the Illinois Compiled Statutes, 805/ILCS 405/1 et seq.

### **SUBMISSION OF BIDS:**

The Bidder shall be responsible for delivery of bids to the Procurement Services Division before the date and hour set for the opening of bids. Late bids will not be considered and will be returned unopened.

All bids must be received in sealed envelopes that have your name and address in the UPPER left corner and the attached label filled in and pasted on the LOWER left corner.

Bids mailed "EXPRESS MAIL" must have bid number and due date on the outside of the EXPRESS MAIL envelope.

You must allow sufficient time for processing through the County's internal mailroom system.

### **CONTRACT AWARD INFORMATION:**

The successful bidder will be asked to sign a contract agreement (sample attached).

If the bidder wishes to propose terms and conditions or alternative paperwork he must do so as an exception (see EXCEPTIONS above).

Award notification will be sent to the vendor receiving the award via mail or fax. Award status can be viewed at [www.DemandStar.com](http://www.DemandStar.com).

Response summaries will be available over the Internet at [www.DemandStar.com](http://www.DemandStar.com). This summary information will include bids that were delivered by the required bid opening date and time.

The above bid status information can also be obtained by contacting the Bid Coordinator at (630) 407-6190.

### **END OF INSTRUCTIONS TO BIDDERS**

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### GENERAL CONDITIONS

#### **ADDENDUM AND SUPPLEMENT TO INVITATION TO BID:**

If it becomes necessary or advisable to revise any part of this ITB or if additional data is necessary to enable the exact interpretation of provisions of this ITB, revisions will be provided in the form of an Addendum. If revisions are made after any mandatory Pre-Bid conference, the revisions will be provided only to those Contractors who will have attended the Pre-Bid conference.

Addendum information is available over the Internet at [www.DemandStar.com](http://www.DemandStar.com). Adobe Acrobat® Reader may be required to view this document. We strongly suggest that you check for any addenda a minimum forty-eight hours (48) in advance of the bid deadline.

#### **APPLICABLE CODES AND ORDINANCES:**

Contractor hereby certifies that all materials used conform to all articles and sections of all current applicable National Building Codes and other relevant construction-related codes. Workmanship and materials shall conform to all local applicable codes and ordinances.

#### **CHANGES:**

The County of DuPage reserves the right to make any desired change in the specifications after the same shall have been put under contract; but the change so made, with the price to be added or deducted from the contract price, therefore, shall be agreed upon in advance between County of DuPage and the successful Contractor.

Illinois law requires that changes in excess of \$10,000 or extensions greater than thirty (30) days must comply with the Criminal Code. The Procurement Services Division shall issue to the successful Contractor a written change order to the original contract; such change orders shall be binding upon both parties thereto and shall in no way invalidate or make void the terms of the original contract not modified by such change.

#### **COMMENCEMENT OF WORK:**

The successful Contractor must not commence any billable work prior to the County's execution of the contract or until any required documents have been submitted. Work done prior to these circumstances shall be at the Contractor's risk.

#### **CONFIDENTIAL INFORMATION AND COUNTY PROPERTY:**

It is agreed that any and all specifications, drawings, or data furnished by County of DuPage shall (1) remain the County of DuPage's sole and exclusive property; (2) be considered and treated by Contractor as County of DuPage confidential information, and not be copied, reproduced or duplicated in any manner or disclosed to any person or party, except as is necessary in the performance of this contract and (3) be returned upon request.

#### **CONTRACTOR PERFORMANCE:**

The Instructions to Bidders, Bid Form, General Conditions, Special Conditions, contract specifications and attached exhibits, together with the approved purchase order shall be incorporated in and become terms of the Contract. All items shall be supplied in strict accordance with the specifications. The Contractor's performance under the terms of the Contract shall be to the satisfaction of the County. Failure to comply with any statutory requirements shall be deemed a performance breach.

#### **DATA COMPLIANT:**

Any and all equipment, products, components or parts supplied by the Contractor will be Year 2000 Compliant. "Year 2000 Compliant" means that the information technology will accurately process date and time from, into and between the 20<sup>th</sup> and 21<sup>st</sup> centuries, the years 1999 and 2000, and for all leap years. "Process Date and Time Data" includes, but is not limited to, date calculations, logical functions, program branching, format conversion, edits and valuations, and the use of dates in comparisons, sorting, sequencing, merging, retrieving, searching and indexing. Furthermore, Year 2000 Compliant information technology, when used in combination with other information technology, shall accurately process date and time data if the other technology properly exchanges date and time data with it.

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**DRUG FREE WORKPLACE:**

The Contractor (whether an individual or company) agrees to provide a drug free workplace as provided for in 30 ILCS 580/1 et seq.

**ENDORSEMENTS:**

Contractor shall not use the name, seal or images of County of DuPage in any form of endorsement to any third-party without the County's written permission.

**F.O.B.:**

All goods are to be shipped prepaid, F.O.B. delivered and installed. The total price quoted by the Bidder must be the total cost delivered to the location(s) stated. Bidder must not qualify his bid by stating a F.O.B. location other than such stated location(s). Shipments sent C.O.D. without County of DuPage's written consent will not be accepted and will at Contractor's risk and expense, be returned to Contractor. Unauthorized shipments are subject to rejection and return at Contractor's expense.

**FORCE MAJEURE:**

The County of DuPage shall not hold Contractor liable for an extraordinary interruption of events, or damage of County property, by a natural cause that cannot be reasonably foreseen or prevented; i.e., droughts, floods, severe weather phenomena, et cetera.

**HOLDING OF BIDS:**

Bidder may withdraw the bid at any time prior to the time specified as the closing time for the receipt of bids. However, no Bidder shall withdraw or cancel the bid for a period of ninety (90) calendar days after said closing time for the receipt of bids. Unauthorized withdrawal may result in forfeiture of the bid bond, or if no bid bond is required, the withdrawing Bidder shall pay the sum of \$1,000.00 as liquidated damages for the County's loss in re-bidding.

**INDEMNITY:**

The Contractor shall, at all times, fully indemnify, hold harmless, and defend the County and its officers, agents, and employees from and against any and all claims and demands, actions, causes of action, and cost and fees of any character whatsoever made by anyone whomsoever on account of or in any way growing out of the performance of this contract by the Contractor and its employees, or because of any act or omission, neglect or misconduct of the Contractor, its employees and agents or its subcontractors including, but not limited to, any claims that may be made by the employees themselves for injuries to their person or property or otherwise, and any claims that may be made by the employees themselves or by the Illinois Department of Labor for the Contractor's violation of the Illinois Prevailing Wage Act (820 ILCS 130/1 et seq.).

Such indemnity shall not be limited by reason of the enumeration of any insurance coverage or bond herein provided.

Nothing contained herein shall be construed as prohibiting the County, its officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, actions or suits brought against them. The Contractor shall likewise be liable for the cost, fees and expenses incurred in the County's or the Contractor's defense of any such claims, actions, or suits.

The Contractor shall be responsible for any damages incurred as a result of its errors, omissions or negligent acts and for any losses or costs to repair or remedy construction as a result of its errors, omissions or negligent acts.

The County does not waive its defenses or immunities under the Local Government and Governmental Employees Tort Immunity Act, 745 ILCS 10/1 et seq. by reason of indemnification or insurance.

**LAW GOVERNING:**

The ITB and resulting contract shall be governed by the laws of Illinois. Bidder agrees to comply with all applicable State and Federal laws.

**LIENS, CLAIMS, AND ENCUMBRANCES:**

Contractor warrants and represents that all the goods and materials ordered herein are free and clear of all liens, claims, or encumbrances of any kind.

## COUNTY OF DU PAGE, ILLINOIS

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**LOBBYIST REGISTRATION:**

Bidder shall comply with the provisions of Chapter 2, Article IX, Section 2-600, Lobbyist Registration of the Code of DuPage County, Illinois.

**MSDS:**

When applicable, Contractor shall furnish Material Safety Data Sheets for their products, in compliance with the Illinois Toxic Substance Disclosure to Employee Act and the "Right-to-Know" law, 820 ILCS 220/0.01 and 820 ILCS 225/0.1. Material Safety Data Sheets, upon award of Contract, shall be submitted to the County Procurement Services Division.

**MISCELLANEOUS REQUIREMENTS:**

The County will not be responsible for any expenses incurred by the Contractor in preparing and submitting a Bid. All Bids shall provide a straightforward, concise delineation of your capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.

**NON-DISCRIMINATING:**

The Contractor, its employees and subcontractors, agree not to commit unlawful discrimination and agree to comply with applicable provisions of the Illinois Human Rights Act, the U.S. Civil Rights Act and Section 504 of the Federal Rehabilitation Act, and rules applicable to each.

**PATENTS:**

Contractor undertakes and agrees to defend at Contractor's own expense, all suits, actions, or proceedings in which the County of DuPage, its Officers, agents or employees are made defendants for actual or alleged infringement of any U.S. or foreign letters patent resulting from the use or sale of the items purchased hereunder. Contractor shall inform the County of DuPage whenever infringement will result from Contractor's adherence to specifications supplied by the County of DuPage or by an authorized County representative. Contractor further agrees to pay and discharge any and all judgments or decrees, which may be rendered in any such suit, action or proceedings against the County of DuPage, its Officers, agents or employees therein.

**PAYMENT:**

Original invoices must be presented for payment in accordance with instructions contained on the Purchase Order including reference to Purchase Order number and submitted to the correct address for processing. The County shall pay all invoices pursuant to 50 ILCS 505, "Local Government Prompt Payment Act". Invoices containing charges for work subject to the Illinois Prevailing Wage Act (820 ILCS 130/) are required to be accompanied by the applicable Certified Transcript of Payroll form(s) for acceptance. Payment will not be made on invoices submitted later than six-months (180 days) after delivery of goods and any statute of limitations to the contrary is hereby waived.

**PERFORMANCE AND PAYMENT BONDS:**

The awarded Contractor shall, within ten (10) working days of bid award, provide a Performance and Payment Bond a.) in the interest of the County of DuPage in the amount of one hundred percent (100%) of the contract amount to insure a timely and acceptable completion of this agreement and to insure payment for all materials, supplies and equipment charge and to insure compliance with the Illinois Prevailing Wage Act (820 ILCS 130/0.01 et seq.). No work shall be started until receipt of a performance and payment bond.

**PREVAILING WAGE:**

Not less than the prevailing rate of wages as determined by the County of DuPage or the Illinois Department of Labor shall be paid to all laborers, workers and mechanics performing work under this contract. State Statutes regarding Prevailing Wage and the current wage rates are available online at [www.state.il.us/agency/idol/rates/rates](http://www.state.il.us/agency/idol/rates/rates). You must retain payroll records for 5 years and make those records available for inspection by the County or the Illinois Department of Labor. You must submit monthly certification of payroll records. Certified Transcript of Payroll forms may be downloaded from the Contractors Forms page of the DuPage County Procurement Services Division website at [www.dupageco.org/purchasing](http://www.dupageco.org/purchasing) or you may use your own format containing the same information with pre-approval by the Purchasing Manager (submit sample with bid).

A determination by the Illinois Department of Labor of debarment for violation of the Prevailing Wage Act shall result in the Contractor being automatically deemed non-responsible for the period of debarment without further proceedings by the County.

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This contract calls for the construction of a "public work," within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/01 et seq. ("the Act"). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the "prevailing rate of wages" (hourly cash wages plus fringe benefits) in the county where the work is performed. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website at: <http://www.state.il.us/agency/idol/rates/rates.HTM>. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice and record keeping duties.

## **PREVAILING WAGE PRICE ADJUSTMENT:**

The contractor is required to pay the current prevailing wage, which may be adjusted during the term of the contract or renewal, with no adjustment in the contract price. In the event the parties agree to renew the contracted services for additional periods, the labor prices stated in the bid may be adjusted to the then-current prevailing wage, and such adjustment shall govern the contract price during the renewal period. No adjustment will be made to the amount of mark-up.

## **DUPAGE COUNTY PREVAILING WAGE FOR AUGUST 2011**

Trade Name	RG	TYP	C	Base	FRMAN	*M-F>8	OSA	OSH	H/W	Pensn	Vac	Trng
ASBESTOS ABT-GEN		ALL		35.200	35.700	1.5	1.5	2.0	12.18	8.820	0.000	0.450
ASBESTOS ABT-MEC		BLD		32.290	0.000	1.5	1.5	2.0	10.82	10.66	0.000	0.620
BOILERMAKER		BLD		43.020	46.890	2.0	2.0	2.0	6.720	9.890	0.000	0.350
BRICK MASON		BLD		39.030	42.930	1.5	1.5	2.0	8.800	10.67	0.000	0.740
CARPENTER		ALL		40.770	42.770	1.5	1.5	2.0	12.34	11.25	0.000	0.530
CEMENT MASON		ALL		38.000	40.000	2.0	1.5	2.0	8.950	16.35	0.000	0.380
CERAMIC TILE FNSHER		BLD		33.600	0.000	2.0	1.5	2.0	6.950	8.020	0.000	0.540
COMMUNICATION TECH		BLD		32.650	34.750	1.5	1.5	2.0	9.250	14.46	0.400	0.610
ELECTRIC PWR EQMT OP		ALL		34.240	45.510	1.5	1.5	2.0	5.000	10.62	0.000	0.260
ELECTRIC PWR GRNDMAN		ALL		26.480	45.510	1.5	1.5	2.0	5.000	8.200	0.000	0.200
ELECTRIC PWR LINEMAN		ALL		41.000	45.510	1.5	1.5	2.0	5.000	12.71	0.000	0.310
ELECTRIC PWR TRK DRV		ALL		27.420	45.510	1.5	1.5	2.0	5.000	8.500	0.000	0.210
ELECTRICIAN		BLD		36.200	39.820	1.5	1.5	2.0	9.250	16.27	4.380	0.680
ELEVATOR CONSTRUCTOR		BLD		47.410	53.340	2.0	2.0	2.0	10.53	10.71	2.840	0.000
FENCE ERECTOR	NE	ALL		32.660	34.660	1.5	1.5	2.0	10.67	10.00	0.000	0.500
FENCE ERECTOR	W	ALL		44.950	47.200	2.0	2.0	2.0	8.890	17.69	0.000	0.400
GLAZIER		BLD		38.000	39.500	1.5	2.0	2.0	10.19	13.64	0.000	0.790
HT/FROST INSULATOR		BLD		43.050	45.550	1.5	1.5	2.0	10.82	11.86	0.000	0.620
IRON WORKER	E	ALL		40.750	42.750	2.0	2.0	2.0	13.20	19.09	0.000	0.350
IRON WORKER	W	ALL		44.950	47.200	2.0	2.0	2.0	8.890	17.69	0.000	0.400
LABORER		ALL		35.200	35.950	1.5	1.5	2.0	12.18	8.820	0.000	0.450
LATHER		ALL		40.770	42.770	1.5	1.5	2.0	12.34	11.25	0.000	0.530
MACHINIST		BLD		43.160	45.160	1.5	1.5	2.0	7.980	8.950	0.000	0.000
MARBLE FINISHERS		ALL		29.100	0.000	1.5	1.5	2.0	8.800	10.67	0.000	0.740
MARBLE MASON		BLD		39.030	42.930	1.5	1.5	2.0	8.800	10.67	0.000	0.740
MATERIAL TESTER I		ALL		25.200	0.000	1.5	1.5	2.0	12.18	8.820	0.000	0.450
MATERIALS TESTER II		ALL		30.200	0.000	1.5	1.5	2.0	12.18	8.820	0.000	0.450
MILLWRIGHT		ALL		40.770	42.770	1.5	1.5	2.0	12.34	11.25	0.000	0.530
OPERATING ENGINEER	BLD 1			45.100	49.100	2.0	2.0	2.0	11.70	8.050	1.900	1.150
OPERATING ENGINEER	BLD 2			43.800	49.100	2.0	2.0	2.0	11.70	8.050	1.900	1.150
OPERATING ENGINEER	BLD 3			41.250	49.100	2.0	2.0	2.0	11.70	8.050	1.900	1.150
OPERATING ENGINEER	BLD 4			39.500	49.100	2.0	2.0	2.0	11.70	8.050	1.900	1.150
OPERATING ENGINEER	BLD 5			48.850	49.100	2.0	2.0	2.0	11.70	8.050	1.900	1.150
OPERATING ENGINEER	BLD 6			46.100	49.100	2.0	2.0	2.0	11.70	8.050	1.900	1.150
OPERATING ENGINEER	BLD 7			48.100	49.100	2.0	2.0	2.0	11.70	8.050	1.900	1.150
OPERATING ENGINEER	HWY 1			43.300	47.300	1.5	1.5	2.0	14.40	9.550	1.900	1.250
OPERATING ENGINEER	HWY 2			42.750	47.300	1.5	1.5	2.0	14.40	9.550	1.900	1.250
OPERATING ENGINEER	HWY 3			40.700	47.300	1.5	1.5	2.0	14.40	9.550	1.900	1.250
OPERATING ENGINEER	HWY 4			39.300	47.300	1.5	1.5	2.0	14.40	9.550	1.900	1.250
OPERATING ENGINEER	HWY 5			38.100	47.300	1.5	1.5	2.0	14.40	9.550	1.900	1.250

## COUNTY OF DU PAGE, ILLINOIS

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OPERATING ENGINEER	HWY	6	46.300	47.300	1.5	1.5	2.0	14.40	9.550	1.900	1.250
OPERATING ENGINEER	HWY	7	44.300	47.300	1.5	1.5	2.0	14.40	9.550	1.900	1.250
ORNAMNTL IRON WORKER E	ALL	40.200	42.450	2.0	2.0	2.0	12.67	14.81	0.000	0.500	
ORNAMNTL IRON WORKER W	ALL	44.950	47.200	2.0	2.0	2.0	8.890	17.69	0.000	0.400	
PAINTER	ALL	40.180	42.180	1.5	1.5	1.5	8.950	8.200	0.000	1.250	
PAINTER SIGNS	BLD	32.770	36.800	1.5	1.5	1.5	2.600	2.620	0.000	0.000	
PILEDRIVER	ALL	40.770	42.770	1.5	1.5	2.0	12.34	11.25	0.000	0.530	
PIPEFITTER	BLD	40.750	42.750	1.5	1.5	2.0	10.40	13.99	0.000	1.610	
PLASTERER	BLD	39.360	41.720	1.5	1.5	2.0	8.800	12.12	0.000	0.510	
PLUMBER	BLD	40.750	42.750	1.5	1.5	2.0	10.40	13.99	0.000	1.610	
ROOFER	BLD	37.650	40.650	1.5	1.5	2.0	7.750	6.570	0.000	0.430	
SHEETMETAL WORKER	BLD	41.660	43.660	1.5	1.5	2.0	8.810	10.66	0.000	0.780	
SPRINKLER FITTER	BLD	49.200	51.200	1.5	1.5	2.0	8.500	8.050	0.000	0.450	
STEEL ERECTOR	E	ALL	40.750	42.750	2.0	2.0	2.0	10.95	15.99	0.000	0.300
STEEL ERECTOR	W	ALL	44.950	47.200	2.0	2.0	2.0	8.890	17.69	0.000	0.400
STONE MASON	BLD	39.030	42.930	1.5	1.5	2.0	8.800	10.67	0.000	0.740	
TERRAZZO FINISHER	BLD	35.150	0.000	1.5	1.5	2.0	6.950	10.57	0.000	0.430	
TERRAZZO MASON	BLD	39.010	42.010	1.5	1.5	2.0	6.950	11.91	0.000	0.510	
TILE MASON	BLD	40.490	44.490	2.0	1.5	2.0	6.950	9.730	0.000	0.610	
TRAFFIC SAFETY WRKR	HWY	28.250	29.850	1.5	1.5	2.0	4.896	4.175	0.000	0.000	
TRUCK DRIVER	ALL 1	32.550	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.150	
TRUCK DRIVER	ALL 2	32.700	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.150	
TRUCK DRIVER	ALL 3	32.900	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.150	
TRUCK DRIVER	ALL 4	33.100	33.100	1.5	1.5	2.0	6.500	4.350	0.000	0.150	
TUCKPOINTER	BLD	39.200	40.200	1.5	1.5	2.0	7.830	10.25	0.000	0.770	

**Legend:**

M-F>8 (Overtime is required for any hour greater than 8 worked each day, Monday through Friday)

OSA (Overtime is required for every hour worked on Saturday)

OSH (Overtime is required for every hour worked on Sunday and Holidays)

H/W (Health & Welfare Insurance)

Pensn (Pension)

Vac (Vacation)

Trng (Training)

Explanations of trade names may be viewed at <http://www.state.il.us/agency/idol/rates/rates.HTM>

**PROTEST:**

No protest shall be based on a matter or issue which could have been raised as an exception prior to bid opening.

Any protest concerning the award of a contract shall be decided by the Procurement Manager. Protests shall be made in writing to the Procurement Services Division and shall be filed within three (3) business days of final approval and acceptance of the bid by the County Board. A protest is considered filed when received by the Procurement Services Division. The written protest shall include the name and address of the protestor, the ITB number, a statement of the specific reasons for the protest and supporting exhibits. The Procurement Manager will respond to the written protest within seven (7) days. The Procurement Manager's decision relative to the protest shall be final.

Upon receipt of a protest the County may, but is not required to, delay its order under the awarded contract.

**RESERVATION OF RIGHTS:**

The County of DuPage reserves the right to reject any or all bids failing to meet the County's specifications or requirements and to waive technicalities. If in the County of DuPage's opinion, the lowest bid is not the most responsible bid, considering value received for monies expended, the right is reserved to make awards as determined solely by the judgment of the County of DuPage. In determining the lowest responsible bidder, the County shall take into consideration the qualities of the articles supplied, their conformity with the specifications, and their suitability to the requirements of the County and the delivery terms. Intangible factors, such as the Bidder's reputation and past performance, will also be weighed.

## **COUNTY OF DU PAGE, ILLINOIS**

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The Bidder's failure to meet the mandatory requirements of the ITB will result in the disqualification of the bid from further consideration.

The County further reserves the right to reject all bids and obtain goods or services through intergovernmental or cooperative agreements, or to issue a new and revised ITB.

Submission of a bid confers no rights on the Contractor to a selection or to a subsequent contract. All decisions on compliance, evaluation, terms and conditions shall be made solely at the County's discretion and shall be made in the best interest of the County.

### **TAX:**

The County of DuPage does not pay Federal Excise Tax or Illinois Sales Tax. The tax exemption number is E9997-4551-06. A copy of the exemption letter is available upon written request.

### **TERMINATION, CANCELLATION AND DAMAGES:**

This contract may be terminated upon mutual agreement of both parties

The County may terminate based on the Contractor's breach or default. Unless the breach or default creates an emergency situation, as determined in the County's sole discretion, the Contractor shall be given notice and a five (5) day opportunity to cure before the termination becomes effective.

If the County terminates this Contract because of the Contractor's breach or default, the County shall have the right to purchase items or services elsewhere and to charge the Contractor with any additional cost incurred, including but not limited to the cost of cover, incidental and consequential damages and the cost of re-bidding. The County may offset these additional costs against any sums otherwise due to the Contractor under this bid or any unrelated contract.

If the County of DuPage fails to appropriate funds to enable continued payment of multi-year Contracts the County may cancel, without termination charges provided Contractor received at least thirty (30) days prior written notice of termination.

### **TRANSFER OF OWNERSHIP OR ASSIGNMENT:**

The terms and conditions of this contract shall be binding upon and shall enure to the benefit of the parties hereto and their respective successors and assigns. Prior to any sales or assignments the County of DuPage must be notified and approve same in writing.

### **VENUE:**

By submitting a response, bidder agrees that venue for all disputes arising out of the solicitation process, including but not limited to judicial review of any protest decision, will be exclusively in the circuit court for the Eighteenth Judicial Circuit in DuPage County, Illinois and that Illinois law will control.

### **WARRANTY:**

Complete warranty information detailing period and coverage must be submitted.

## **END OF GENERAL CONDITIONS**

## COUNTY OF DU PAGE, ILLINOIS

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### SPECIAL CONDITIONS

**ACCURACY DISCLAIMER:**

The Contractor shall thoroughly acquaint himself with the sites for the proposed bid to fully understand the facilities, difficulties and restrictions attending to the execution of the bid. The Contractor will be allowed no additional compensation for his failure to be so informed.

**DELIVERY REQUIREMENTS:**

The Contractor shall coordinate work with Tom Williams, to insure a minimum disruption of security protection during normal business hours.

Each individual equipment installation job will be identified by Tom Williams and the successful bidder will be advised to provide an estimate of time and material required to complete each job prior to performing any actual work.

Prior to delivery, the Contractor must give twenty-four (24) hour notice to Tom Williams, reachable at (630) 407-5252.

**HIPAA CONFIDENTIALITY AGREEMENT:**

The DuPage Convalescent Center has a legal and ethical responsibility under the Health Insurance Portability and Accountability Act ("HIPAA") to safeguard the privacy of all patients and to protect the confidentiality of their Protected Health Information. In the course of working at the DuPage County Convalescent Center, the successful vendor and/or its employees may come into possession of Protected Health Information or other confidential patient information, even though patient services are not part of the successful Vendor's assigned duties. Therefore, the successful vendor shall be required, before start of work to sign the Counties *Confidentiality Agreement for Vendors who are not Business Associates, provided by the Convalescent Center.*

**JOINT PURCHASING:**

OTHER TAXING BODIES: Based on County Board Resolution IR-084-76.

Would your firm be willing to extend your bid to other taxing bodies in DuPage County such as school districts, townships, cities and villages, etc.? The approximate quantity usage is unknown.

YES \_\_\_\_\_ NO \_\_\_\_\_

State any other requirements that they would have to meet beyond that of our Bid invitation and specification.

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NOTE: The County of DuPage would not be involved in purchasing by any other taxing body other than to receive a copy of their purchase order that would reference the County of DuPage contract number. The invoicing and payments would be entirely between the other taxing bodies and the Contractor. If the County of DuPage accepts this bid, the procedure to handle joint purchases would be developed by the County of DuPage with the Contractor and distributed to the taxing bodies by the County of DuPage.

**LITERATURE:**

Contractor must supply with their bid latest printed specifications and advertising literature on the equipment they propose to furnish.

**MANUALS:**

Contractor shall supply one (1) parts book, one (1) service and repair manuals and one (1) operator's manual with unit at time of delivery.

## **COUNTY OF DU PAGE, ILLINOIS**

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**MEETINGS:**

**PRE-BID:** A Mandatory Pre-Bid Meeting will be held for potential bidders on August 22, 2011 at 9:00 a.m. in Room 3-500A, located in the J.T.K. Administration Building, located at 421 North County Farm Road, Wheaton, Illinois 60187.

**PRE-AWARD:** Bidder may be required to attend a pre-award meeting for clarifications, demonstrations, and presentations.

**PERMITS, FEES, AND NOTICES:**

The Awarded Contractor shall secure and pay for all Building Permits and Governmental Fees, licenses, and inspection necessary for the proper execution and completion of the work which are legally required, file all notices, comply with all laws, rules, regulations and lawful orders bearing on the performance of the work.

**PROJECT SCHEDULES:**

Bar graph schedules of contracted project work, broken down by trade and indicating material and equipment delivery, will be provided with bid. Schedule will be updated weekly during the course of the project to Security Management.

**PROPERTY FURNISHED TO CONTRACTOR BY COUNTY OF DU PAGE:**

All property furnished to the Contractor by the County of DuPage or specifically paid for by the County of DuPage, for use in the performance of this contract, shall be and remain the property of the County of DuPage, shall be subject to removal upon the County of DuPage's instruction, shall be used only in filling orders from the County of DuPage, shall be held at the Contractor's risk, shall be kept insured by the Contractor at the Contractor's expense while in its custody or control in an amount equal to the replacement cost thereof, with loss payable to the County of DuPage, and upon recall by County of DuPage shall be packaged at Contractor's expense for shipment to County of DuPage in accordance with County of DuPage's instructions. Copies of policies or certificates of such insurance will be furnished to County of DuPage on demand.

It is agreed that any and all specifications, drawings, or data furnished by County of DuPage shall (1) remain the County of DuPage's sole and exclusive property; (2) be considered and treated by Contractor as County of DuPage confidential information, and not be copied, reproduced or duplicated in any manner or disclosed to any person or party, except as is necessary in the performance of this order/contract/and (3) be returned upon request.

**QUALITY:**

Items that are used, demonstrators, obsolete, seconds, or which have been discontinued are unacceptable.

**QUANTITIES:**

The County of DuPage reserves the right to increase or decrease the quantities shown herein at any time during the life of the contract to correspond to the actual needs of the County of DuPage.

**SERVICE:**

Location of nearest service facility must be stated below:

**SITE VISITS:**

Inspection of our site locations will be conducted following the mandatory pre-bid meeting on August 22, 2011. No other site visits will be conducted for vendors. Only vendors who attend the mandatory pre-bid meeting will have their bids considered.

**SUBCONTRACTORS:**

All subcontractors shall be identified on the form contained herein. Contractor shall require that the subcontractor comply with all Prevailing Wage Act requirements. The County of DuPage reserves the right to reject any or all subcontractors.

## **COUNTY OF DU PAGE, ILLINOIS**

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**TESTING:**

Prior to acceptance and payment, the Contractor shall test the newly installed security system equipment in the presence of Tom Williams and/or a representative of the County of DuPage, Facilities Management Division. All necessary programming must be operational to provide a complete functioning system.

**TRAINING:**

The Contractor will be responsible for all key operators training required for the operation of proposed equipment at our site.

All training shall be at no additional cost to the County of DuPage.

**VENDOR QUALIFICATIONS:**

Vendor will provide a general history, description and status of their Company.

Vendor must be a Registered and Certified Dealer and Service Provider for Software House/Tyco (Sensormatic) of Lexington, Massachusetts.

**WORKING WITHIN SECURED AREAS:**

A portion of the work will be performed within secured areas.

**Security**

Service Company shall, one (1) week prior to starting work, supply the completed Criminal History and Background information forms (sample attached) for all their employees and subcontractor employees who may be working at the jobsite, to Tom Williams at (630) 407-5252 , for advance security reasons.

Service Company will be required to perform all work in keeping with County security procedures while on the Facilities' grounds and shall be responsible for all personnel (including subcontractors) employed by their firm to ensure that Facilities' dress codes and overall policies are followed.

**Notice Warning**

Any person who takes into, or out of, or attempts to take into, or out of a correctional facility or the grounds belonging to or adjacent to a correctional facility, any item not specifically authorized by the correctional facility, shall be prosecuted under the provisions thereof. All persons, including employee and visitors, entering upon these confines are subject to routine searches of their persons, vehicles, property or packages.

**Contraband**

Contraband means any dangerous drug, narcotic drug, intoxicating liquor of any kind, deadly weapon, dangerous instrument, explosive or any other article whose use of or possession would endanger the safety, security or preservation of order in a correctional facility or any person therein. (Any article includes any substance that could cause abnormal behavior, i.e., marijuana, nonprescription medication, etc.)

A person, not otherwise authorized by law, commits promoting contraband:

By knowingly taking contraband into a correctional facility or the grounds of such a facility; or

By knowingly conveying contraband to any persons confined in a correctional facility; or

By knowingly making, obtaining, or possessing contraband while being confined in a correctional facility

## **COUNTY OF DU PAGE, ILLINOIS**

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The County may require the Contractor to remove any worker who has been convicted of a felony, who is a family member of an inmate, or who violates any provision of this Article.

Work being performed within certain areas may require an escort provided by the County. These areas shall not be entered into without County's escort. Work within these areas may be restricted to spaces that can be observed by the County's escort.

All tools and equipment taken into a secured area shall be listed in a manifest with copies provided to County's security personnel. All tools and equipment shall be accounted for at the close of each day. All changes to the inventory shall be addressed by changing the manifest. Contractor is responsible for proper storage of tools and equipment when in a secured area. Report all broken tools and equipment to the County's security personnel.

A designated area outside of the secured area will be arranged for parking of personal vehicles. Delivery trucks will be admitted to receiving areas only by the request of the Contractor, and may be under the supervision of County's security personnel. Immediately load or unload trucks and remove from secured areas.

Workers shall not talk to, signal, whistle, or in any way attract the attention of any inmate, and shall restrict their movements to the project area. Nothing shall be taken from or given to an inmate. Inmates are not to help workmen in any way. Workers shall promptly notify their supervisor or County's security personnel of all unusual happenings pertaining to the inmates.

Within secured areas, the County will designate washing and toilet facilities for Contractor's use.

### **END OF SPECIAL CONDITIONS**

# COUNTY OF DU PAGE, ILLINOIS

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**JOHN E. ZARUBA**  
SHERIFF

501 N. County Farm Road  
Wheaton, Illinois 60187  
(630) 407-2000  
FAX (630) 407-2013  
[www.co.dupage.il.us/sheriff](http://www.co.dupage.il.us/sheriff)



Civil Division	(630) 407-2060
Corrections	(630) 407-2255
Crime Laboratory	(630) 407-2100
Detective Division	(630) 407-2323
Radio Room	(630) 407-2400
Records Division	(630) 407-2270
Warrants Division	(630) 407-2290

## OFFICE OF THE SHERIFF COUNTY OF DUPAGE

### APPROVAL FOR BACKGROUND INVESTIGATION, CRIMINAL HISTORY AND DRIVERS LICENSE CHECK

As an employee for a company under contract with DuPage County, I realize that a background investigation, criminal history, and driver's license check will be done before I can work in the DuPage County Jail. I hereby authorize the DuPage County Sheriff's Office to search any law enforcement database to conduct it.

List ALL names you have ever used:

Name: \_\_\_\_\_  
(PRINT) LAST, FIRST MIDDLE

Name: \_\_\_\_\_  
(PRINT) LAST, FIRST MIDDLE

Name: \_\_\_\_\_  
(PRINT) LAST, FIRST MIDDLE

Address: \_\_\_\_\_ Apt.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Drivers License Number: \_\_\_\_\_

Sex: \_\_\_\_\_ Race: \_\_\_\_\_

Vendor: \_\_\_\_\_

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

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

Witness: \_\_\_\_\_

**COUNTY OF DU PAGE, ILLINOIS**

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DuPage County  
ROBERT J.  
SCHILLERSTROM  
COUNTY BOARD  
CHAIRMAN

**COUNTY OF DU PAGE, ILLINOIS**  
**CONVALESCENT CENTER**

*400 North County Farm Road*  
*Wheaton, IL 60187-3978*  
*(630) 665-6400*

**Confidentiality Agreement for Vendors  
Who are not Business Associates**

The DuPage Convalescent Center (DPCC) has a legal and ethical responsibility under the Health Insurance Portability and Accountability Act ("HIPAA") to safeguard the privacy of all patients and to protect the confidentiality of their Protected Health Information ("PHI"). In the course of working for DPCC, \_\_\_\_\_ ("Vendor") and/or its employees may come into possession of PHI or other confidential patient information, even though patient services are not part of the Vendor's assigned duties.

Vendor understands that such PHI must be maintained in the strictest confidence. As a condition of Vendor's work arrangement, Vendor agrees that it will not disclose any PHI or other confidential patient information whatsoever or permit any person to examine such information.

In addition to agreeing to non-disclosure of any patient information, Vendor will inform Jennifer Ulmer, Deputy Assistant Administrator, (DPCC Designee) of any occurrence when any confidential patient information is available to Vendor. Vendor will give the information to DPCC Designee and provide information concerning the incident. The specific information that Vendor provides about such an occurrence will include a description of where the incident occurred, when the incident occurred, who found the information, if any DPCC workforce personnel were involved with the incident, and any subsequent action taken.

Vendor understands that a violation of this agreement may result in corrective action, including but not limited to, termination of the work arrangement between Vendor and the DPCC.

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Signature of Authorized **Vendor** Representative

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Date

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Name & Title of Authorized **Vendor** Representative

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Signature of Authorized **DPCC** Representative

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Date

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Name & Title of Authorized **DPCC** Representative

## COUNTY OF DU PAGE, ILLINOIS

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### INSURANCE REQUIREMENTS

Upon notice of acceptance of proposal, the successful bidder shall, within thirty (30) calendar days of said notice, furnish to the Purchasing Agent a certificate of Insurance and provide policy endorsements evidencing specific coverage of the types of insurance in the amounts specified below. Such coverage shall be placed with a responsible company acceptable to the County licensed to do business in the State of Illinois, and with a minimum insurance rating of A:VII as found in the current edition of A M Best's Key Rating Guide. **Each policy shall bear an endorsement precluding the cancellation or reduction of said policies without providing the County of DuPage thirty (30) days prior notice thereof in writing. All required insurance shall be maintained by the contractor in full force and effect during the life of the contract, and until such time as all work has been approved and accepted by the County.** The Contractor is responsible for all insurance deductibles and Self-Insured Detentions.

At all times during the term of the contract, the Contractor and its independent contractors shall maintain, at their sole expense, insurance coverage for the Contractor, its employees, officers and independent contractors, as follows:

TYPE OF INSURANCE	MINIMUM ACCEPTABLE LIMITS OF LIABILITY
1. Workers Compensation	Statutory
2. Employers Liability	
A. Each Accident	500,000.00
B. Each Employee-disease	500,000.00
C. Policy Aggregate-disease	500,000.00
3. Commercial General Liability	
A. Per Occurrence	1,000,000.00
B. General Aggregate	
1. General Aggregate- Per project	1,000,000.00
2. General Aggregate - Products/ Completed Operations	1,000,000.00
4. Personal and Advertising Injury	1,000,000.00
Each Occurrence	1,000,000.00
5. Fire and Legal Liability (any one fire)	50,000.00
6. Medical Expense (any one person)	10,000.00
7. Umbrella Excess Liability (over primary)	2,000,000.00
Retention for Self-Insured Hazards (each occurrence)	2,000,000.00
8. Business Auto Liability	1,000,000.00

NOTE: A) It is the responsibility of Contractor to provide a copy of this PROPOSAL to their insurance carrier.  
B) It may also be required that the Contractor's insurer and coverage be approved by County prior to execution of the Contract.  
C) No work shall be started until receipt of Certificate of Insurance.

The County of DuPage shall be named as additionally insured on all certificates of insurance. Insurance certificates shall also reference project name and BID NUMBER. Certificates should be faxed (and hard copy mailed) to:

## **COUNTY OF DU PAGE, ILLINOIS**

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DuPage County Procurement Services Division  
Maria Calamia, Buyer II  
421 North County Farm Road  
Wheaton, IL 60187-3978

TX: (630) 407-6182  
FX: (630) 407-6201

The insurance carrier of the insured is required to notify the County of DuPage of termination of any or all of these coverages, prior to the completion of any contract, at least 30 days prior to expiration.

### **CHANGES IN INSURANCE COVERAGE:**

The Contractor shall notify the County of changes in insurance coverage in writing within 30 days.

### **INSURANCE RATING:**

All of the above-specified types of insurance shall be obtained from companies that have at least an A-VII rating in Best's Guide or the equivalent.

### **SURVIVAL OF INDEMNIFICATION:**

The indemnification described above shall not be limited by reason of the enumeration of any insurance coverage herein provided, and indemnification shall survive the termination of the Contract.

### **NOTICE OF LAWSUIT:**

Within 60 days of service of process, the County shall notify the Contractor of any lawsuit involving the indemnification provided for above. Failure to provide such notice shall not relieve the Contractor of its obligation to provide indemnification. However, the County shall be responsible for any additional costs of defense incurred due to their failure to provide such notice within 60 days.

### **CHOICE OF LEGAL COUNSEL:**

The Contractor shall provide coverage as provided in the contract and retains the right to choose legal counsel subject to the approval of the County and appointment by the State's Attorney.

### **RIGHTS RETAINED:**

Notwithstanding the foregoing, nothing contained herein shall be deemed to constitute a waiver of any defenses or immunities otherwise available to the County.

## **END OF INSURANCE REQUIREMENTS**

# COUNTY OF DU PAGE, ILLINOIS

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BID #11-033

## ***Campus Security System Upgrades and Additions SPECIFICATIONS***

This bid is to furnish, deliver and install new security system equipment, where specified, for DuPage County Department of Office of Homeland Security and Emergency Management Security Office located at 421 North County Farm Road, Wheaton, Illinois, 60187. All equipment must be compatible and integrate with existing equipment.

### **ESTIMATED ANNUAL EXPENDITURES AND QUANTITIES:**

The anticipated contract award for this solicitation is \$49,000.00. The estimated quantities indicated in the schedule are an approximation of one year's requirements based on past experience and are not binding on the County of DuPage. The quantities and items shown below are for bid analysis purposes only. The County of DuPage has the right to order any quantity which the using department deems necessary.

### **ASSIGNMENT OF EQUIPMENT INSTALLATION JOBS:**

Each individual equipment installation job will be identified by Tom Williams and the successful bidder will be advised to provide an estimate of time and material required to complete each job prior to performing any actual work.

Once the estimate is received and approved by Tom Williams, he will assign a release number to the job and send the successful bidder an e-mail notifying the vendor to proceed with the work. No work should begin without written (e-mail) authorization from Tom Williams and a release number.

### **SYSTEM DESCRIPTION:**

#### **Access Control:**

The current system requires the presentation of an encoded card to a card reader, allowing valid card holders, who are authorized for entry of a specific door at a specific time, access through that door. Access denial provides an automatic alert at the control-processing unit, stating cardholders name, identification number, date, time, door number and reason for denial. Doors with card access readers are capable of timed locking control.

#### **Alarm System:**

The current system provides for automatic notification of unauthorized access into doors, buildings, facilities via door contacts and motion detectors. The system also allows for the transmission of panic or duress alarms via push button alarm switches.

#### **CCTV Systems:**

The current system is a combination of fixed and PTZ cameras reporting to several monitoring stations and being recorded onto DVR's.

### **NEW INSTALLATION REQUIREMENTS:**

- A. All new card readers will be installed at ADA acceptable heights. Card readers should be capable of multiple receiver frequencies to maximize read ranges of up to 28". Exact wall locations to be coordinated and approved by Security.
- B. All card readers to be installed on emergency circuits. **All related emergency circuit electrical work to be included in bid pricing.**
- C. Card readers to be wired in a manner to allow for remote control access.
- D. All cable to be pulled in JTK Administration Building, 421 N. County Farm Road, will be performed by Facilities Management employees. Successful Bidder shall supply all materials required.
- E. All Convalescent Center card reader installations require Illinois Department of Public Health plan approval for acceptable lock and door hardware installations and ADA access. The County will pay the State project review fees. The successful bidder shall submit all correspondence and plans intended for the State of Illinois Department of Public Health to Facilities Management for County approval prior to submittal.
- F. Install equipment in accordance with equipment manufacturer's written instructions.
- G. Install all electrical wiring in raceways except within consoles, desks, and counters. Conceal raceways in unfinished spaces.
- H. Provide conductors of adequate length, bundle, lace and train the conductors to terminal points with no excess.

## COUNTY OF DU PAGE, ILLINOIS

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- I. Provide physical isolation between security access system and other nearby systems. Run in separate raceways, or where exposed to other systems within the same enclosure, provide a 12" minimum separation between conductors. Provide physical separation as recommended by system equipment manufacturers.
- J. Make splices, taps, and terminations in junction, pull, and outlet boxes, terminal cabinets and equipment enclosures.
- K. Identification System:
  - 1. Apply identification bands on each cable and conductor at each box, enclosure and cabinet. Conductors may be color-coded instead of banded.
  - 2. Label each box, enclosure and cabinet, to identify components of the Security Access System.
  - 3. Coordinate identification systems with shop drawings, to provide Facilities Management with future reference documents.
- L. Make repairs/restoration in kind to finishes and building elements damaged by system installation.
- M. Ground equipment, conductors, and cable to eliminate shock hazard and to minimize to the greatest extent possible, ground loops, common mode returns, noise pick-up, cross talk, and other impairments.
- N. Existing Equipment Installation:
  - 1. The security access equipment currently connects into the existing central control and monitoring equipment located at the JTK Administration building, 421 N. County Farm Road.
  - 2. The existing equipment consists of computer software, CPU's, monitors, printers, and a fiber optic ring connecting all the County buildings.
  - 3. All equipment listed in this bid specification must be field verified by bidder.
  - 4. Any electrical deficiencies in designated card reader expansion locations will be the responsibility of the Contractor to upgrade.

### **EQUIPMENT DESCRIPTION/REQUIREMENTS:**

- A. Existing Equipment
  - 1. Advance Processing Controllers: Software house apC8, apC8x, apCl
  - 2. Coupler Module: Software House, Mini Star Coupler.
  - 3. Personality Module: Software House, RM-4.
  - 4. Relay Module: Software House, ARM-1 Auxiliary Relay Module.
  - 5. Proximity Readers: Hughes Proximity Readers.
  - 6. Electric Strikes: Folger Adams Company for hollow metal frames and aluminum frames.
  - 7. Low Voltage Transformer: Underwriter Laboratories listed with 120 volts primary and 12 volts secondary.
  - 8. CCTV color cameras fixed, PTZ and speeddome, American Dynamics, Burle, Panasonic, Pelco, Sanyo, lenses, Rainbow, Vicon, AD, Burle.
  - 9. DVR's, American Dynamics, Panasonic, Gyr, Intergral Technologies  
(see also "EXISTING EQUIPMENT" list)
- B. New Equipment
  - 1. New equipment which may need to be installed shall, at a minimum, match existing security access equipment specifications of the equipment currently located in the County Complex system wherever economically feasible.
  - 2. Submission of specifications for equipment shall be required.
  - 3. Electric Strikes must be 24 volt DC fail secure, Folger-Adams or Von DuPrin in all buildings except the Convalescent Center. The Convalescent Center electric strikes must be 24 volt DC Folger-Adams or Von DuPrin, and fail mode must be designated by Illinois Department of Public Health.
- C. Submittals
  - 1. Product Data: Provide electrical characteristics and connection requirements.
  - 2. Each card reader, camera, or duress installation will be documented at time of installation and activation with a work ticket forwarded to Security detailing date of completion. This will be used for payment and warranty backup.

### **MISCELLANEOUS INFORMATION AND REQUIREMENTS:**

- A. PROJECT CONDITIONS
  - 1. It is the contractor's responsibility to become familiar existing project and site conditions.

## COUNTY OF DU PAGE, ILLINOIS

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2. Existing Conditions: It has been determined that the JTK Administration Building, 421 N. County Farm Road, contains asbestos. It is part of the fire suppression system applied to the building structure.
  3. Contractor shall review and understand the DuPage County Facilities Management Asbestos Operations and Maintenance Plan for applicable work. Contractor shall perform work in accordance with the Plan or shall inform the Designated Person if unable to do so. In such case, the Asbestos Coordinator will give instructions as required prior to any work affected by asbestos on the premises.
- B. PROJECT FACILITIES
1. Facilities Management will make available for the Contractor's use, at the project site, reasonable amounts of the building's existing power, lighting, and sanitary facilities.
- C. CUTTING AND PATCHING
1. Perform all necessary cutting required by the work. Repair and patch areas cut during performance of work to match surrounding areas.
- D. TEMPORARY CONTROLS
1. Provide temporary barricades, warning signs, and lights to protect the public and construction personnel from construction hazards.
- E. CLEANING AND WASTE REMOVAL
1. Maintain site in a clean and orderly condition.
  2. Dispose of construction waste daily.
  3. Limited amounts of construction debris, rubbish, packing materials, and other waste resulting from construction operation, may be disposed of at the Facilities Management's waste collection location.
  4. Excessive amounts of construction waste, beyond the capacity of the Facilities Management's collection site, shall be transported off site and disposed of legally.
  5. Handle hazardous, dangerous, or unsanitary waste materials separately from other waste by containerizing properly. Dispose of material off site according to applicable laws and regulations.
  6. Prior to final acceptance, clean each system component to the satisfaction of Security.
- F. QUALITY ASSURANCE
1. Perform work in accordance with the applicable standards and regulations of the National Electrical Code, NFPA 70/2002 Edition and appropriate standards of the National Fire Protection Association.
  2. Where required by code or statute, security equipment and materials shall be listed by Underwriter's Laboratories, Inc.
- G. DEMONSTRATION AND TRAINING
1. Provide one training session for the County's operating personnel in the procedures and schedules involved with operation of the system.
- H. EXAMINATION
1. Equipment lists have been provided showing the areas involved in this project. The data presented on the equipment lists is meant to be used as a guide and all information should be field verified by the Contractor to accurately establish its bid.
  2. Examine existing conditions for compliance with plans and specifications as to how they may effect the performance of the completed security access system.
  3. Report unsatisfactory conditions to Security. Do not proceed until unsatisfactory conditions have been observed and addressed by Security.
- I. FIELD QUALITY CONTROL
1. Manufacturer's Field Services: If and where necessary provide the services of factory authorized service representatives to supervise field assembly, connection of components, pre-testing, testing and adjustment of system.
  2. Operational Test: When installation of system is complete, adjust the system and perform complete operational testing. Determine the conformance of the system with the requirements of the Contract Documents and system design. Correct deficiencies observed during testing. Replace malfunctioning or damaged items with new and retest until satisfactory performance and conditions are achieved.

**WARRANTY:**

Complete warranty information detailing period and coverage must be submitted. (One (1) year warranty parts and labor is REQUIRED.) Provide an unconditional warranty covering parts and labor needed to repair defective equipment or system.

## COUNTY OF DU PAGE, ILLINOIS

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Warranty will commence on the date of final acceptance of each card reader location, camera, digital video recorder or duress installation. *Warranty will continue after all equipment is installed through November 30th of the year installed to coincide with the end of the current maintenance contract.*

**CONTRACT ADMINISTRATION INFORMATION:**

<b>CORRESPONDENCE TO CONTRACTOR:</b>		<b>REMIT TO CONTRACTOR:</b>	
NAME		NAME	
CONTACT		CONTACT	
ADDRESS		ADDRESS	
CITY ST ZIP		CITY ST ZIP	
TX		TX	
FX		FX	
EMAIL		EMAIL	
<b>COUNTY BILL TO INFORMATION:</b>		<b>COUNTY SHIP TO INFORMATION:</b>	
DuPage County Security Office Attn: Tom Williams 421 North County Farm Road Wheaton, IL 60187 TX: (630) 407-5252		DuPage County Security Office Attn: Tom Williams 421 North County Farm Road Wheaton, IL 60187 TX: (630) 407-5252	

**ALL MATERIALS MUST BE BID AND SHIPPED F.O.B. DELIVERED (FREIGHT INCLUDED IN PRICE).**

# COUNTY OF DU PAGE, ILLINOIS

## EXISTING EQUIPMENT

Below is a list of current existing equipment for your review. It is provided to illustrate the quality and compatibility of the equipment required.

<b>System Wide</b>			
1	Server		
8	Workstations		
65	APC's		
334	Card Readers		
> 1000	Alarm Points	door contacts, motion, duress, window, portable, remote systems	
<b>111 N. County Farm Rd.</b>			
Qty	Description	Manufacturer	Model/Part #
1	APC	Software House	
<b>120 N. County Farm Rd.</b>			
Qty	Description	Manufacturer	Model/Part #
2	APC	Software House	Lite
5	Card Reader	Hughes	
	Power Supplies / Strikes		
1	Alarm Panel	Ademco	M6660
<b>130 N. County Farm Rd.</b>			
Qty	Description	Manufacturer	Model/Part #
1	APC	Software House	
3	Card Reader	Hughes	
	Power Supplies / Strikes		
<b>136 N. County Farm Rd.</b>			
Qty	Description	Manufacturer	Model/Part #
1	APC	Software House	Lite
2	Card Reader	Hughes	
	Power Supplies / Strikes		
1	Alarm Panel	Ademco	M6660
1	Fiber Converter	IFS	D1315
<b>140 N. County Farm Rd.</b>			
Qty	Description	Manufacturer	Model/Part #
1	APC	Software House	
5	Card Reader	Hughes	
	Power Supplies / Strikes		
1	Alarm Panel	Ademco	M6660
<b>400 N. County Farm Rd.</b>			
Qty	Description	Manufacturer	Model/Part #
7	APC	Software House	
1	APC	Software House	8X
47	Card Reader	Hughes	
	Power Supplies / Strikes		

**COUNTY OF DU PAGE, ILLINOIS**

410 N. County Farm Rd.			
<b>Qty</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Model/Part #</b>
1	APC	Software House	
7	Card Reader	Hughes	
	Power Supplies / Strikes		
1	Fiber Converter	IFS	D1315
414 N. County Farm Rd.			
<b>Qty</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Model/Part #</b>
2	APC	Software House	
10	Card Reader	Hughes	
	Power Supplies / Strikes		
420 N. County Farm Rd.			
<b>Qty</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Model/Part #</b>
1	APC	Software House	
421 N. County Farm Rd.			
<b>Qty</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Model/Part #</b>
1	CPU Workstation Client	Gateway	GP6-400
1	Color Monitor	KDS	15"
1	CPU Workstation Client	HP	compaq dx2000mt
1	Color Monitor	HP	HP1702
1	CPU Server	HP	tc 2110
1	Serial Port	Lantronix	ETS16P
2	Modem	Black Box	232-485
2	Modem	Black Box	Converter Plus
1	Dial up Modem	Multi Tech	MT 2834
1	UPS	Best Power	FE
12	APC	Software House	
1	APC	Software House	8X
3	Fiber Converter	IFS	D1315
8	Portable Transmitter	Visonic Ltd.	MCT-231
2	Remote Receivers	Visonic Ltd.	MCR-308
116	Card Reader	Hughes	
	Power Supplies / Strikes		
503 N. County Farm Rd.			
<b>Qty</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Model/Part #</b>
1	UPS	Best Power	ME
6	APC	Software House	8x
37	Card Reader	Hughes	
	Power Supplies / Strikes		
505 N. County Farm Rd.			
<b>Qty</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Model/Part #</b>
1	CPU Workstation Client	HP	e-pc
1	Color Monitor	Panasonic	15"
1	Remote Ethernet Extender	Black Box	
1	CPU Workstation Client	HP	Vectra VE
1	Color Monitor	KDS	15"
1	Remote Ethernet Extender	Black Box	
1	UPS	Best Power	ME
16	APC	Software House	
93	Card Reader	Hughes	
	Power Supplies / Strikes		

**COUNTY OF DU PAGE, ILLINOIS**

<b>509 N. County Farm Rd.</b>			
<b>Qty</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Model/Part #</b>
1	APC	Software House	
1	Card Reader	Hughes	
2	Card Reader	Hughes	
	Power Supplies / Strikes		
<b>1525 N. Main St.</b>			
<b>Qty</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Model/Part #</b>
1	APC	Software House	8X
5	Card Reader	Hughes	
	Power Supplies / Strikes		
1	Alarm Panel	Ademco	M6660
<b>1901 N. Naper Blvd.</b>			
<b>Qty</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Model/Part #</b>
1	APC	Software House	Lite
1	Card Reader	Hughes	
	Power Supplies / Strikes		
1	Dial up Modem	Multi Tech	MT 2834
<b>102 E. Wesley</b>			
<b>Qty</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Model/Part #</b>
1	APC	Software House	Lite
2	Alarm Panel	Ademco	M6660
1	Dial up Modem	Multi Tech	MT 2834

<b>System Wide</b>			
<b>Qty</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Model/Part #</b>
261	Cameras		
34	Monitors		
15	DVX		
20	Multiplexers / Switchers		
<b>130 N. County Farm Rd.</b>			
<b>Qty</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Model/Part #</b>
1	DVR	Andover Controls	Xpress DVX
1	Color Monitor	Gateway	EV710
2	Color Monitor	Pelco	PMC14F
3	Color Camera		Fixed
3	Lenses		Vari Focal
1	VCR	Pelco	Time Lapse
1	Switcher	Louroe Electronics	AVS-4A
3	Color Camera		Fixed
3	Microphones		
<b>400 N. County Farm Rd.</b>			
<b>Qty</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Model/Part #</b>
1	Color Monitor	AD	14"
1	Color Monitor	Pelco	PMC14F
1	Switcher	AD	Touch Tracker 16
1	DVR		16 channel
6	Color Cameras		Fixed
6	Lenses		Vari Focal
2	Speed Dome Cameras		

**COUNTY OF DU PAGE, ILLINOIS**

**414 N. County Farm Rd.**

<b>Qty</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Model/Part #</b>
4	Color Cameras	Burle	C9388-2
2	Color Monitors	Burle	TC210
2	Switchers		
4	Environmental Camera Housing		
1	DVR		4 channel

**421 N. County Farm Rd.**

<b>Qty</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Model/Part #</b>
1	Color Monitor	Burle	14"
1	Controller	AD	System V
2	Color Monitor	AD	14"
1	Controller	AD	
		Integral Technologies	
3	DVR	Integral Technologies	
1	Multiplexer	AD	ChromaPlex II / 16S
1	Multiplexer	AD	ChromaPlex Pro / 16D
15	Color Camera	AD	
15	Lenses		
8	Speed Dome Camera	Pelco	
1	Monitor	Viewsonic	VA7026
1	Mux	AD	Chroma Plex Pro/4d
1	Video Receiver	NVT	NV452R

**479 N. County Farm Rd.**

<b>Qty</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Model/Part #</b>
13	Color Camera	Burle	TC360-390 Series
6	Lenses	Rainbow	Fixed Auto Iris Lens
7	Lenses	Rainbow	Zoom Lens
13	Environmental Camera Housing	AD	1335/1337
7	Pan / Tilt Camera Mount	AD	AD1240

**503 N. County Farm Rd.**

<b>Qty</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Model/Part #</b>
28	Color Camera		fixed
28	lenses		
2	Speed Dome		
2	DVR	Integral Technologies	
2	Mux	Integral Technologies	xmux
1	Matrix Switcher	Pelco	CM9740-cc1
1	Matrix Bay	Pelco	CM9740-mxb
1	4 port switcher	Belkin	omni cube
1	Monitor	Pro View	17"
1	Converter	Black Box	232-485
1	UPS	Trip-lite	

**COUNTY OF DU PAGE, ILLINOIS**

<b>505 N. County Farm Rd.</b>			
<b>Qty</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Model/Part #</b>
2	CPU	AD	
145	Color Camera	Sanyo	3950
145	Lenses		
9	Environmental Camera Housing	Pelco	
145	Camera Brackets		
13	Color Monitor	Sanyo	9"
1	Color Monitor	Panasonic	19"
1	Color Monitor	Pelco	PMC21A
1	Color Monitor	Burle	15"
1	Color Monitor	Pelco	PMC14F
1	Color Monitor	AD	9"
4	Matrix Switcher / Controller	AD	
1	DVR		
1	VCR	Gyrr	Time Lapse
1	VCR	AD	Time Lapse
1	Multiplexer	AD	
2	Multiplexer	Pelco	Genex
1	Controller	AD	
1	Controller	AD	System V
1	Color Camera	AD	
1	Lenses	Rainbow	Vari Focal
10	Pan / Tilt Camera Mount		
	Switching Equipment		
	Video Distribution Equipment		
	Signal Processing Equipment		
	Remote Positioning Equipment		
	Power Supplies		
1	VCR	AD	Time Lapse
1	Color Monitor	Pelco	PMC21A
4	Color Camera	Pelco	Fized
6	Speed Dome Camera	Pelco	
1	Controller	Pelco	KDB4000
<b>509 N. County Farm Rd.</b>			
<b>Qty</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Model/Part #</b>
15	Color Camera	Burle	TC360-390 Series
4	Lenses	Rainbow	Fixed Auto Iris Lens
11	Lenses	Rainbow	Zoom Lens
15	Environmental Camera Housing	AD	1335/1337
10	Pan / Tilt Camera Mount	AD	AD1240
1	Color Camera	Pelco	
1	Lenses		Vari Focal
1	Speed Dome Camera	Pelco	
1	DVR		16 channel

**COUNTY OF DU PAGE, ILLINOIS**

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<b>1525 N. Main St.</b>			
<b>Qty</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Model/Part #</b>
1	DVX	First Line	
1	Color Monitor	Optiquest	Q71
2	Color Monitor	Pelco	PMC14F
1	Switcher	Pelco	VS5008
5	Color Camera	Pelco	
5	Lenses	Pelco	
1	Environmental Camera Housing	Pelco	

<b>505 N. County Farm Rd.</b>			
<b>Audio/Visual and Sound Reinforcement Systems</b>			
<b>Qty</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Model/Part #</b>
2	Intercom Amplifiers	Communications Co. Inc.	
39	Intercom Stations		
4	VCR	Mitsubishi	U71
3	Amplifier	TOA	
3	Mixer	Industrial Research, Inc.	
4	Remote Controls	York	
3	Color Monitor	JVC	9"
4	Video Projectors	Panasonic	
	Misc. Associated Equipment		
	Power Supplies		

  

<b>Paging System</b>			
<b>Qty</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Model/Part #</b>
4	Paging / Audio Amplifier	Rane	
>400	Speakers	Ceiling Mount	
1	AM/FM Tuner	TOA	
32	Graphic Equalizer	Rane	GE27
21	Audio Mixer	Industrial Research, Inc.	
4	Power Supply	Rane	
1	Amplifier	PASO	
4	Amplifier	Rane	

  

<b>Synchronized Clock System</b>			
<b>Qty</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Model/Part #</b>
1	Master Time Controller	Cincinnati	
42	Slave Clocks	Cincinnati	
	Power supplies		

  

<b>503 N. County Farm Rd.</b>			
<b>Qty</b>	<b>Description</b>	<b>Manufacturer</b>	<b>Model/Part #</b>
1	Intercom amplifier		20 channel
20	Intercom stations		

**END OF EXISTING EQUIPMENT LIST**

# COUNTY OF DU PAGE, ILLINOIS

## NEW EQUIPMENT LIST

The County anticipates the acquisition of new and or replacement security equipment to enhance the existing access control / alarm / CCTV systems during this contract for an amount estimated at \$49,000.00.

The County reserves the right to make adjustments to this list as required by design changes, funding or other unforeseen circumstances.

All buildings are located in the DuPage County Campus on County Farm Road.

Contractors shall submit specifications on the equipment they are proposing.

### Project List

Item #	Bldg	Location	Description	Notes	Notes 2
001	Various	Various	Replace APC's (26)	See below*	apc 8x w/1M memory
002	421	Veteran's Office	Add Card Reader and move one (1) Card Reader	apc 68	
003	421	Credit Union	Run six (6) new alarm lines and terminate	apc 68	New lines
004	170	Station 1	Add 2 card readers	apc 66	2 open card reader spots 180 bldg
005	414	Coroner	Add two (2) fixed cameras		2 cameras in prop room

### \*Item #001

#	APC	Bldg	Bldg	Location
1	12	505	Judicial Office Facility	4 <sup>th</sup> floor
2	13	505	Judicial Office Facility	4 <sup>th</sup> floor
3	14	505	Judicial Office Facility	lower level
4	16	421	JTK Administration Building	lower level
5	17	421	JTK Administration Building	lower level
6	18	421	JTK Administration Building	lower level
7	19	421	JTK Administration Building	lower level
8	20	421	JTK Administration Building	lower level
9	21	421	JTK Administration Building	lower level
10	22	421	JTK Administration Building	lower level
11	23	421	JTK Administration Building	lower level
12	24	421	JTK Administration Building	lower level
13	25	410	Power Plant	lower level
14	26	414	Coroner	2 <sup>nd</sup> floor
15	27	414	Coroner	2 <sup>nd</sup> floor
16	28	421	JTK Administration Building	lower level
17	30	421	JTK Administration Building	lower level
18	31	505	Judicial Office Facility	lower level
19	32	505	Judicial Office Facility	lower level
20	37	505	Judicial Office Facility	2 <sup>nd</sup> floor
21	38	505	Judicial Office Facility	2 <sup>nd</sup> floor
22	39	505	Judicial Office Facility	3 <sup>rd</sup> floor
23	40	505	Judicial Office Facility	3 <sup>rd</sup> floor
24	41	505	Judicial Office Facility	lower level
25	45	400	Convalescent Center	1 <sup>st</sup> floor
26	48	140	Division of Transportation	1 <sup>st</sup> floor

**COUNTY OF DU PAGE, ILLINOIS**

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**BID FORM**  
**PROCUREMENT SERVICES DIVISION**  
**BID #11-033**

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Name of Bidder	
Main Business Address	
City, State, Zip Code	
Telephone Number	
Fax Number	
Bid Contact Person	
Email Address	

TO: The DuPage County Procurement Services Division

The undersigned certifies that he is:

- the Owner/Sole Proprietor       a Member of the Partnership       an Officer of the Corporation       a Member of the Joint Venture

herein after called the Bidder and that the members of the Partnership or Officers of the Corporation are as follows:

\_\_\_\_\_  
(President or Partner)

\_\_\_\_\_  
(Vice-President or Partner)

\_\_\_\_\_  
(Secretary or Partner)

\_\_\_\_\_  
(Treasurer or Partner)

Further, the undersigned declares that the only person or parties interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm or corporation; that he has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Procurement Manager, DuPage Center, 421 North County Farm Road, Wheaton, Illinois 60187, and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits, including Addenda No. \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ issued thereto;

Further, the undersigned proposes and agrees, if this bid is accepted, to provide all necessary machinery, tools, apparatus and other means of construction, including transportation services necessary to furnish all the materials and equipment specified or referred to in the contract documents in the manner and time therein prescribed.

Further, the undersigned certifies and warrants that he is duly authorized to execute this certification/affidavit on behalf of the Bidder and in accordance with the Partnership Agreement or by-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Bidder and is true and accurate.

Further, the undersigned certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either 720 Illinois Compiled Statutes 5/33 E-3 or 5/33E-4, bid rigging or bid-rotating or as a result of a violation of 820 ILCS 130/1 et seq., the Illinois Prevailing Wage Act.

The undersigned certifies that he has examined and carefully prepared this bid and has checked the same in detail before submitting this bid, and that the statements contained herein are true and correct.

## COUNTY OF DU PAGE, ILLINOIS

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If a Corporation, the undersigned further certifies that the recitals and resolutions attached hereto and made a part hereof were properly adopted by the Board of Directors of the Corporation at a meeting of said Board of Directors duly called and held and have not been repealed, nor modified and that the same remain in full force and effect. *(Bidder may be requested to provide a copy of the corporate resolution granting the individual executing the contract documents authority to do so.)*

Further, the bidder certifies that he has provided equipment, supplies or services comparable to the items specified in this contract to the parties listed in the reference section below and authorizes the County to verify references of business and credit at its option.

Finally, the Bidder, if awarded the contract, agrees to do all other things required by the contract documents, and that he will take in full payment therefore the sums set forth in the bidding schedule.

**BID AWARD CRITERIA:**

This bid will be awarded to the lowest responsive, responsible bidder meeting specifications based upon the total lump sum bid amount.

**BID PRICING:****GROUP 1 LABOR****ITEM 1 – LABOR RATE PRICING:**

Contractors are to fill in the estimated hours and hourly rates needed to complete the list of jobs (Items 1-5) in the Specifications on page 30.

TRADE	TYPE	ESTIMATED HOURS	HOURLY RATE		EXTENSION
COMMUNICATION TECHNICIAN	M-F		\$	/HOUR	\$
	M-F>8		\$	/HOUR	\$
	OSA		\$	/HOUR	\$
	OSH		\$	/HOUR	\$
ELECTRICIAN	M-F		\$	/HOUR	\$
	M-F>8		\$	/HOUR	\$
	OSA		\$	/HOUR	\$
	OSH		\$	/HOUR	\$
LABORER	M-F		\$	/HOUR	\$
	M-F>8		\$	/HOUR	\$
	OSA		\$	/HOUR	\$
	OSH		\$	/HOUR	\$
<b>TOTAL LABOR RATE SCENARIO</b>					\$
<b>M-F</b> Monday through Friday, up to 8 hours per day.					
<b>M-F&gt;8</b> Overtime is required for any hour greater than 8 worked each day, Monday through Friday.					
<b>OSA</b> Overtime is required for every hour worked on Saturdays					
<b>OSH</b> Overtime is required for every hour worked on Sundays and Holidays					

**GROUP 1 LABOR****ITEM 2 – SERVICE, MOBILIZATION & CARTAGE:**

Contractors are to fill in the number of jobs and charge per job needed to complete the list of jobs (Items 1-5) in the Specifications on page 30.

# OF JOBS	DESCRIPTION	CHARGE/JOB	EXTENSION
	SERVICE, MOBILIZATION & CARTAGE	\$	\$

## COUNTY OF DU PAGE, ILLINOIS

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**GROUP 2****SECURITY SYSTEM PARTS**

Contractors are to provide a unit price and extend the cost out. Contractors shall submit specifications on the equipment they are proposing.

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENSION
26	Replace APC's at various locations Apc 8x w/1M memory	\$	\$
1	Add Card Reader in Veteran's Office, apc 68	\$	\$
1	Move card reader in Veteran's Office, apc 68	\$	\$
6	Run six new alarm lines and terminate in Credit Union, apc 68	\$	\$
2	Add two card readers in 170 bldg, apc 66, 2 open card reader spots 180 bldg	\$	\$
2	Add two fixed cameras in the Coroner's office, 2 cameras in prop room	\$	\$
<b>TOTAL PARTS</b>			<b>\$</b>

TOTAL GROUP 1 – ITEM 1 LABOR RATE PRICING	\$
TOTAL GROUP 1 – ITEM 2 SERVICE, MOBILIZATION AND CARTAGE	\$
TOTAL GROUP 2 – SECURITY SYSTEM PARTS	\$
<b>TOTAL LUMP SUM BID</b>	<b>\$</b>

**TOTAL LUMP SUM BID:**

\$ \_\_\_\_\_  
Total (in figures)

Dollars and \_\_\_\_\_ Cents.

(Print or Type)

The Contractor agrees to provide the equipment, service and supplies described above and in the contract specifications under the conditions outlined in attached documents for the amount stated above.

**X**

(Signature and Title)

**CORPORATE SEAL**  
(If available)

### **BID MUST BE SIGNED FOR CONSIDERATION**

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ AD, 2011

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

(Notary Public)

## COUNTY OF DU PAGE, ILLINOIS

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### VENDOR ETHICS DISCLOSURE

On January 12, 2010, the DuPage County Board adopted amendments to Ordinance OFI-003B-04, the DuPage County Ethics Ordinance.

Section 2-417 "Contractor Disclosure", requires that certain information be provided by vendors who contract with or are seeking to contract with the County to provide goods or services.

All requisitions and change orders require that the vendor provide the most current information as detailed on the "Vendor Ethics Disclosure Statement" form.

The Vendor Ethics Disclosure Statement and instructions can be found on the next page and on the County's Internet site under Contractor Forms in the Procurement section. The most current version of the form should always be utilized. There is also another form for additional pages; all pages are Adobe fillable forms.

**Continuing Disclosure:** It is the contractor/vendor's responsibility to update contribution information on an ongoing basis during the life of the contract. The vendor is required to submit an updated Ethics Disclosure Statement to the user department, any time contributions are made to the Chairman or County Board Members subsequent to the most recent authorized contract action.

**Failure to Comply:** Failure to provide the requested information will at minimum delay awarding of the contract and could result in the selected vendor being disqualified as non-responsive and non-responsible.

Providing fraudulent information on the Vendor Ethics Disclosure Statement may result in a Class 3 Felony.

**Contribution:** A gift, subscription, dues, loan, advance or deposit of money or anything of value, including services, knowingly received in connection with the nomination for election or election of any person to County office.

**Gift:** Any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having a fair cash market value including but not limited to cash, food, drink.

**Multi-year contracts:** Those contracts with a duration greater than 12 months require annual updates, to be filed by the vendor with the user department, and forwarded to Procurement. The reporting period should be through December 31st of the current year, and received by the user department with 10 business days of that date

**Prohibited Source:** Any person or entity who (i) is seeking official action by the Chairman, County Board member or in the case of an employee, by the employee or by the Chairman or County Board member, or another employee directing that employee; (ii) does business or seeks to do business with the Chairman, County Board member or employee (iii) conducts activities regulated by the Chairman, County Board member or employee (iv) has interests that may be substantially affected by the performance or non-performance of the official duties of the Chairman, County Board member or employee (v) is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act or the DuPage County Lobbyist Registration Act, except that an entity not otherwise a prohibited source does not become a prohibited source merely because a registered lobbyist is one of its member or serves on its board of directors (vi) is a Political Action Committee to which a prohibited source has contributed.

**COUNTY OF DU PAGE, ILLINOIS**



**Required Vendor Ethics Disclosure Statement**

Company Name:			
Company Contact:		Contact Phone:	
Bid/Contract/ PO:			

For this Disclosure "I/ me" or "you" shall mean the business entity seeking a contract or to whom a contract has been awarded. Those terms include any of the business' principals, family members of the business' principals (father, mother, son, daughter, brother, sister, uncle, aunt, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, and stepsister) and any other legal entities in which those principals or family members have a controlling interest or have control over the disbursement of funds of the business.

**A.** The County Ethics Ordinance (viewable at [http://www.dupageco.org/emplibrary/OFI003B04\\_Ethics\\_FINAL.pdf](http://www.dupageco.org/emplibrary/OFI003B04_Ethics_FINAL.pdf)), Section 2-402-1, bans all gifts (except those listed in Section 2-403 from prohibited sources).

I certify that I have not made a prohibited gift to the Chairman or any County Board Member or any County employee, or to the spouse or family member of any of them.

**B.** The County Ethics Ordinance (viewable at [http://www.dupageco.org/emplibrary/OFI003B04\\_Ethics\\_FINAL.pdf](http://www.dupageco.org/emplibrary/OFI003B04_Ethics_FINAL.pdf)), Section 2-402-2, prohibits County officials from soliciting or accepting campaign contributions in the cumulative amount of more than \$1,000 per calendar year.

**I have made the following campaign contributions within the last twelve months:** (Reporting begins with contributions made on or after 1/12/10.)

Recipient	Donor	Description (e.g., cash, type of item, in-kind service, etc.)	Amount/Value	Date Made

Attach additional sheets if necessary. Sign each added sheet and number each page \_\_(#) of \_\_(total pages).

**C.** I understand that making a false or incomplete statement on this disclosure may render me a non-responsive and disqualified offeror, or result in the voiding of any contract awarded to me by the County, and may subject me to statutory criminal penalties (720 ILCS 5/33E-14).

**D.** Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to County action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts
- With any request for change order except those issued by the County for administrative adjustments.

***Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.***

Authorized Signature

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Printed Name**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Title**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Page 1 of

\_\_\_\_\_

# COUNTY OF DU PAGE, ILLINOIS

Form **W-9**  
 (Rev. January 2011)  
 Department of the Treasury  
 Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)					
	Business name/disregarded entity name, if different from above					
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate					
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ►					
	<input type="checkbox"/> Other (see instructions) ►					
	Address (number, street, and apt. or suite no.)			Requester's name and address (optional)		
	City, state, and ZIP code					
	List account number(s) here (optional)					

### **Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>					
		-		-	

<b>Employer identification number</b>									

### **Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	<b>Signature of U.S. person ►</b>	<b>Date ►</b>
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### **General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

### **Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business.

Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

# COUNTY OF DU PAGE, ILLINOIS

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

## **Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester.
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

## **Updating Your Information**

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

## **Penalties**

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## **Specific Instructions**

### **Name**

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose name you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

**Partnership, C Corporation, or S Corporation.** Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

**Disregarded entity.** Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

**Note.** Check the appropriate box for the federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

**Limited Liability Company (LLC).** If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

# COUNTY OF DU PAGE, ILLINOIS

**Other entities.** Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

## Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name" sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),

2. The United States or any of its agencies or instrumentalities,

3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,

4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or

5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,

7. A foreign central bank of issue,

8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,

9. A futures commission merchant registered with the Commodity Futures Trading Commission,

10. A real estate investment trust,

11. An entity registered at all times during the tax year under the Investment Company Act of 1940,

12. A common trust fund operated by a bank under section 584(a),

13. A financial institution,

14. A middleman known in the investment community as a nominee or custodian, or

15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for ...	THEN the payment is exempt for ...
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 7 <sup>2</sup>

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

## Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

**Signature requirements.** Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

1. **Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

2. **Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. **Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

# COUNTY OF DU PAGE, ILLINOIS

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**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>3</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The actual owner <sup>4</sup>
6. Grantor trust filing under Optional Form 1098 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The owner <sup>5</sup>
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity <sup>6</sup>
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1098 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

<sup>5</sup>**Note.** Grantor also must provide a Form W-9 to trustee of trust.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

**Note.** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

## Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

### Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Please submit completed W-9 form with your bid proposal

## COUNTY OF DU PAGE, ILLINOIS

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### REFERENCES

The bidder must list four (4) references, listing firm name, address, telephone number and contact person to whom they have provided similar equipment, material or services for a period of not less than six (6) months. Additional references may be required. If bidder is a new business, provide references that will enable the County to determine if bidder is responsible.

COMPANY NAME:	
ADDRESS:	
CONTACT PERSON:	
TELEPHONE NUMBER:	

COMPANY NAME:	
ADDRESS:	
CONTACT PERSON:	
TELEPHONE NUMBER:	

COMPANY NAME:	
ADDRESS:	
CONTACT PERSON:	
TELEPHONE NUMBER:	

COMPANY NAME:	
ADDRESS:	
CONTACT PERSON:	
TELEPHONE NUMBER:	

STATE THE NUMBER OF YEARS IN BUSINESS:	
STATE THE CURRENT NUMBER OF PERSONNEL ON STAFF:	

**COUNTY OF DU PAGE, ILLINOIS**

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**BIDDER'S SUBCONTRACTORS**

<b>FULL NAME OF BIDDER:</b>	
<b>CONTACT PERSON:</b>	

**SUBCONTRACTORS:**

A. Will you employ subcontractors? \_\_\_\_\_  
(YES) \_\_\_\_\_ (NO) \_\_\_\_\_

B. If "YES", identify with each firm's name, address, telephone number and work to be subcontracted:

<b>COMPANY NAME:</b>	
<b>ADDRESS:</b>	
<b>CONTACT PERSON:</b>	
<b>TELEPHONE NUMBER:</b>	
<b>WORK TO BE PROVIDED:</b>	

<b>COMPANY NAME:</b>	
<b>ADDRESS:</b>	
<b>CONTACT PERSON:</b>	
<b>TELEPHONE NUMBER:</b>	
<b>WORK TO BE PROVIDED:</b>	

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<b>COMPANY NAME:</b>	
<b>ADDRESS:</b>	
<b>CONTACT PERSON:</b>	
<b>TELEPHONE NUMBER:</b>	
<b>WORK TO BE PROVIDED:</b>	

<b>COMPANY NAME:</b>	
<b>ADDRESS:</b>	
<b>CONTACT PERSON:</b>	
<b>TELEPHONE NUMBER:</b>	
<b>WORK TO BE PROVIDED:</b>	

The Contractor will not change or use subcontractors not identified in this bid without prior written approval from the County of DuPage.

A request for a change in subcontractors shall be made in writing and will include a description of any savings that may be realized in the execution of this contract, and must be passed on to the County of DuPage.

**FAILURE TO PROVIDE SUBCONTRACTORS MAY BE JUST CAUSE  
FOR REJECTION OF BIDDER'S PROPOSAL.**

**COUNTY OF DU PAGE, ILLINOIS**

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**SAMPLE**

**CONTRACT AGREEMENT**

**CONTRACT #[CONTRACT NUMBER] BETWEEN [CONTRACTOR]  
AND THE COUNTY OF DU PAGE**

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2011, between the County of DuPage, Illinois a body corporate and politic, located at 421 North County Farm Road, Illinois, 60187-3978 (hereinafter referred to as the COUNTY), and \_\_\_\_\_, licensed to do business in the State of Illinois, located at \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (hereinafter referred to as the CONTRACTOR).

**RECITALS**

WHEREAS, the COUNTY requires the goods and/or services specified in Bid #11-033 for its Department of Homeland Security and Emergency Management Security Office, located at the DuPage County Center, 421 North County Farm Road, Wheaton, Illinois 60187; and

WHEREAS, the CONTRACTOR is the vendor selected pursuant to the bid process and is willing to perform under the terms of the Bid and this Contract.

NOW, THEREFORE, in consideration of the premises and mutual covenants contained herein, the parties agree that:

**1.0 CONTRACT DOCUMENTS**

1.1 This Contract includes all of the following component parts, all of which are fully incorporated herein and made apart of the obligations undertaken by the parties:

- 1.1.a Bid Invitation
- 1.1.b Project Information
- 1.1.c Instructions to Bidders
- 1.1.d General Conditions
- 1.1.e Special Conditions
- 1.1.f Insurance/Bonding Requirements and Certificates
- 1.1.g Bid Form (including Certification/Proposal, Signature Affidavit including Proposal Pricing)
- 1.1.h Specifications (including any addenda, interpretations and approved exceptions)
- 1.1.i Exhibits
- 1.1.j County Purchase Order

1.2 All documents are or will be on file in the office of the Procurement Services Division, DuPage Center, 421 North County Farm Road, Room 3-400, Wheaton, Illinois 60187.

1.3 In the event of a conflict between any of the above documents, the higher lettered document will control unless otherwise noted in this document.

**2.0 DURATION OF THIS CONTRACT**

2.1 Unless terminated as provided in the Bid Invitation, the term of this Contract shall be a six (6) month period or until work is completed.

**3.0 BID PRICES AND PAYMENT**

3.1 The Contractor shall provide the required goods and or services described in the Bid Specifications for the prices quoted on the Bid Form.

3.2 The County shall make payment pursuant to the Illinois Local Government Prompt Payment Act, except that no payment shall be approved where the Contractor has failed to comply with certified payroll requirements of the Illinois Prevailing Wage Act.

# **COUNTY OF DU PAGE, ILLINOIS**

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**4.0 AMENDMENTS**

- 4.1 This Contract may be amended by mutual agreement.
- 4.2 All amendments will conform to State of Illinois Statutes and County procedures for Change Orders.

**5.0 CONTRACT ENFORCEMENT - ATTORNEY'S FEES**

- 5.1 If the County is required to take legal action to enforce performance of any of the terms, provisions, covenants and conditions of this Contract, and by reason thereof, the County is required to use the services of an attorney, including the States Attorney, then the County shall be entitled to reasonable attorney's fees and all expenses and costs incurred by the County pertaining thereto and in enforcement of any remedy, including costs and fees relating to any appeal.

**6.0 SEVERABILITY CLAUSE**

- 6.1 If any section, paragraph, clause, phrase or portion of this Contract is for any reason determined by a court of competent jurisdiction to be invalid and unenforceable, such portion shall be deemed separate, distinct and an independent provision, and the court's determination shall not affect the validity or enforceability of the remaining portions of this Contract.

**7.0 GOVERNING LAW**

- 7.1 This Contract shall be governed by the laws of the State of Illinois both as to interpretation and enforcement. Venue for all disputes will be exclusively in the circuit court for the Eighteenth Judicial Circuit in DuPage County, Illinois and that Illinois law will control.

**8.0 ENTIRE AGREEMENT**

- 8.1 This Contract, including the documents listed in 1.0, contains the entire agreement between the parties.
- 8.2 There are no covenants, promises, conditions, or understandings; either oral or written, other than those contained herein.

IN WITNESS WHEREOF, the parties set their hands and seals as of the date first written above.

**COUNTY OF DU PAGE, ILLINOIS**

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

TYRONE J. TIPITINO  
FINANCIAL SERVICES ADMINISTRATOR/  
CHIEF PROCUREMENT OFFICER

**[CONTRACTOR]**

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

AUTHORIZED SIGNATURE

\_\_\_\_\_

**LATE BIDS CANNOT BE ACCEPTED!**

**SEALED BID PROPOSAL**

**INVITATION #:** 11-033

**OPENING DATE:** 08/31/11

**OPENING TIME:** 2:00 P.M.

**DESCRIPTION:** Campus Security System Upgrades and Additions

**DATED MATERIAL-DELIVER IMMEDIATELY**

PLEASE CUT OUT AND AFFIX THIS BID LABEL (ABOVE)  
TO THE OUTERMOST ENVELOPE OF YOUR PROPOSAL  
TO HELP ENSURE PROPER DELIVERY!

**LATE BIDS CANNOT BE ACCEPTED!**