



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

INVITATION TO BID:	#13-207	BID ISSUE DATE:	08/21/13
BID DESCRIPTION:	Campus Security System Upgrades & Additions		
BID OPENING DATE:	09/12/13	BID OPENING TIME:	1:30 p.m.
SUBMIT 1 ORIGINAL PLUS 2 COPIES		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 Visit for the visual evaluation of the required bid tasks and familiarization with the facilities prior to submitting a bid is scheduled for September 9, 2013 at 10:00 a.m. at the DuPage County JTK Administration Building, Room 3-500B, 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 Bid Coordinator or the Buyer listed below (or, in the Buyers absence, the Procurement Services Supervisor).

Unauthorized contact with other DuPage County staff or officers is strictly forbidden.

BUYER:	Maria C. Calamia, CPPB	PHONE:	(630) 407-6182
EMAIL:	mcalamia@DuPageCo.org		
BID COORDINATOR:	Glenda Vasak	PHONE:	(630) 407-6190
EMAIL:	Glenda.Vasak@DuPageCo.org		

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

PROJECT INFORMATION

PROJECT NAME:	Campus Security System Upgrades & Additions
USER DEPARTMENT:	OHSEM/Security

EVENT:	LOCATION:	DATE:	TIME:
Mandatory Pre-Bid Meeting & Site Visit	JTK Administration Building, 421 N. County Farm Road, Wheaton, IL 60187, Room 3-500B	09/09/13	10:00 a.m.
Deadline for Exceptions to Bid Language and Specification Inquiries.	Must be submitted in writing to: BidInformation@DuPageCo.Org		1:30 p.m.
Response to Inquiries	Via E-mail or Fax		1:30 p.m.
Bidder's Proposal Due	Procurement Services, Room 3-400	09/12/13	1:30 p.m.

√	SUBMITTAL CHECKLIST (BID PACKET SHOULD BE RETURNED IN ITS ENTIRETY)
	ORIGINAL BID
	TWO (2) COPIES
	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
	WARRANTY INFORMATION
	CERTIFIED TRANSCRIPT OF PAYROLL SAMPLE (IF NOT USING STATE FORM)
	COMPLETED VENDOR ETHICS DISCLOSURE FORM (SIGNED)
	COMPLETED IRS-Form W-9

AWARDED CONTRACTOR REQUIREMENTS	
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

INSTRUCTIONS TO BIDDERS

ON-LINE NOTIFICATION OF SPECIFICATIONS:

This document is available over the Internet at 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.

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. 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.

DISCIPLINE:

Nothing herein shall be construed to imply that the County of DuPage is retaining control over the operative details of the Contractor's work or the subcontractor's employee's work. The Contractor is assuming all oversight, and the Contractor is ensuring compliance with safety guidelines

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 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 up to the deadline listed on the Project Information page for Exceptions to Bids.

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

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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. 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.

PROPRIETARY INFORMATION:

Under the Illinois Freedom of Information Act, all records in the possession of DuPage County are presumed to be open to inspection or copying, unless a specific exception applies. 5 ILCS 140/1.2 One exemption is "[t]rade secrets and commercial or financial information obtained from a person or business where the trade secrets or commercial or financial information are furnished under a claim that they are proprietary, privileged or confidential, and that disclosure of the trade secrets or commercial or financial information would cause competitive harm to the person or business, and only insofar as the claim directly applies to the records requested." 5 ILCS 140/7(1)(g). The county will assume that all information provided to us in a bid or proposal is open to inspection or copying by the public unless clearly marked with the appropriate exception that applies under the Freedom of Information Act. Additionally, if providing documents that you believe fall under an exception to the Freedom of Information Act, please submit both an unredacted copy along with a redacted copy which has all portions redacted that you deem to fall under a Freedom of Information Act exception.

CONTRACT AWARD INFORMATION:

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

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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.

Response summaries will be available over the Internet at 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

GENERAL CONDITIONS

ADDENDUM AND SUPPLEMENT TO INVITATION TO BID (ITB):

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. 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.

COMMUNICATIONS:

In an effort to create a more competitive and unbiased procurement process, the County desires to establish a single point of contact throughout the procurement process. From the issue date of this solicitation, until a contract has been awarded, all requests for clarification or additional information regarding this solicitation, or contact with the County personnel concerning this solicitation or the evaluation process must be solely to the contact person listed on the cover page of this solicitation.

No contact regarding this document with other County employees or officers is permitted unless expressly authorized by the Buyer issuing the solicitation. A violation of this provision is cause for the County to reject the Bidder's proposal. If it is later discovered that a violation has occurred, the County may reject any proposal or terminate any contract awarded pursuant to this solicitation.

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.

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DISCIPLINE:

Nothing herein shall be construed to imply that the County of DuPage is retaining control over the operative details of the Contractor's work or the subcontractor's employee's work. The Contractor is assuming all oversight, and the Contractor is ensuring compliance with safety guidelines.

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, to the extent permitted by law, 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.

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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.

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.**

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.

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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.

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

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PREVAILING WAGE**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. 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 or you may use your own format containing the same information with pre-approval by the Purchasing Officer (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.

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 the amount for fringe benefits) in the county where the work is performed. The Illinois Department of Labor publishes the prevailing wage rates on its website at: <http://www.state.il.us/agency/idol/rates/rates.HTM>. The Department revises the prevailing wage rates and the contractor/subcontractor has an obligation to check the Department's website for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage requirements and notice and recordkeeping 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 2013

Trade Name	RG	TYP	C	Base	FRMAN	M-F>8	OSA	OSH	H/W	Pensn	Vac	Trng
=====	==	===	=	=====	=====	=====	===	===	=====	=====	=====	=====
ASBESTOS ABT-GEN		ALL		37.100	37.600	1.5	1.5	2.0	13.38	9.520	0.000	0.500
ASBESTOS ABT-MEC		BLD		35.100	37.600	1.5	1.5	2.0	11.17	10.76	0.000	0.720
BOILERMAKER		BLD		43.450	47.360	2.0	2.0	2.0	6.970	14.66	0.000	0.350
BRICK MASON		BLD		41.580	45.740	1.5	1.5	2.0	9.700	12.80	0.000	1.040
CARPENTER		ALL		42.520	44.520	1.5	1.5	2.0	13.29	12.75	0.000	0.630
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		34.810	0.000	2.0	1.5	2.0	10.20	7.830	0.000	0.640
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		36.610	49.750	1.5	1.5	2.0	5.000	11.35	0.000	0.270
ELECTRIC PWR GRNDMAN		ALL		28.310	49.750	1.5	1.5	2.0	5.000	8.780	0.000	0.210
ELECTRIC PWR LINEMAN		ALL		43.830	49.750	1.5	1.5	2.0	5.000	13.58	0.000	0.330
ELECTRIC PWR TRK DRV		ALL		29.310	49.750	1.5	1.5	2.0	5.000	9.090	0.000	0.220
ELECTRICIAN		BLD		36.200	39.820	1.5	1.5	2.0	9.250	16.27	4.380	0.680
ELEVATOR CONSTRUCTOR		BLD		49.080	55.215	2.0	2.0	2.0	11.88	12.71	3.930	0.600
FENCE ERECTOR	NE	ALL		34.840	36.840	1.5	1.5	2.0	12.86	10.67	0.000	0.300
FENCE ERECTOR	W	ALL		44.950	47.200	2.0	2.0	2.0	8.890	17.69	0.000	0.400
GLAZIER		BLD		39.500	41.000	1.5	2.0	2.0	11.99	14.30	0.000	0.840
HT/FROST INSULATOR		BLD		46.950	49.450	1.5	1.5	2.0	11.17	11.96	0.000	0.720
IRON WORKER	E	ALL		42.070	44.070	2.0	2.0	2.0	13.45	19.59	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		37.000	37.750	1.5	1.5	2.0	13.38	9.520	0.000	0.500
LATHER		ALL		42.520	44.520	1.5	1.5	2.0	13.29	12.75	0.000	0.630

COUNTY OF DU PAGE, ILLINOIS

MACHINIST	BLD	43.920	46.420	1.5	1.5	2.0	6.760	8.950	1.850	0.000
MARBLE FINISHERS	ALL	30.520	0.000	1.5	1.5	2.0	9.700	12.55	0.000	0.590
MARBLE MASON	BLD	40.780	44.860	1.5	1.5	2.0	9.700	12.71	0.000	0.740
MATERIAL TESTER I	ALL	27.000	0.000	1.5	1.5	2.0	13.38	9.520	0.000	0.500
MATERIALS TESTER II	ALL	32.000	0.000	1.5	1.5	2.0	13.38	9.520	0.000	0.500
MILLWRIGHT	ALL	42.520	44.520	1.5	1.5	2.0	13.29	12.75	0.000	0.630
OPERATING ENGINEER	BLD 1	46.100	50.100	2.0	2.0	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER	BLD 2	44.800	50.100	2.0	2.0	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER	BLD 3	42.250	50.100	2.0	2.0	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER	BLD 4	40.500	50.100	2.0	2.0	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER	BLD 5	49.850	50.100	2.0	2.0	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER	BLD 6	47.100	50.100	2.0	2.0	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER	BLD 7	49.100	50.100	2.0	2.0	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER	HWY 1	44.300	48.300	1.5	1.5	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER	HWY 2	43.750	48.300	1.5	1.5	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER	HWY 3	41.700	48.300	1.5	1.5	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER	HWY 4	40.300	48.300	1.5	1.5	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER	HWY 5	39.100	48.300	1.5	1.5	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER	HWY 6	47.300	48.300	1.5	1.5	2.0	16.60	11.05	1.900	1.250
OPERATING ENGINEER	HWY 7	45.300	48.300	1.5	1.5	2.0	16.60	11.05	1.900	1.250
ORNAMNTL IRON WORKER E	ALL	42.900	45.400	2.0	2.0	2.0	13.11	16.40	0.000	0.600
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	40.880	42.880	1.5	1.5	1.5	9.650	8.200	0.000	1.250
PAINTER SIGNS	BLD	33.920	38.090	1.5	1.5	1.5	2.600	2.710	0.000	0.000
PILEDRIIVER	ALL	42.520	44.520	1.5	1.5	2.0	13.29	12.75	0.000	0.630
PIPEFITTER	BLD	41.200	43.200	1.5	1.5	2.0	9.750	17.09	0.000	1.710
PLASTERER	BLD	40.080	42.480	1.5	1.5	2.0	9.550	12.30	0.000	0.990
PLUMBER	BLD	41.200	43.200	1.5	1.5	2.0	9.750	17.09	0.000	1.710
ROOFER	BLD	38.950	41.950	1.5	1.5	2.0	8.280	9.190	0.000	0.430
SHEETMETAL WORKER	BLD	42.800	44.800	1.5	1.5	2.0	10.34	12.35	0.000	0.820
SPRINKLER FITTER	BLD	49.200	51.200	1.5	1.5	2.0	10.75	8.350	0.000	0.450
STEEL ERECTOR	E ALL	42.070	44.070	2.0	2.0	2.0	13.45	19.59	0.000	0.350
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	41.580	45.740	1.5	1.5	2.0	9.700	12.80	0.000	1.040
TERRAZZO FINISHER	BLD	36.040	0.000	1.5	1.5	2.0	10.20	9.900	0.000	0.540
TERRAZZO MASON	BLD	39.880	42.880	1.5	1.5	2.0	10.20	11.25	0.000	0.700
TILE MASON	BLD	41.840	45.840	2.0	1.5	2.0	10.20	9.560	0.000	0.880
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	40.950	41.950	1.5	1.5	2.0	8.180	10.82	0.000	0.940

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>

COUNTY OF DU PAGE, ILLINOIS

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.

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

MEETINGS:

PRE-BID: A Mandatory Pre-Bid Meeting will be held for potential bidders on September 9, 2013 at 10:00 a.m. in Room 3-500B, located in the J.T. Kneupfer 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, presentations; this meeting will be set with the Bidder prior to award of the contract.

PERFORMANCE AND PAYMENT BONDS:

The awarded Contractor shall, within ten (10) working days of bid award, provide a Performance and Payment Bond in the interest of the County of DuPage in the amount of 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.

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.

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 without prior written approval by the Procurement Manager.

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.

REQUIREMENTS:

- Vendor must be registered and certified dealer and service provider for Software House/Tyco (Sensormatic) of Lexington, Massachusetts. The preferred vendor will have the Software Houses' certifications of Enterprise Partner. Advanced Integrator and or Certified Integrator, with fully trained and certified technicians assigned to the Chicagoland metro region. The vendor will have a minimum of five (5) years experience/certification with Software House.
- Once work begins the vendor will not reassign the scheduled technicians to another project or service calls not associated to this installation.
- The use of sub-contractors shall be limited to Locksmiths for the purpose of door strike installation and Kone for elevator work.
- Camera/Monitor installation will be completed using standard "Coax" type cable.
- Vendor must sub-contract with Kone Elevator Service for the installation of required traveler wires in both main elevators in the 505 building. There are currently no spare travelers to accommodate card reader installations.
- Purchase of the MiY-Touch Readers will also include the Card Reader module that will be available in September, 2013.

COUNTY OF DU PAGE, ILLINOIS

SERVICE:

Location of nearest service facility must be stated below:

A condition of the bid is that a representative of the successful Contractor, make weekly calls to the County of DuPage office in order to lend his professional advice regarding ways that County of DuPage can reduce cost, such as by suggesting items and brands that represent better dollar value. Representatives must be available to consult with various County of DuPage Departments regarding their requirements to review and expedite all back orders.

SITE VISITS:

Inspection of our site locations will be conducted following the mandatory pre-bid meeting on September 9, 2013. 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.

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.

COUNTY OF DU PAGE, ILLINOIS

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.

The Contractor will provide the County with a complete list of all persons duly authorized to work on this project. Only those persons will be allowed to work within secured areas. All Contractor's personnel authorized to work within secured areas may be subject to fingerprinting and a criminal security check performed by the County. The County may issue temporary identification cards, which will be kept by County's security personnel and issued and collected on a daily basis.

Law prohibits the import of contraband such as drugs, liquor, firearms, ammunition and other similar items into any areas of work. County's security personnel may conduct searches of Contractor's personnel, equipment, tools, and supplies at any time. Use of cameras and recording devices by Contractor's personnel is restricted. Such use must be approved on a case-by-case basis.

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

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



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

I, the undersigned, hereby authorize the DuPage County Sheriff to submit my fingerprints and other necessary identifying information to the Illinois State Police and/or the Federal Bureau of Investigation for the purpose of obtaining the release of any/all criminal history record information provided to and held by the aforementioned entities regarding me.

I, the undersigned, further authorize the DuPage County Sheriff to release of any/all criminal history record information obtained regarding me to _____.

I acknowledge that the criminal history record information obtained and/or released is to be used in the interest of and in the due administration of criminal laws or for the purpose of evaluating the qualifications and character of employees, prospective employees, licensure applicants, license holders, volunteers or prospective volunteers of units of local government, school districts and private organizations.

I, the undersigned, understand that the criminal history record information obtained by the DuPage County Sheriff shall be available to me for review and that I have the right to review and correct any criminal history record information the aforementioned entities may disseminate regarding me consistent with any applicable fees and rules and upon further verification of my identity.

List **ALL** names you have ever used (including maiden name) beginning with the most recent:

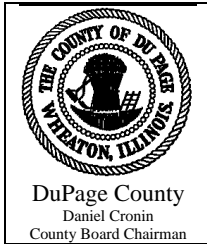
Name: _____
(Print) Last First Middle

Name: _____
(Print) Last First Middle

Name: _____
(Print) Last First Middle

Address: _____

City: _____ State: _____ Zip: _____



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, 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.

Signature of Authorized **Vendor** Representative

Date

Name & Title of Authorized **Vendor** Representative

Signature of Authorized **DPCC** Representative

Date

Name & Title of Authorized **DPCC** Representative

COUNTY OF DU PAGE, ILLINOIS

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 Retentions.

TYPE OF INSURANCE LIABILITY		MINIMUM ACCEPTABLE LIMITS OF
1.	Workers Compensation	Statutory
2.	Employers Liability	
	A. Each Accident	\$1,000,000
	B. Each Employee-disease	\$1,000,000
	C. Policy Aggregate-disease	\$1,000,000
3.	**Commercial General Liability ****	
	A. Per Occurrence	\$2,000,000
	B. General Aggregate	
	1. General Aggregate- Per project	\$2,000,000
	2. General Aggregate - Products/ Completed Operations	\$2,000,000
4.	Personal and Advertising Injury	\$1,000,000
	Each Occurrence	\$1,000,000
5.	Fire Legal Liability (any one fire)	\$100,000
6.	Medical Expense (any one person)	\$10,000
7.	**Umbrella Excess Liability (over primary)	\$2,000,000
	Retention for Self-Insured Hazards (each occurrence)	\$2,000,000
8.	** Business Auto Liability ****	\$1,000,000

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:

- 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:

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

COUNTY OF DU PAGE, ILLINOIS

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

BID #13-207

**Campus Security System Upgrades & Additions
SPECIFICATIONS**

This bid is to furnish, deliver and install Campus Security System Upgrades and Additions for the DuPage County Office of Homeland Security and Emergency Management, 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 amount for this solicitation is \$40,000.00. 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 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.
- 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, apCi
 - 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.
DVR's, American Dynamics, Panasonic, Gyr, Intergral Technologies
 - 9. (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.
 - 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.

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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.

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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:

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

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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 \$42,000.00.

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 – Group 1 (Mandatory)

Item #	Bldg	Location	Description	Qty	Mfg	Model
001	414	2 nd Floor Coroner's Office	Add Card Reader	1	HID	Prox Point Plus 6005
002	414	Various Locations	Add 4 Duress Buttons	4	Honeywell	269R
003	421	IT New Office Area South Entrance Door	Add Card Reader	1	HID	Prox Point Plus 6005
004	421	IT New Office Area	Camera & Monitor for Reception	1	Pelco	C20-CH6
005	421	Illinois Veteran's Office	Add Duress	1	Honeywell	269R
006	421	DuPage Veteran's Office	Add Duress	1	Honeywell	269R
007	421	3 rd Floor Community Services	Add 3 Duress Buttons	3	Honeywell	269R
008	421	Recorder's Office	Add 2 Duress Buttons	2	Honeywell	269R
009	421	Election Commission	Add ADA Controllers	1	LCN	
010	421	County Board Office	Replace CR w/Biometric Access	1	3M – Cogent	MiY-Touch w/CR Module
011	505	Psychological Services	Add APC/8x w/Lantronix Unit	1	Software House	8x
012	505	Psychological Services	Add 8 Duress Buttons	8	Honeywell	269R
013	505	Courtroom 3000 Holding	Add Duress	1	Honeywell	269R
014	505	Both Public Elevators	Add Card Reader	2	HID	Prox Point Plus 6005
015	418	Reception	Add Duress	1	Honeywell	269R
016	418	Office 108	Connect Existing Camera to Monitor	1		
017	400	South Security Desk Area	Add 1 Card Reader & Door Controllers & 2 Release Buttons	2	HID	Prox Point Plus 6005
018	414	Fire Alarm System	Tie into C. Cure Fire & Trouble Alarms	1		
019	416	Fire Alarm System	Tie into C. Cure Fire & Trouble Alarms	1		
020	420	Fire Alarm System	Tie into C. Cure Fire & Trouble Alarms	1		
021	421	Fire Alarm System	Tie into C. Cure Fire & Trouble Alarms	1		
022	422	Fire Alarm System	Tie into C. Cure Fire & Trouble Alarms	1		

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Project List – Group 2 (Equipment only – No Installation)

Item #	Bldg	Location	Description	Qty	Mfgr	Model
023			Card Reader	10	HID	Prox Point Plus 6005
024			Fixed Camera w/Vari-Focal Lense	10	Pelco	C20-CH6
025			APC's	2	Software House	APC 8/x
026			Pelco DX8100 DVR	1	Pelco	DX8100
027			AD Optima Color 22x Exterior Dome Camera	2	AD	Optima Color 22x
028			AD Speeddome Ultra 8E Camera	2	AD	Speed Dome Ultra 8E

Project List – Group 3 (Optional – Not to be included in total)

Item #	Bldg	Location	Description	Qty	Mfgr	Model
029	505	Circuit Court Clerk Office	Add 2 Monitors & Switches	2		LG W2042TQ or Equivalent
030	418	Administration Area	Install 1 Camera	1	Pelco	C20-CH6
031	418	Administration Area	Install 2 Monitors (for above camera)	2	AD	8" Monitor

COUNTY OF DU PAGE, ILLINOIS

**BID FORM
PROCUREMENT SERVICES DIVISION
BID #13-207**

(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.

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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 bid amount.

BID PRICING:**GROUP 1 – LABOR & EQUIPMENT PRICING:**

Contractors are to fill in the cost for both labor & equipment needed to complete the list of jobs (Items 1-22 in the New Equipment List on page 26).

Project List – Group 1

Item #	Bldg	Location	Description	Qty	Task Price Each Qty	Total Cost Item
001	414	2 nd Floor Coroner's Office	Add Card Reader	1	\$	\$
002	414	Various Locations	Add 4 Duress Buttons	4	\$	\$
003	421	IT New Office Area South Entrance Door	Add Card Reader	1	\$	\$
004	421	IT New Office Area	Camera & Monitor for Reception	1	\$	\$
005	421	Illinois Veteran's Office	Add Duress	1	\$	\$
006	421	DuPage Veteran's Office	Add Duress	1	\$	\$
007	421	3 rd Floor Community Services	Add 3 Duress Buttons	3	\$	\$
008	421	Recorder's Office	Add 2 Duress Buttons	2	\$	\$
009	421	Election Commission	Add ADA Controllers	1	\$	\$
010	421	County Board Office	Replace CR w/Biometric Access	1	\$	\$
011	505	Psychological Services	Add APC/8x	1	\$	\$
012	505	Psychological Services	Add 8 Duress Buttons	8	\$	\$
013	505	Courtroom 3000 Holding	Add Duress	1	\$	\$
014	505	Both Public Elevators	Add Card Reader	2	\$	\$
015	418	Reception	Add Duress	1	\$	\$
016	418	Office 108	Connect Existing Camera to Monitor	1	\$	\$

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Item #	Bldg	Location	Description	Qty	Task Price Each Qty	Total Cost Installed Item
017	400	South Security Desk Area	Add 1 Card Reader & Door Controllers & 2 Release Buttons	2	\$	\$
018	414	Fire Alarm System	Tie into C. Cure Fire & Trouble Alarms	1	\$	\$
019	416	Fire Alarm System	Tie into C. Cure Fire & Trouble Alarms	1	\$	\$
020	420	Fire Alarm System	Tie into C. Cure Fire & Trouble Alarms	1	\$	\$
021	421	Fire Alarm System	Tie into C. Cure Fire & Trouble Alarms	1	\$	\$
022	422	Fire Alarm System	Tie into C. Cure Fire & Trouble Alarms	1	\$	\$
Total Labor & Equipment – Group 1						\$

GROUP 2 – EQUIPMENT PRICING ONLY (NO LABOR TO BE INCLUDED IN TOTAL):

Contractors are to fill in the cost for equipment only needed
(Items 23-28 in the New Equipment List on page 27).

Project List – Group 2 (Equipment only – No Installation)

Item #	Description	Qty	Mfr	Model	Qty Each Price	Total Cost Item
023	Card Reader	10	HID	Prox Point Plus 6005	\$	\$
024	Fixed Camera w/Vari-Focal Lense	10	Pelco	C20-CH6	\$	\$
025	APC's	2	Software House	APC 8/x	\$	\$
026	Pelco DX8100 DVR	1	Pelco	DX8100	\$	\$
027	AD Optima Color 22x Exterior Dome Camera	2	AD	Optima Color 22x	\$	\$
028	AD Speeddome Ultra 8E Camera	2	AD	Speed Dome Ultra 8E	\$	\$
Total Equipment Only – Group 2						\$

GROUP 3 – LABOR & MATERIAL PRICING (OPTIONAL – NOT TO BE INCLUDED IN TOTAL):

Contractors are to fill in the cost for both labor & equipment needed to complete the list of jobs
(Items 29-31 in the New Equipment List on page 27).

Project List – Group 3 (Optional – Not to be included in total)

Item #	Bldg	Location	Description	Qty	Task Price Each Qty	Total Cost Installed Item
029	505	Circuit Court Clerk Office	Add 2 Monitors & Switches	2	\$	\$
030	418	Administration Area	Install 1 Camera	1	\$	\$
031	418	Administration Area	Install 2 Monitors (for above camera)	2	\$	\$
Total Labor & Equipment – Group 3 (Optional – Not to be included in Total)						\$

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TOTAL GROUP 1 – LABOR & EQUIPMENT PRICING	\$
TOTAL GROUP 2 – EQUIPMENT PRICING ONLY	\$
TOTAL BID	\$

TOTAL BID AMOUNT: \$ _____ Total (in figures)

_____ Dollars and _____ Cents.
(Print or Type)

(OPTIONAL – DO NOT INCLUDE IN TOTAL)

TOTAL GROUP 3 – LABOR & EQUIPMENT PRICING	\$
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STARTING AND COMPLETION:

If awarded a contract under this proposal, the undersigned proposes to start work at the site within fifteen (15) calendar days after the receipt from the Owner of a formal notice of an award. The undersigned further agrees to substantially complete all work covered by the proposal to the point of final acceptance by the Owner within one (1) calendar year from, and including, the date of receipt from the Owner of a formal notice of an award.

The Contractor agrees to provide the equipment, service and/or supplies as described in this solicitation and subject, without limitation, to all specifications, terms, and conditions herein contained. Bidder shall acknowledge receipt of each addendum issued in the space provided on the bid form.

X _____
(Signature and Title)

CORPORATE SEAL
(If available)

BID MUST BE SIGNED AND NOTARIZED FOR CONSIDERATION

Subscribed and sworn to before me this _____ day of _____ AD, 20____

_____ My Commission Expires: _____
(Notary Public)

VENDOR ETHICS DISCLOSURE

The Vendor Ethics Disclosure Statement 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.

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 the current and previous calendar years.

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:			

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

- Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess **\$25,000**, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

I have made the following campaign contributions within the current and previous calendar year:

If no contributions have been made enter "NONE" below:

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).

- All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid and shall update such disclosure with any changes that may occur.

Lobbyists, Agents And Representatives And All Individuals Who Are Or Will Be Having Contact With County Officers Or Employees In Relation To The Contract Or Bid	Telephone	Email

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

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 on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments.

The full text of the county's ethics and procurement policies and ordinances are available at <http://www.dupageco.org/CountyBoard/Policies/>

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature

Printed Name

Title

Date

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Form W-9 <small>(Rev. December 2011) Department of the Treasury Internal Revenue Service</small>	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.																													
Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)																														
	Business name/disregarded entity name, if different from above																														
	Check appropriate box for federal tax classification: <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) ▶ _____																														
	<input type="checkbox"/> Exempt payee																														
	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 <i>How to get a TIN</i> 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.																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="9" style="text-align: center;">Social security number</td> </tr> <tr> <td style="width: 33.33%; height: 20px;"></td> <td style="width: 33.33%;"></td> <td style="width: 33.33%;"></td> <td style="width: 33.33%;"></td> <td style="width: 33.33%;"></td> <td style="width: 33.33%;"></td> <td style="width: 33.33%;"></td> <td style="width: 33.33%;"></td> <td style="width: 33.33%;"></td> </tr> <tr> <td colspan="3"></td> <td style="text-align: center;">-</td> <td colspan="3"></td> <td style="text-align: center;">-</td> <td colspan="3"></td> </tr> </table>			Social security number																					-				-			
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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.																															
Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____																													
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.																															

Cat. No. 10231X

Form **W-9** (Rev. 12-2011)

Please submit completed W-9 form with your bid proposal

COUNTY OF DU PAGE, ILLINOIS

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

BIDDER'S SUBCONTRACTORS

FULL NAME OF BIDDER:	
CONTACT PERSON:	

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:

COMPANY NAME:	
ADDRESS:	
CONTACT PERSON:	
TELEPHONE NUMBER:	
WORK TO BE PROVIDED:	

COMPANY NAME:	
ADDRESS:	
CONTACT PERSON:	
TELEPHONE NUMBER:	
WORK TO BE PROVIDED:	

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.**

SAMPLE

CONTRACT AGREEMENT

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

THIS AGREEMENT is entered into this ____ day of _____, 2013, 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 #13-207 for its Department of OHSEM/Security, 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 a part 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 documents control from top to bottom; i.e., "a" controls over "b".

2.0 DURATION OF THIS CONTRACT

2.1 Unless terminated as provided in the Bid Invitation, the term of this Contract shall be a one year period.

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

COUNTY OF DU PAGE, ILLINOIS

failed to comply with certified payroll requirements of the Illinois Prevailing Wage Act or Davis Bacon Act.

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

[CONTRACTOR]

By: _____
JOHN A. MENEGHINI
PROCUREMENT OFFICER

By: _____
AUTHORIZED SIGNATURE

TITLE

NO-BID RESPONSE

13-207

Campus Security System Upgrades & Additions

In the event that your organization chooses not to submit a proposal for this solicitation the DuPage County Procurement Services Division is interested in the reasons why offerors have chosen not to submit proposals in order to better serve the taxpayers of DuPage County. Please indicate your reason(s) by checking all applicable items below and return this form to the address shown below.

- ☐ Could not meet specifications.
- ☐ Items or materials requested not manufactured by us or not available to our company.
- ☐ Insurance requirements too restricting.
- ☐ Bond requirements too restricting.
- ☐ Scope of services not clearly understood or applicable (too vague, too rigid, etc.).
- ☐ Project not suited to our organization.
- ☐ Quantities too small.
- ☐ Insufficient time allowed for preparation of proposal.
- ☐ Other (please specify):

Vendor Name: _____

Contact Person: _____

Telephone: _____

Email: _____

Please send your responses to:

DuPage County Procurement Services
421 N. County Farm Road
Room 3-400
Wheaton, IL 60187
Email: BidInformation@DuPageCo.Org

LATE BIDS CANNOT BE ACCEPTED!

SEALED BID PROPOSAL

INVITATION #: 13-207
OPENING DATE: 09/12/13
OPENING TIME: 1:30 P.M.
DESCRIPTION: Campus Security System Upgrades & 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!