

**REQUEST FOR PROPOSAL  
WIRELESS DURESS BUTTON SYSTEM  
FOR  
ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513  
PROPOSAL #RFP2016-P06**

**INTRODUCTION**

Illinois Valley Community College (IVCC) is requesting solicitation to install a wireless duress button system on its campus located at 815 N. Orlando Smith Road, Oglesby, IL.

The purpose of installing a wireless duress button system is to provide the College with a system to ensure safety and immediacy in case of an emergency.

**BACKGROUND**

IVCC was established in 1924, and is a comprehensive two-year public community college serving the residents of eight counties in north-central Illinois. The College is located approximately 100 miles southwest of Chicago, Illinois. The student population is approximately 4,000 students and 500 College employees. Currently there are 10 buildings on the main campus.

**INSTRUCTION TO BIDDERS**

One (1) original and two (2) copies of the signed proposal must be submitted to:

**Illinois Valley Community College District No. 513  
Purchasing Department – Room C-343  
815 North Orlando Smith Road  
Oglesby, Illinois 61348**

**ALL PROPOSALS MUST BE IN A SEALED ENVELOPE MARKED “PROPOSAL FOR WIRELESS DURESS BUTTON SYSTEM” AND DELIVERED NO LATER THAN 10:00 A.M., MONDAY, JULY 18, 2016.** Late proposals will not be considered. Proposals will not be accepted via fax or email.

Questions should be directed to Michelle Carboni, Director of Purchasing, at (815) 224-0417 or [michelle\\_carboni@ivcc.edu](mailto:michelle_carboni@ivcc.edu)

The College reserves the right to accept or reject any or all proposals received or any parts thereof, or to negotiate separately with any financial institution whatsoever if no acceptable proposals are submitted in order to best serve the interest of the College. The submission of a proposal indicates acceptance by the financial institution of the conditions contained in this request for proposal (RFP), unless clearly and specifically otherwise noted in the submitted proposal and confirmed in the contract between the College and the financial institution selected. The RFP is made for information and planning purposes only and does not obligate or bind the College contractually to accept any proposals submitted.

<b>Event</b>	<b>Date and Time</b>
Request for Proposal Issued	June 20, 2016
Question Period Ends	July 11, 2016
Proposals Due	July 18, 2016 by 10:00 AM
Evaluation Period	July 19 through August 5, 2016
Anticipated Contract Award	August 19, 2016

### **ACKNOWLEDGEMENT OF ADDENDA**

Signature of a company official on an original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted. **FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON PROPOSAL SUBMITTED MAY RESULT IN DISQUALIFICATION OF PROPOSAL.**

### **PROPOSAL PROCEDURES**

No proposal shall be modified, withdrawn, or canceled for ninety days after the proposal opening date without the consent of the College’s Board of Trustees.

Changes or corrections may be made in the proposal documents after they have been issued and before proposals are received. In such cases, the College will issue a written addendum describing the change or correction to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned and shall become part of the proposal documents. Except in unusual cases, addendum will be issued to reach the vendors at least five (5) days prior to the date established for receipt of proposals.

Each vendor shall carefully examine all proposal documents and all addenda thereto and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a vendor find discrepancies or omissions from documents, or should there be doubt as to their meaning, they shall, at once, and in any event not later than ten (10) days prior to proposal due date, notify the Director of Purchasing who will, if necessary, send a written addendum to all bidders. The College will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Purchasing. After proposals are received, no allowance will be made for an oversight by the bidder.

## **SIGNATURE ON PROPOSALS**

The College requires the signature on proposal documents to be that of an authorized representative of said company. Each bidder, by making her/his proposal, represents that she/he has read and understands the proposal documents and that these instructions to vendors are a part of the specifications.

## **TAX EXEMPTION**

The College is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, Federal Excise Tax, and Municipal Retailer's Occupation Tax (Tax Exemption ID # E9995-5253-06)

## **INVESTIGATION OF BIDDERS**

The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. The College reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.

## **INCURRED COSTS**

Illinois Valley Community College will not be liable in any way for any costs incurred by respondents in replying to this RFP.

## **PROPOSAL AWARD**

Award shall be made by the Illinois Valley Community College Board of Trustees to the responsible respondent whose proposal is determined to be the most advantageous to the College, taking into consideration price and the evaluation criteria set forth herein below. IVCC reserves the right to accept the RFP response as a whole or for any component thereof if it appears to be in the best interest of the College.

## **PROPOSED AGREEMENT**

Submit a sample of your company's agreement with your proposal.

## **CERTIFICATION FORM**

Bidders must sign the enclosed Certification Form that refers to the Criminal Code of 1961 and to the Illinois Human Right Act dealing with Sexual Harassment. The signed Certification must be submitted with your proposal. Failure to do so may result in the rejection of your proposal.

## **EQUAL OPPORTUNITY EMPLOYMENT**

Respondent shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended, and any rules and regulations promulgated in accordance therewith, including, but not limited to, the Equal Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. In addition, the respondent shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended. Furthermore, the respondent shall comply with Public Act 98-107, which requires nearly any party that contracts with a community college to post employment of vacancies with the state's job board: IllinoisJobLink.com.

## **LAW GOVERNING**

Any contract resulting from this RFP shall be governed by and construed according to the laws of the State of Illinois, without regard to conflict of law principles.

## **W-9 FORM**

Please complete the enclosed W-9 form and return with your proposal.

## **SELECTION CRITERIA**

The following criteria will be used by the College to evaluate the proposals and to make a recommendation:

1. Experience in working with community colleges and universities
2. Scope of Plan
3. References
4. Budget and schedule

Acceptance of a proposal will be based on the total package of services offered. The College reserves the right to request additional information during the evaluation period.

## **COLLEGE NETWORK TOPOLOGY**

The campus has wired and wireless LANs. Local Area Network backbone speeds are primarily 10Gbps with 100Mbps or 1Gbps switch ports available for device connectivity. All sites have Wireless LAN with mixture of 802.11a/g/n and 802.11a/g/n/ac access points. The Data Center architecture consists of distribution core switches on a 10Gbps backbone. The current ISP connection to the Data Center is 1Gbps with scalable internet pipe, currently at 280Mbps.

## **SCOPE OF SERVICES – MINIMUM REQUIREMENTS**

The purpose of this solicitation is to obtain a vendor to install an enterprise-wide Wi-Fi based staff duress system. The resulting contract will provide an emergency alert system at agreed upon locations within the campus buildings.

The respondent shall provide all materials, supplies, tools, equipment, labor and supervision for the effective implementation of the alert system included in the contract, subsequent extensions and amendments.

It is the intent of these specifications, to establish the minimum requirements for the emergency alert system.

### **Requirements:**

1. Supply and install a wireless duress alert system consisting of alarms (audio and visual) on a computer in the main customer contact point, to include a remote fixed wireless alarm button for staff as directed by IVCC Campus Security. The system must be scalable in that it must allow for expandability to more locations within the facility.
2. Installation of fixed duress buttons will be located in areas and must have a tamper switch which will send a signal to alert that it has been removed.

3. The system shall report an alarm through an activation of wireless duress alarm device. Activation will immediately notify the Security Office. Security will direct first response resources to the location.
4. Wireless duress devices must have the ability to supervise its internal battery operation and alert system operators of a low battery condition and must check in at least once daily. The vendor is to include 50 fixed wireless duress devices in the quote.
5. Wireless duress buttons must be installed in accordance to the manufacturer's specification and be field tested for optimal signal strength and reliability of the wireless transmission.
6. Company will provide on-site training to Security, IT, and Maintenance personnel, and will supply a comprehensive training program for management.
7. Upon Completion the system will be thoroughly inspected and tested in accordance with the manufacturer specifications.
8. Upon completion the approved vendor will provide clear and precise instruction and training.
9. Quality Assurance and Control
  - a. The College works to develop "best in class" performance standards for both internal as well contracted services. Vendors must outline their quality assurance/control and auditing practices.
  - b. Security will require annual meetings with contract project managers to review performance based indicators and measurements making adjustments as necessary to ensure best in class performance.
10. A comprehensive briefing document must be submitted at the completion of the contract providing a high level review of installations and recommendations.
11. One year warranty from time of commissioning on product and service.
12. Software upgrades will be made available to the College upon release.
13. The system should have minimal IT requirements for installation and ongoing maintenance.
14. The aforementioned criteria are the minimum standards sought by the district as part of the proposal. Expectations are that service providers will demonstrate a standard that will exceed baseline.
15. Vendors should provide pricing for the implementation and configuration of the solutions, as well as breakdown of the pricing.

**EMERGENCY DURESS ALERT SYSTEM PROPOSAL  
ILLINOIS VALLEY COMMUNITY COLLEGE**

**CERTIFICATION OF CONTRACT/BIDDER**

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

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**NAME OF CONTRACTOR/BIDDER**

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**TITLE**

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**DATE**

**THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL TO:**

Illinois Valley Community College  
Purchasing Department – Room C-343  
815 North Orlando Smith Road  
Oglesby, Illinois 61348





