Request for Proposals for Security Services

April 20, 2011

Illinois Valley Community College (IVCC) is issuing this Request for Proposal (RFP) to contract for security services. IVCC is located in Oglesby, Illinois, near the intersection of I-80 and I-39.

INSTRUCTIONS TO VENDORS

SUBMISSION OF PROPOSALS

Proposals (6 copies) must be returned to Purchasing Department, Room C-343, by 2:00 p.m. on Monday, May 2, 2011. At that time proposals will be publicly opened and read aloud in Room C-316, Illinois Valley Community College. Proposals received after this time will not be accepted and will be returned to you unopened. Faxed proposals will not be considered for award. Proposals should not exceed 100 pages.

Electronic proposal submissions shall be considered a sealed document if they are received at the purchasing office by the time and date set herein for receipt of proposals. The vendor assumes the risk of premature disclosure due to submission in an unsealed form. Electronic proposals must be e-mailed to purchasing@ivcc.edu with the subject

PROPOSAL:  Security Services PR11-P05

A Pre-Conference Meeting will be held in Room C-316 on Monday, April 25, 2011 at 1:00 pm. A tour of the College will occur at that time.

Vendors are advised to read this entire RFP before preparing and submitting a proposal. Proposals that do not follow the RFP format do not include all the minimum requirements specified, including the required documentation, or are not submitted by the due date and time shall not be considered.

W-9 FORM:
Complete the W-9 Form enclosed and return with your proposal.

TAX EXEMPTION:
Illinois Valley Community College is exempt from Federal, State, and Municipal taxes.

SIGNATURE ON PROPOSALS:
Illinois Valley Community College District No. 513, requires the signature on proposal documents to be that of an authorized representative of said Vendor with authority to bind the Vendor contractually with respect to this RFP. Each vendor, by making a proposal, represents that the proposal documents have been read and understands that the proposal documents and instructions to vendors are a part of the specifications.

PROPOSAL PROCEDURES:
No proposal shall be modified, withdrawn, or canceled for sixty (60) days after the proposal opening date without the consent of the College Board of Trustees.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 case, a written addendum describing the change or correction will be issued by the College 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 they be in doubt as to their meaning, they shall, at once, and in any event, not later than ten (10) days prior to the proposal due date, notify the Purchasing Director 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.

**ACKNOWLEDGEMENT OF ADDENDA:**
Signature of Vendor official on 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 MAY RESULT IN DISQUALIFICATION OF YOUR PROPOSAL.

Vendors who obtain a copy of the proposal from our website are responsible for checking back on the site for any addenda issued.

**REJECTION OF PROPOSALS:**
The Vendor acknowledges the right of the College Board to reject any or all proposals and to waive informality or irregularity in any proposal received and to award the proposal considered being in the best interests of the College. The vendor recognizes the right of the College Board to reject a proposal if the proposal is in any way incomplete or irregular. The College Board may also award, at its discretion, only certain items. The College Board also reserves the right to reject the proposal of a vendor who has previously failed to perform properly or complete on time contracts of a similar nature or a proposal of a vendor when investigation shows that a vendor is not in a position to supply the service needed.

The successful Vendor shall not proceed on this proposal until it receives a Purchase Order from the College. Failure to comply is the risk of the vendor.

**CERTIFICATION FORM:**
Vendors must sign the enclosed Certification Form that refers to the Criminal Code of 1961 and to the Illinois Human Rights 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:**
The College is committed to a policy of non-discrimination in the admission, employment, education programs, and activities it operates, on the basis of: race, sex, color, ethnicity, national origin, age, disability, ancestry, marital status, military status, sexual orientation or any other protected criteria recognized by state or federal law. Inquiries should be addressed to the Director of Human Resources.

**INDEMNIFICATION AND HOLD HARMLESS:**
The Vendor shall agree to save and hold harmless the Illinois Valley Community College District No. 513, the members of the Board of Trustees, its agents and employees, from any and all actions or causes of action, or claim for damages, including the expense of defending suit, arising or growing out of the performance of, or failure to perform its contract.

**LAWS TO BE OBSERVED**
The Vendor shall observe, perform and comply with or require compliance of all federal, state and local laws, ordinances, rules, and regulations and amendments thereto which in any manner may affect the operation of College facilities and the Vendor’s activities undertaken pursuant to this agreement, including unemployment insurance, workers’ compensation, and other taxes, health examinations, permits, and licenses.
CONTACT
All questions about this Request for Proposals are to be directed to Laurie Pittman, Interim Director of Purchasing, at the following address, e-mail, and telephone. Please do not contact other employees of the College regarding this project or the review process.

Laurie Pittman, Interim Director of Purchasing
ILLINOIS VALLEY COMMUNITY COLLEGE
815 North Orlando Smith Road
Oglesby, IL 61348
E-mail: laurie_pittman@ivcc.edu
Telephone: (815) 224-0417
INFORMATION PERTAINING TO OUR PROPOSALS CAN BE FOUND AT THE FOLLOWING WEBSITE:
www.ivcc.edu/purchasing
OVERVIEW
Illinois Valley Community College, hereafter called the College, was formed in 1924 and moved into its permanent campus in 1972. Located on 413 acres, the College consists of five inter-connected main buildings each with three floors, a gymnasium/fitness center with two floors, and six buildings on the east side of the campus. A proposed construction project would add an approximate 80,000 sq. ft. building with two floors and include demolition of the buildings on the east side of the campus and replacement with two new buildings, each single story. The College has maintained its own security staff in the past.

SCOPE OF WORK
Critical concerns are the disruption of College operations, a prominent security presence in the common and high traffic areas of the College facilities, illegal entering of campus facilities and vehicles, harassment of personnel and students/clients, the deterrence of unauthorized persons from premises (i.e. solicitation, etc.) Uniformed security officer(s) will be on site, 24 hours a day, seven days a week, 365 days per year providing service to the College and grounds. The successful Security Services Provider will always keep the building staffed unless directed differently by College personnel. College “post orders” are in place for direction and guidance on patrolling the campus and the handling of campus emergencies. Security officers may be requested to act as couriers or messengers.

GENERAL REQUIREMENTS
The Vendor shall provide the College with a uniformed security officer 24 hours a day, seven days a week which is 168 basic service hours weekly. In addition to these hours, the College requests an additional person from 7:00 AM to 11:00 PM Monday – Thursday and 7:00 AM to 5:00 PM on Friday. The College also requests a site lead person (supervisor) work Monday – Friday during the daytime hours to coordinate duties and responsibilities of the officers as well as to conduct staff scheduling, approve and forward incident reports and assist with general campus security patrol duties. Note: The College desires to transition to armed security, a trend among community colleges, thus, the College would like proposals to include the following options:

- Unarmed security officers
- Armed sworn officers
- A combination of unarmed security officers and armed sworn officers

The College may request additional officers at any time; it is expected that the successful Security Services Provider can supply additional personnel at regular rates with reasonable notice and at overtime rates (1-1/2 times normal rates) without notice. Reasonable notice would be considered a minimum of one-week for additional coverage and would be given in writing.

The initial term of the Agreement will be from July 1, 2011 through June 30, 2014 with automatic renewal of one year unless notice of termination is given 90 days prior to the end of the term

Responsibilities shall include but not be limited to the following:

- Open and lock buildings; turn lights on or off as required and insure that doors and gates are properly locked or unlocked;
- Check all exterior doors and monitor premises on site;
- Patrol building and premises watching for fires, prowlers, or danger of loss or damage to property;
- Completion of daily activity and incident reports;
- Display initiative to help other people by being courteous, attentive, and patient while at the same time using tact, discretion, and impartiality;
- Remain courteous under stress regardless of the situation being confronted;
- Monitor HVAC, boilers, and associated equipment and report any problems;
- Courier daily bank deposits;
- Raise and lower College flags daily or as required;
- Issue parking violations and assist with traffic incidents;
- Provide dead battery assistance to students, staff, and visitors;
- Provide escort service from the campus facility to parked vehicles as requested;
- Respond to incident situations that may arise on campus;
• Respond to medical emergencies with basic first aid services as needed
• Check campus cars in and out.

**ADDITIONAL SERVICES TO BE COVERED UNDER THE PROPOSAL**

As part of the contract, the security Vendor will facilitate in conjunction with the College a campus threat and vulnerability analysis with annual updates. The analysis is intended to strengthen the College’s security program. The College would require participation by the site supervisor in monthly operations committee meetings and quarterly safety committee meetings. The College would also require the security Vendor to help facilitate fire and tornado drills on an annual basis, if not more frequently.

As part of the contract, the security Vendor will review the College’s “post-order” document for professional input and improvement recommendations based on their experience and knowledge of other college campus operations and security programs.

Additionally, the College would welcome proposals for special assignments; these may also be a factor in the award.

The Vendor shall provide uniforms at their cost that are neat and clean in appearance and clearly recognized and designed as that of a security officer.

The Vendor will provide security officers that are trained in basic life-saving procedures such as basic first aid, CPR, and use of AEDs, asset protection and maintenance of the peace; the ability to defend themselves and others through less-than-lethal means. Other types of defensive devises may be utilized, if approved by the College, if the officers have received the appropriate documented training in the use of such devices, i.e., pepper spray. Security officers must be able to be trained or have a basic understanding of the Family Educational Rights and Privacy Act (FERPA) and must maintain confidentiality at all times. Security officers shall have or be able to learn how to comply with requirements of the Crime Awareness and Campus Security Act of 1990, also known as the Clery Act. In addition, the Vendor will provide security officers that are in compliance with the Campus Security Enhancement Act of 2008 and the Public Community College Act.

The Vendor will provide security officers that are trained in the basic awareness level training of hazardous materials, blood borne pathogens, and the use of personal protective equipment as well as the use of electronic communication equipment.

Security officers must be able to monitor operating systems such as fire-suppressing sprinkler systems, steam line valves and HVAC equipment. They must be alert to any leaks or other maintenance issues with the campus and report them to the proper authorities.

The Vendor will ensure that all security officers have a Permanent Employee Registration Card (PERC) and have attended 20 hours of security training and the annual 8-hour refresher training, if appropriate, as required by the Campus Security Enhancement Act of 2008. The Vendor will arrange for a criminal background check including a fingerprint check on each employee before access to the campus is allowed. Any employee found by the Vendor to have a criminal record of any kind shall submit that record to the College for review to determine if the arrest or record is determined to be not in the best interests of the College. By state law, security officers must be at least 21-years old. Security officers must have received training on the proper deployment and use of force of weapons authorized for use by that security officer. If a security officer is enrolled or plans to enroll in classes at the College, this must be disclosed and approved in writing by the College.

The Vendor will be responsible for providing supplemental officers in a reasonable time frame in the event someone calls in unable to perform his/her duties. If any security staff fails to report to work at the appointed time, the Vendor shall be liable for any proven losses suffered. In the case of special events held at or by the College, such as athletic events, and with seven days prior notice, the Vendor will provide supplemental security officers as needed and/or agreed upon by the College and the Vendor.

The Vendor must remove immediately any employee that violates any criminal laws, ordinances or rules of the College (other than minor traffic offenses). The Vendor shall enforce strict discipline and good order among its
employees and shall discharge from future work under this contract any employee found by the College to be unfit to perform his/her duties.

The Vendor shall provide officers with good communication skills, both verbal and non-verbal communication. Good writing skills are necessary; officers must be able to read, write, and complete incident reports in a factual, logical order, and in a timely manner.

The Vendor shall be insured and bonded. Workers’ Compensation Insurance shall be provided for all employees. Public Liability, including Personal Injury Liability, on a comprehensive basis shall be provided in an amount no less than $2,000,000 combined single limit per occurrence for bodily injury and property damage; and Automobile Liability Insurance covering all owned, non-owned, and hired vehicles used in connection with the work in an amount not less than $2,000,000 combined single limit per occurrence for bodily injury and property damage; and an Umbrella Policy covering up to $5,000,000.

The Vendor shall be deemed to be an independent Vendor and shall be responsible for negligence of its employees / agents.

The Vendor agrees that the resulting contract may not be assigned, transferred, or conveyed, or the work subcontracted without prior consent of the College.

The Vendor must agree that conditions stated on this proposal will serve as a contract for providing officer services. Further, they must agree to allow a 90 day “No Fault” cancellation by written notice from either party. Also, they must agree that the College may cancel immediately if services are deemed “unsatisfactory” by both the Vice President for Business Services and Finance and the President.

The College desires to have a good working relationship with the Vendor; however, the College must also maintain a first class facility to fulfill its mission. Therefore, it will be understood by the Vendor that if both the Vice President for Business Services and Finance and the President decide the services are “NOT TO THE LEVEL EXPECTED BY THE COLLEGE,” written notice of a probation period of 30 calendar days will be issued. This period will commence on the day the notice is issued. If the Vendor is not able to correct the deficiencies listed by the end of the 30-day period, then the Vendor will be assessed a five percent penalty (of their monthly payment) on that previous 30-day period. This penalty will continue each month thereafter until the conditions are corrected or the contract is cancelled.

Competency and responsibility of all Vendors shall be taken into consideration in the award of the contract for this work. Prior experience and performance history in providing security services to community colleges or other similar educational institutions will also be considered and is preferred. All Vendors shall supply to the College a listing of five current contracts pertaining to similar security services being provided in Illinois.

The College prefers references from within 90 miles of the LaSalle-Peru-Oglesby area that have been in existence for one year or more. These references must be current, the bidder must have permission to use the contact’s business as a reference for this proposal, and the reference must welcome contact from College personnel.

Please return these references with your proposal.
PROPOSAL ITEMS

The College will compare a system that is “cost-plus” with a “lump sum” proposal as long as additional services are itemized.

This is a full service contract. Full service shall mean that the Vendor’s proposal price includes, but is not necessarily limited to: all labor, all material and equipment cost, all administrative costs, all reporting costs, all overhead costs, and travel costs. It shall also include any ancillary fees and costs including permits, licenses, and insurance.

Cost-Plus

For example, if you choose to propose a “cost-plus” system then you would enter a “billing rate” based on the hourly pay rate plus your overhead. Overtime would be 1-1/2 times the hourly rate plus your overhead; holidays would be two times the hourly rate plus your overhead.

The following example would be for an hourly rate of $9.00 per hour and overhead at ten percent:

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>BASE</th>
<th>BILLING RATE</th>
<th>OT (1-1/2) RATE</th>
<th>HOLIDAY (2) RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level I</td>
<td>$9.00</td>
<td>$9.90</td>
<td>$14.85</td>
<td>$19.80</td>
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</tbody>
</table>

The Vendor will determine the pay rate of each employee. The hourly rate may be adjusted on an annual basis, if mutually agreed by the College and the Security Services Provider.

The following days will be considered holidays under the “cost-plus” system, and employees will receive double their normal rates: January 1, Memorial Day, July 4, Labor Day, Thanksgiving, and December 25. The Vendor shall provide one (1) security officer per shift on other College scheduled holidays to be provided by the College in advance.

Lump Sum

July 1, 2011 – June 30, 2012

Monthly Cost for 2011-2012 year $________________________ per month.
(Please see page 3 under General Requirements for base hours.)

Additional regular hours during the 2011-2012 year at $____________ per hour.

Additional overtime hours during the 2011 -2012 year at $____________ per hour.

July 1, 2012 – June 30, 2013

Monthly Cost for 2012-2013 year $________________________ per month.
(Please see page 3 under General Requirements for base hours.)

Additional regular hours during the 2012-2013 year at $____________ per hour.

Additional overtime hours during the 2012 -2013 year at $____________ per hour.

July 1, 2013 – June 30, 2014

Monthly Cost for 2013-2014 year $________________________ per month.
(Please see page 3 under General Requirements for base hours.)
Additional regular hours during the 2013-2014 year at $____________ per hour.

Additional overtime hours during the 2013-2014 year at $____________ per hour.

**AWARD OF BID**

The successful Vendor will be determined after an evaluation of all the proposals based on the following:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Possible Points</th>
<th>Actual Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Years of Experience</td>
<td>12</td>
<td></td>
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<tr>
<td>Local Support</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Staff Expertise</td>
<td>15</td>
<td></td>
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<tr>
<td>Training Programs</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Man-Hours Proposed</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Client References</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Employee Turnover Rate</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Capability to Mobilize Forces</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Special Assignments</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

It should be understood that any ADDITIONAL INFORMATION that a Vendor may be able to provide to enhance their proposal, such as, a business resume, training procedures for employees, methods used to Vendor to minimize employee turnover, and similar items should be included. Proposals should not exceed 100 pages.

Interviews may be conducted with the finalists from May 3-6, 2011. Vendors will have 30 minutes to highlight strengths of their proposal.

It is anticipated that the College Board of Trustees may approve a proposal at the May 17, 2011 meeting with the successful Vendor assuming the Security operations on the evening of June 30, 2011 (which will be considered July 1, the starting date of this agreement).
VENDOR REFERENCES (MINIMUM OF 5)

The Vendor must list at least five clients and authorize Illinois Valley Community College to contract them as references.

Client Name: _______________________________________________________________________

Person to Contact: ___________________________________________________________________

Address: ____________________________________________________________________________

City: ___________________________ State: _______ Zip: _____________

Phone: _____________________________

Description of services provided: _______________________________________________________

____________________________________________________________________________________

Length/Years of service provided for this client: ____________________________________________

Man-Hours provided to this client weekly: ________________________________________________

Square Footage of this client’s building(s) that you secure: _________________________________

Do you have total responsibility for all security for this client? Yes_________ No___________

If No, please indicate your specific areas of responsibilities: _______________________________

____________________________________________________________________________________

Do you provide any other services/sales to this client? Yes_____________ No_____________

If Yes, please define___________________________________________________________

____________________________________________________________________________________

Please list any other pertinent information about this client:_______________________________

____________________________________________________________________________________
CERTIFICATION FORM

To: Illinois Valley Community College
   815 North Orlando Smith Road
   Oglesby, IL  61348

Pertaining to the RFP titled “Request for Proposals for Security Services,” I/We, as the Applicant, certify that I/we have not been barred from bidding on this project as a result of a conviction for either bid-rigging or bid-rotating under Article 33E of the “Criminal Code of 1961.”

I/We also do hereby certify that I/we have a written sexual harassment policy in place in full compliance with Section 2-105 of the Illinois Human Rights Act and will, upon request, be able to provide such written policy to the Department of Human Rights.

Submitted by:

________________________________________
Vendor Name

________________________________________
Address

________________________________________
City, State, Zip Code

________________________________________
Telephone/Fax

________________________________________
Authorized Signature

________________________________________
Typed or Printed Signature and Title