



REQUEST FOR PROPOSAL

RFP NAME: FIRE ALARM MAINTENANCE, TESTING, SUPPORT AGREEMENT

RFP NUMBER: 07-19-002

RFP DUE: AUGUST 9, 2019 @ 1:00 P.M. Central

All correspondence or questions concerning this RFP should be addressed to purchasing@waubonsee.edu.

To Be Returned with RFP

- AUTHORIZATION FORM
- CERTIFICATIONS
- CONFLICT OF INTEREST DISCLOSURE AND NON-COLLUSION FORM
- STATE OF ILLINOIS BUSINESS ENTERPRISE INFORMATION FORM

**Prepared by: Theresa Larson, Purchasing Manager
Ed Plante, Chief Plant Operator**

Volume: 1.0

TABLE OF CONTENTS

COLLEGE OVERVIEW 3
 Campus Locations 3

GENERAL REQUIREMENTS 3
 RFP Schedule 3
 Information 3
 Evaluation Process 5
 Confidentiality & Proposal Ownership 6

SCOPE OF WORK 6
 Summary 6
 General 7
 Services 7
 List of Equipment 13

PROPOSAL REQUIREMENTS AND FORMAT 20
 Format 20
 Authorization 20
 Firm Information 20
 Experience 21
 Quality Requirements 21
 Fees & Services 22
 Additional Questions to be Answered 22
 Additional Documentation 22

RFP AUTHORIZATION FORM 23

CERTIFICATIONS 24

CONFLICT OF INTEREST DISCLOSURE AND NON-COLLUSION FORM 25
 Conflict of Interest Disclosure 25
 Non-Collusion Statement 25

**STATE OF ILLINOIS BUSINESS ENTERPRISE FOR MINORITIES, FEMALES, AND PERSONS WITH
DISABILITIES ACT INFORMATION 26**

Appendix A - INSURANCE AND INDEMNITY REQUIREMENTS 27

Appendix B - OVERVIEW OF TECHNICAL REQUIREMENTS 28

REQUEST FOR PROPOSAL (RFP)
Fire Alarm Maintenance, Testing, Support Agreement
07-19-002

submitted in a sealed envelope to the address above. **Envelopes must be clearly identified with the name of the RFP and Due Date/Time.** Proposals received after the date and time specified in this RFP will not be considered.

3. **RFP is not binding on WCC.** This RFP is not a binding offer by WCC and acceptance of the terms of this RFP by any Respondent shall not create a binding contract with WCC. WCC reserves the right to negotiate the terms and conditions of any agreement that may result from this Request for Proposal process, including the terms set forth herein and in any proposal. Any future contract that may be awarded must comply with college procurement requirements.
4. **Proposals Shall Constitute An Offer.** A proposal submitted in response to this RFP shall constitute an offer of the Respondent. The signature of a person who is legally authorized to execute contractual obligations on behalf of the Respondent shall indicate acknowledgment of this condition. A submission in response to this RFP acknowledges acceptance by the Respondent of all terms and conditions as set forth herein, unless the response specifically indicates otherwise. A Respondent shall identify clearly and thoroughly any variations between its proposal and the RFP in the cover letter. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of any contract that may result from this RFP, except as outlined or specified in the RFP.
5. The college reserves the right to award this project to one vendor or split the award based on the best interests of the college.
6. The college reserves the right to reject or accept any or all responses, to extend the due date, to waive technicalities in the documents or repost prior to award of the Contract.
7. Respondents may not contact any college employee directly to discuss this RFP. All correspondence or questions concerning the RFP should be addressed to purchasing@waubonsee.edu.
8. All questions will be responded to by addendum or through the discussion board on Blackboard. Do not expect an immediate answer.
9. Respondents are responsible for checking the college's purchasing webpage for updates to the RFP and will be required to acknowledge receipt of the addenda in the RFP response.
10. Proposals may be withdrawn by written request from Respondent prior to the date and time established for the opening.
11. All late proposals will be rejected.
12. All proposals must be signed by a duly authorized representative of the firm; all unsigned proposals will be rejected.
13. Awarded Respondent will be notified after award of orders.
14. All proposal prices must be good for a period of ninety (90) days from the date of opening.
15. The price proposed is the full purchase price, including all materials and labor, service costs, delivery to destination, rigging expenses, balancing provisions no matter what the cause for imbalance, and includes all transportation and handling charges, premiums on bonds, patent royalties and all other overhead charges of every kind and nature. Unless otherwise specified, prices shall remain firm for the contract period. List all costs individually on a separate sheet.
16. Proposals shall be prepared simply and economically, providing a straightforward description of the respondent's capabilities to satisfy the requirements of this RFP. Emphasis should be on

- completeness and clarity of content, including all attachments and work samples.
17. There is no express or implied obligation for the college to reimburse firms for any expenses incurred in preparing proposals in response to this request.
 18. The college will issue a purchase order upon award by the college's Board of Trustees or after a fully negotiated and executed contract is signed.
 19. Invoices are paid monthly for work completed or as negotiated in the executed contract.
 20. The college's payment terms are net 30 days.
 21. The Prevailing Wage Act requires contractors and subcontractors to pay laborers, workers and mechanics employed on PUBLIC WORKS construction projects no less than the general prevailing rate of wages (consisting of hourly cash wages plus fringe benefits) for work of a similar character in the county where the work is performed.
 22. Waubensee Community College encourages the participation of qualified businesses owned by minorities, females and persons with disabilities in contracts the college awards. This policy shall be furthered by complying with the Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575/0.01 et seq. and by cooperating with the Illinois Business Enterprise Council.
 23. WCC belongs to the following consortiums and Group Purchasing Organizations: E&I (Educational and Institutional Cooperative Purchasing); Sourcewell, US Communities; TCPN/National IPA; Midwest Higher Education Compact Consortium, and the Illinois Public Higher Education Cooperative. If you have pricing agreements with any of these organizations, pricing should minimally reflect these discounts. The college expects to be provided with the best available pricing.

Evaluation Process

1. The college reserves the right to:
 - a. Select the proposal most responsive to the college's needs
 - b. Award the contract to the firm who will best serve the interests of the college at the college's sole discretion
 - c. Require a firm to submit any evidence of its qualifications as the college may deem necessary and to consider any evidence available such as financial, technical and other capabilities, including performance experience with past and present users
 - d. Request additional information or clarifications and to allow corrections of errors and omissions
 - e. Waive minor irregularities or variations to specifications in the process
 - f. Conduct any investigation of the qualifications of any firm that it deems appropriate
2. A selection committee consisting of the staff from the college will review all proposals and make a determination. Some factors may include:
 - a. Professional capacity to take on the work.
 - b. Proposed fee structure
 - c. Ability to perform within time and budget constraints

- d. Evaluation of potential work plans
 - e. Previous work experience and performance with similar institutions
 - f. Recommendations by references
 - g. Other pertinent information submitted
3. The college may invite one or more finalists to have key personnel who would be engaged in the provision of the services make presentation(s) and/or discuss the proposal. The college will not be liable for expenses incurred in attending this interview.
 4. At the college's discretion, the college may invite one or more finalists for a second interview. The college will not be liable for expenses incurred in attending this interview.
 5. The college will conduct contract negotiations with the firm whose proposal is deemed most responsive to the college's needs. Until the college acts formally to approve a contract, and until such contract is signed by both parties, the college is legally obligated in no respect. By this Request for Proposal, the college has not committed itself to undertake the work set forth.

Confidentiality & Proposal Ownership

1. RFP Ownership: All proposals to the RFP will become the property of Waubensee Community College and will not be returned.
2. Public Records Act: all materials received or created by the college are considered **public records** and subject to disclosure to third parties in accordance with the Freedom of Information Act (FOIA). These records include but are not limited to bid or proposal submittals, agreement documents, contract work product, or other information submitted by a vendor to the college.
3. If the Respondent requests that the college withhold their trade secrets, commercial information or financial information from disclosure to a third party in response to a FOIA request, the Respondent must include in its submittal:
 - a. A written notification specifically identifying such information
 - b. A statement that disclosure of such information will cause competitive harm to the Respondent
4. Any content not so marked by the Respondent at the time of submittal will be presumed to be open to public inspection.

SCOPE OF WORK

Summary

Waubensee Community College (WCC) seeks sealed proposals from qualified Firms (also referred to as Contractor, Respondent, Company and Vendor) to provide fire alarm maintenance services, support, repairs and testing of the Waubensee Community College Fire Alarm Mass Notification system for all campus locations. The agreement will be for three years with the option to renew for two additional one-year periods.

General

1. The Fire Alarm Contractor will be held responsible for material, storage, installation and testing.
2. It is **preferred** that the Fire Alarm Contractor shall be an Edwards Systems Technology (EST) designated representative and authorized to sell, install, and service EST Equipment.
3. The Fire Alarm Contractor will provide evidence that it has staff that can perform updates and configuration of the Edwards Fireworks system integration.
4. The Contractor shall have a minimum of two (2) factory trained and certified technicians for the system proposed. Certification documents required prior to award.
5. Firm shall be licensed by the State of Illinois Fire Marshal's Office to sell, install, and service fire alarm systems. Proof of current license required prior to award.
6. Actively engaged in business of selling, installing, and servicing fire alarm systems for at least five (5) years with minimum of ten (10) such installations completed and operating properly.
7. Equipment furnished shall be of current manufacturer (Edwards Systems Technologies).
8. Fire Alarm Contractor must be an authorized reseller.
9. No third-party service agreements will be approved.

Services

This agreement covers all Campus buildings and locations. Work performed to maintain said system during normal business hours (8:00am-4:30pm Mon. through Fri.), excluding holidays. Emergency services shall be available 24 x 7 x 365. Agreement includes all necessary performance testing for all devices along with electronic documentation included with a list of items that failed or performed poorly.

The annual full system performance test will be performed during a scheduled break in class activities based on the colleges annual calendar. Buildings will be broken down according to size and will be performed on a quarterly or annual basis. Batteries will require an annual test in conjunction with test schedule. The Mass notification system will also test all speakers and provide recommendations accordingly.

Testing hours can be after 11pm- work will be completed prior to 7am. The Contractor will provide sufficient manpower to accomplish the testing within a reasonable time determined by Waubonsee Community College.

This agreement will be a time and material-based agreement for any repairs performed. Contractor responsible to identify a parts pricing that allows for a 10% markup on all parts (Cost plus 10%). Supporting invoices will be provided with each invoice.

Any system alterations that potentially affects the system database will require that the Contractor not only update the panel backup but will require a Fireworks update so that the database alteration is in sync with the panel and Fireworks.

Contractor will Inspect, Test, Maintain, and Certify the fire alarm systems detailed on the "List of Equipment" below for all four Waubonsee Community College campuses. The Contractor will satisfy requirements of the lastest edition of NFPA 72, Chapter 10, conform to the equipment manufacturers recommendations, and verify operation of the fire alarm systems.

Inspection

A **visual inspection** of every device in the "List of Equipment" will be performed to ensure that no facility changes have occurred which could affect equipment or system performance based on the original design.

Testing

1. Every device and control function shown in the "List of Equipment" will be **physically activated** to ensure its functionality as designed and installed.
2. Testing takes into consideration the AHJ (Authority Having Jurisdiction) requirements, local ambient conditions and the manufacturer's recommendations.
3. Contractor will follow NFPA 72 recommended test methods and frequencies as a minimum guideline for system testing.
4. System configuration is verified during quarterly inspections and compared to existing records. Complete documentation of testing and a report of any deficiencies will be presented for review before the Technician leaves the facility.
5. Audible Testing will be conducted during off or non-operational hours and the schedule will be pre-approved by Waubonsee Community College.

System Software Updates

Microprocessor based systems will have the software upgraded when required to maintain the listing requirements of the AHJ.

Web-Based Reporting System

1. Company shall provide a web-based reporting system for creating, updating and maintaining all service work, inspections, and maintenance performed as part of this specification to Waubonsee Community College.
2. Web-based reporting system shall be capable of using a standard Internet browser such as Internet Explorer® or approved equivalent. No proprietary software of any kind shall be required for viewing data or reports online, and no charge shall be associated with the use of the reporting system by Waubonsee Community College to view reports or data.
3. Web-based reporting system shall be capable of downloading or uploading inspection history, new tests and inspections, and maintenance tasks to contractor's handheld devices for use in conducting inspections, tests, and or maintenance as described herein.
4. Web-based reporting system shall be capable of providing reports and data as either web pages, RTF files, or emailed reports, and shall utilize XML as an open and nonproprietary format

for integration with other systems and databases.

5. Online access to web-based reporting system must be available 24 hours a day, 365 days a year through an Inspection Portal provided by Company as required or at Portal specified by Waubensee Community College and indicated herein.

Inspection Portal and Online Access

1. Each system will receive one (1) full 100% functional test and visual inspection per year. An Annual Report will be filled out during each inspection, in accordance with the standards mandated by the 2007 edition of NFPA 72.
2. All photo-electric or ionization type smoke detectors will be opened and thoroughly cleaned and re-installed and functionally tested. Cleaning will not be required if awarded contract excludes cleaning of smoke detectors.
3. All manual pull stations will be pulled to ensure their proper function.
4. All fire sprinkler system tamper switches are to be functionally tested and activated. This is not a requirement to provide an inspection to the NFPA 25 Standard for the Inspection.
5. Testing, and Maintenance of Water-Based Fire Protection Systems. **Provided by others.**
6. All fire sprinkler system flow switches are to be functionally tested and activated, and the water flow retard time is to be noted for compliance with applicable code. **Provided by others.**
7. All horns, speakers, strobes, lights, bells and combination notification appliances devices are to be tested for proper operation.
8. All annunciator panels (displays, microphones) are to be checked for proper operation.
9. All duct detectors are to be checked and will be opened and thoroughly cleaned and re-installed and functionally tested. Confirm equipment shuts down when detector is checked, if equipment is in a normally operating state. Cleaning will not be required if awarded contract excludes cleaning of smoke detectors.
10. All power supplies will be inspected and battery systems are to be fully load tested and visually inspected for proper age and performance. Batteries that require replacement will be quoted.
11. All miscellaneous fire alarm detection, signaling and auxiliary control devices will be tested in accordance with the requirements herein, whether or not they are specifically called out or not. Failure to list each and every type of device or device functions of the existing devices and the acceptable test methods in no way relieve the respondent from performing the full required visual inspection and functional testing of said devices and functions.
12. Testing will be done during approved / agreed times or after normal hours of occupied operation.
13. The college's Chief Plant Operator will be given a two (2) week prior notification so employees will not be subject to evacuation.
14. Waubensee Community College will supply Maintenance personnel to allow the Contractor into the space, or will provide Contractor keys to get into the space that will be tested.
15. Waubensee Community College will supply access to regularly inaccessible areas including roof hatches, access panels, areas of continuous process operation.
16. The schedule will be at the discretion of the Contractor and approved by the Chief Plant

Operator.

17. The location of each and every device will be documented by room number, floor of elevation to include a directional coordinate when common sense dictates it be used to distinguish between similar devices.

Bar Code Based Software

1. Software must utilize a handheld device for conducting tests and inspections on all devices.
 - a. The handheld device must have an integrated bar code scanner, or utilize a plug-in module for scanning bar codes.
2. Bar Code based Software must be capable of recording inspection and testing information for each of the devices or items indicated in Table 7 a).

Table 7 a).		
Abort Station	Expander Panel	Operating Device
Addressable Relay	Exit Light Expander Panel	Phone Jacks
Addressable Module	Eye Wash Station	Phone Station
Annunciator	Fire Damper	Post Indicator
Aspirating Detector	Fire Dept Connection	Valve
Backflow RPZ	Fire Extinguisher	Power Supply
Battery	Fire Hose	Pressure Switch
Beam Detector	Fire Hydrant	Pull Station
Bell	Fire Pump	Range Hood
Breathing Apparatus	Flame Detector	Range
Breathing Cylinder	Gas Detector	Suppression
Cabinet	Gauges	Smoke Detector
Chime	Handset	Speaker
Chime/Strobe	Heat Detector	Speaker/Strobe
CO Detector	Heating System	Sprinkler
Communicator	Horn	Strobe
Control Panel	Horn/Strobe	Tamper Switch
Diesel Engine	Hose	Tank
Discharge Device	Hose Connection	Temperature Alarm
Discharge Nozzle	Hose Storage	Thermostat
Disconnect/Lockout	IR Detector Level Alarm	UV Detector
Duct Detector	Alarm	Valve
Door Smoke Detector	Main Drain	Waterflow Switch
Emergency Light	Main Reserve Switch	Water Storage Tank
Emergency Generator	Nozzles	

REQUEST FOR PROPOSAL (RFP)
Fire Alarm Maintenance, Testing, Support Agreement
07-19-002

3. At a minimum, data recorded by the software shall include the device type as listed in Table 7.1a, the manufacturer, the model number as indicated on the device, the date of installation (if available), the location in the building as defined by floor, direction, location and description of area where device is physically installed. The software shall also record the services performed during the test and inspection, the results of any such tests, and the recommendation for correcting any discrepancies found during the inspection.
4. Time and Date shall automatically be recorded whenever a bar code is scanned, or whenever service information is manually recorded on the handheld device. There shall be no means or method of changing the time and date once recorded by the user on the handheld device.
5. Software on handheld device must be capable of displaying all of the devices within a building sorted by either Bar Code number, Device Type or Location. Software shall be capable of viewing the devices or items remaining to be inspected or tested, the device or items that have been inspected and passed, and devices or items that have been inspected and failed or other discrepancy.
6. Software must be capable of using internal IrDA port for transmitting device inspection data to another handheld device for review or continued inspection. Software shall be capable of receiving transmissions of inspection data from multiple users into one complete or merged inspection for upload to web-based reporting system.
7. Software must be made available to Waubensee Community College for use on Palm OS® devices that are owned or used by Waubensee Community College. All software shall be readily available to download from portal provided for under this specification, including all updates and upgrades to software as may be available from time to time.
8. Software shall include all necessary synchronization utilities for using the Palm OS® handheld devices with the web-based reporting system. A copy of all software used in the performance of this specification must be made available to Waubensee Community College.

Online Forms Software and Forms Library

1. Online Forms software shall be provided for use under this specification. The Form software should allow the creation, editing and storage of forms on Palm OS® handheld devices, and the display of completed forms shall be provided within the Portal using a standard Internet browser.
2. Online Forms software shall be non-proprietary, and require no special software for creation and editing of forms other than the standard Internet browser
3. Online Forms software shall provide a selection of standard, industry specific forms acceptable to Waubensee Community College in an easy to use Forms Library. Forms shall be available to use as is or modified by Waubensee Community College to suit the specific needs of this specification.
4. Forms shall be capable of running on any handheld device, for wireless transmission to web-based reporting system or through the use of a desktop cradle or modem in an operation commonly referred to as a "hot-sync".
5. Forms shall be capable of printing from the handheld device to any IrDA equipped laser printer.

6. Forms may be viewed online via the web-based reporting system as either a web page, downloaded as an RTF file, or emailed as a Word Document.

Bar Codes

1. Bar codes used by the system must utilize Code 3 of 9 or other approved format and contain a minimum of eight (8) digits that comprise a unique serial identifier within the Web-based Reporting System. There shall be no duplication of serial numbers. Serial number shall be printed below the bar code for identification purposes.
2. Bar codes shall be limited in size to no more than 2" (5cm) in width, and 3/8" (2 cm), in height and shall include a Mylar® or other protective coating to protect the bar code from fading due to sunlight or exposure for up to 7 years.
3. Bar codes shall be installed on each device in such a manner as to require that scanning of the bar code take place no further than 12" from the device during inspection.
4. Bar codes shall be issued on a roll containing no less than 2500 bar codes. In order to prevent photocopying or reproduction of serialized bar codes, at no time shall bar codes be issued on a sheet or other format suitable for copier machines or other similar reproduction equipment.
5. Bar codes shall include a replacement warranty against deterioration due to sunlight for 7 years, and against manufacturer defect or failure for a period of 7 years from the date of installation. This warranty shall cover replacement of the bar code with the same product or like product as determined by the manufacturer. Warranty is void if tampering, improper use, or defacing of the bar code that would normally void manufacturer's warranty has occurred.

Backup/Archive Services and Security

1. Company shall provide secure online access to data and reports for a period of the lesser of three (3) years or the length the contract is in effect. All data and reports shall be available for access 24 hours a day, 365 days a year for a minimum of this period using only a standard Internet browser.
2. After the initial three (3) year contract period, a data archive shall be available for a minimum of two (2) years.
3. Data for the system shall be backed up daily onto other hard drive media. Tape backup systems are not permitted for data back-ups.
4. Web Reporting Servers shall be protected against power loss via UPS and maintained in a co-location by a party other than the respondent Company.

Corrective Maintenance

Necessary repairs for deficient or inoperable devices such as those found during the course of system testing, inspection or preventative maintenance, or have failed during operation will be repaired by virtue of the time and material agreement, and documented accordingly. Contractor will provide a written cost estimate prior to repair.

Emergency Service

Emergency service response between scheduled tests will be available 24 x 7 x 365 to minimize system downtime. Emergencies will be determined by Owner and Contractor.

List of Equipment

1. Device counts are the responsibility of the vendor to ensure accuracy.
2. Each Building will have a main annunciator panel and auxiliary panel associated with the devices.
3. All campus locations are monitored by a single control panel located at the Campus Police department, Sugar Grove Campus, Dickson Center.
4. There are approximately sixty (60) exterior speakers that work in conjunction with the mass notification / fire alarm system.
5. *Fire pump, dry systems and sprinkler testing performed by others.*

Edwards EST-3 addressable

- Edwards Fireworks server-2
- Mass Notification equipment included

Campus Operations-SG

- Manual Pull Stations -5
- Duct Smoke Detectors – 6
- Smoke Detectors - 1
- Water Flow - 1
- Mass Notification- yes
- Audible alarms-yes
- Visual alarms-yes
- Tamper switch - 2

Pump House-SG

- Manual Pull Stations - 2
- Heat Smoke Detectors – 2
- Smoke Detectors - 1

APC-SG

- Door interlocks - 2
- Manual Pull Stations - 16
- Duct Smoke Detectors – 6 Duct
- Heat Detectors - 4
- Water Flow - 3
- Mass Notification – yes
- Horn-Strobes-70
- Visual alarms- yes

- Elevator recall/Fire service elevator - 1
- Tamper switch - 4

Field House-Erickson-SG

- Door interlocks- 0
- Manual Pull Stations - 20
- Duct Smoke Detectors – 24
- Heat Detectors – 5
- Smoke Detectors m- 25
- Water Flow - 4
- Mass Notification – yes
- Horn-Strobes-76
- Audible alarms- yes
- Visual alarms- yes
- Tamper switch - 5
- Elevator recall/Fire service elevator - 2

Science Building-SG

- Manual Pull Stations – 9
- Duct Smoke Detectors – 2
- Heat Detector - 5
- Water Flow - 6
- Mass Notification- yes
- Horn-Strobes-73
- Audible alarms - yes
- Visual alarms - yes
- Tamper switch - 15
- Elevator recall/Fire service elevator – 1
- *Fire Pump -1- by others*

Central Plant-SG

- Manual Pull Stations - 2
- Heat Detectors – 4
- Smoke Detectors - 1
- Mass Notification- yes
- Audible alarms - 3
- Visual alarms - 3

Akerlow Hall-SG

- Door interlocks - 2
- Manual Pull Stations - 12

REQUEST FOR PROPOSAL (RFP)
Fire Alarm Maintenance, Testing, Support Agreement
07-19-002

- Duct Smoke Detectors – 8
- Heat Detectors – 32
- Smoke Detectors - 97
- Water Flow – 3
- Photo detectors-62
- Mass Notification- yes
- Horn-Strobes-43
- Audible alarms-yes
- Visual alarms-yes
- Tamper switch - 4
- Elevator recall/Fire service elevator – 1

Weigel Hall-SG

- Door interlocks - 5
- Manual Pull Stations - 10
- Duct Smoke Detectors – 5 Duct
- Smoke Detectors – 14
- Heat Detectors - 1
- Water Flow - 2
- Mass Notification – yes
- Horn-Strobes-93
- Audible alarms- yes
- Visual alarms- yes
- Tamper switch - 4

Collins Hall-SG

- Door interlocks - 2
- Manual Pull Stations - 28
- Duct Smoke Detectors – 11
- Smoke Detectors - 27
- Heat detectors - 11
- Water Flow - 2
- Mass Notification - yes
- Audible alarms - yes
- Visual alarms - yes
- Tamper switch - 2
- Elevator recall/Fire service elevator - 1

Auditorium-SG

- Door interlocks - 1
- Manual Pull Stations - 6

REQUEST FOR PROPOSAL (RFP)
Fire Alarm Maintenance, Testing, Support Agreement
07-19-002

- Duct Smoke Detectors - 4
- Heat Detectors – 5
- Smoke Detectors - 8
- Water Flow - 2
- Mass Notification-yes
- Horn-Strobes-17
- Audible alarms-yes
- Visual alarms-yes
- Tamper switch - 2
- Elevator recall/Fire service elevator - 1

Student Center-SG

- Door interlocks
- Manual Pull Stations - 17
- Duct Smoke Detectors - 7 Duct
- Heat Detectors - 4
- Water Flow - 2
- Mass Notification – yes
- Horn-Strobes-79
- Audible alarms - yes
- Visual alarms- yes
- Tamper switch - 4
- Elevator recall/Fire service elevator – 1
- *Food Service Hoods and suppression systems - by others*

Bodie Hall-SG

- Door interlocks - 1
- Manual Pull Stations - 18
- Duct Smoke Detectors – 6
- Heat Detectors – 4
- Photo Detectors-120
- Smoke Detectors - 40
- Water Flow - 6
- Mass Notification-yes
- Horn-Strobes-70
- Audible alarms-yes
- Visual alarms-yes
- Tamper switch/ supervisory-8
- Elevator recall/Fire service elevator - 1

Von Ohlen Hall-SG

- Door interlocks - 1
- Manual Pull Stations - 8
- Duct Smoke Detectors – 4
- Heat Detectors – 2
- Smoke Detectors - 26
- Water Flow - 1
- Mass Notification
- Horn-Strobes-75
- Audible alarms
- Visual alarms
- Tamper switch -1
- Elevator recall/Fire service elevator - 1

Ceramics-SG

- Door interlocks
- Manual Pull Stations -6
- Duct Smoke Detectors - 1
- Water Flow -3
- Mass Notification – yes
- Horn-Strobes-13
- Audible alarms - yes
- Visual alarms - yes
- Tamper switch – 2
- *Dry valve – 1 by others*

Building A-SG

- Door interlocks - 1
- Manual Pull Stations - 7
- Duct Smoke Detectors - 6 Duct
- Heat Detectors - 16
- Heat detectors - 2
- Water Flow - 3
- Mass Notification – yes
- Horn-Strobes-43
- Audible alarms- yes
- Visual alarms- yes
- Tamper Supervisory switch – 2

Dickson Center-SG

- Door interlocks - 0

- Manual Pull Stations - 13
- Duct Smoke Detectors – 6 Duct – 93 Smoke
- Heat Detectors - 7
- Water Flow - 4
- Mass Notification- yes
- Audible alarms – yes
- Horn-Strobes-53
- Visual alarms- yes
- Tamper switch - 20
- Elevator recall/Fire service elevator – 1
- Fire Pump-1 by others
- *Data Room suppression system - by others*

Autobody-SG

- Door interlocks - 0
- Manual Pull Stations - 7
- Duct Smoke Detectors - 0
- Heat Detectors – 20
- Smoke Detectors - 7
- Mass Notification- yes
- Horn-Strobes-23
- Audible alarms- yes
- Visual alarms-yes

Henning Computer Center-SG

- Door interlocks - 0
- Manual Pull Stations - 7
- Duct Smoke Detectors - 2
- Heat Detectors – 7
- Smoke Detectors - 2
- Mass Notification- yes
- Horn-Strobes-16
- Audible alarms- yes
- Visual alarms-yes

Aurora Downtown Campus

- Door interlocks -4
- Manual Pull Stations - 6
- Duct Smoke Detectors – 11
- Heat Detectors – 10
- Photo Detectors - 184

- Water Flow - 7
- Mass Notification- yes
- Horn-Strobes-143
- Audible alarms- yes
- Visual alarms- yes
- Tamper / Supervisory switch - 21
- Elevator recall/Fire service elevator – 2
- *Fire Pump / Jockey -1- by others*

Plano Campus

- Photo Detectors-10
- Manual Pull Stations - 7
- Duct Smoke Detectors – 4
- Heat Detectors – 3
- Water Flow – 2
- Supervisory - 6
- Mass Notification- yes
- Horn-Strobes-46
- Audible alarms- yes
- Visual alarms- yes
- Tamper switch - 7
- Elevator recall/Fire service elevator - 1

Fox Valley Campus

- Door interlocks – 5
- Photo Detectors-6
- Manual Pull Stations - 11
- Duct Smoke Detectors – 8
- Heat Detectors-3
- Water Flow - 4
- Mass Notification-yes
- Horn-Strobes-46
- Audible alarms-yes
- Visual alarms-yes
- Tamper switch - 7
- Elevator recall/Fire service elevator - 1

PROPOSAL REQUIREMENTS AND FORMAT

Format

1. Firms shall provide a straight-forward, concise description of your firm's capability to satisfy the requirements of this RFP and perform the work described in this RFP. Prepare your responses to this RFP in the format and sequence specified below. Respond specifically to each item in the order as provided. Failure to comply may result in the college rejecting your proposal as non-responsive.
2. **Hard Copy** - Firms shall provide one (1) original and two (2) copies of their submittal.
 - a. Do not submit binders. Stapled or coil bound is acceptable.

Authorization

1. Submittal response must include a signed Authorization Form and all documents noted on the cover page.

Firm Information

1. Provide a brief description of your firm, including but not limited to the following:
 - a. Company name with address and telephone. Name of the principal(s) of the firm.
 - b. Name, telephone number, and email address of a representative of the firm authorized to discuss the proposal.
 - c. Addresses of all offices of the firm. Identify the office which will fulfill this agreement.
 - d. Number of employees of the firm.
 - e. Number of years in business under current name and any past corporate names or affiliations.
 - f. Statement of whether there are any ongoing, pending, or potential legal actions against the firm.
2. Describe the organization, date founded and ownership of your firm and regulatory bodies your firm reports to. Has the firm experienced a significant change in organizational structure, ownership or management during the past three years and, if so, please describe.
3. Identify any work to be subcontracted and provide company name, contact information, deliverables to be produced and tasked to be performed.
 - a. Waubensee Community College reserves the right to reject any subcontractor.
 - b. If a subcontractor or supplier is needed to fulfill contract requirements, please consider using a small or disadvantaged business. The State's policy is to promote small businesses, including those owned by Veterans, businesses owned and controlled by minorities, females, and persons with disabilities, and sheltered workshops for the severely disabled. We encourage the use of these companies on State contracts and in your commercial activities. See

<https://www.illinois.gov/cms/business/sell2/bep/Pages/default.aspx> for more information regarding these programs.

Experience

1. Describe your firm and its capabilities.
2. Detail the firm's direct experience and expertise in providing fire alarm maintenance, testing, and support.
3. Key management and key personnel that would be assigned to this project. Indicate which principals and associates from your firm would be involved in providing services to the college. Provide appropriate background information for each such person and identify his or her responsibilities. Principals involved in providing servicing under this project require a minimum of five years' experience.
4. Provide a minimum of three (3) education client references for similar services performed, preferably services performed for community colleges.

Quality Requirements

1. Internal Quality Programs
 - a. Describe your internal quality program. How will you ensure that all of Waubonsee's requirements are met, including cost, schedule and functional requirements?
2. Internal Training Program
 - a. Describe your internal training program. How do you maintain and upgrade the skills of your functional and technical experts.
3. Testing Process
 - a. Describe your system testing methodology. How will you ensure that system functionality is sufficiently tested?
4. Implementation Plan
 - a. Please provide a proposed implementation process outline that starts with initial contract agreement and ends with maintenance of a completed implementation. Include brief descriptions of each phase and projected timeframes.
5. Ongoing System Maintenance and Support
 - a. After implementation, how are questions and requests for programming changes and technical assistance handled?
 - b. Describe your customer support organization, including structure, industry experience and whether supported in-house or outsourced. Specifically, describe the escalation process and ability to access program managers and developers.
 - c. What are the types of costs associated with support, if any, and do support options exist? Indicate levels of support and benefits of each.

- d. What hours (in terms of Central Standard Time) are customer support personnel available? Is 7 day/24 hour support available? Describe web-based support available.
- e. What are the options, and associated costs, for your software maintenance agreement?

Fees & Services

1. Describe the way you propose to be compensated for your services. Include ALL costs to meet the requirements. For Time & Material, please include hourly-rates of staff and total hours for each.
2. Please provide hourly rates for 100 hours of prepaid labor for Fireworks database updates.
3. Please provide hourly rates for 200 hours of prepaid labor for Fireworks database updates.

Additional Questions to be Answered

1. What would you need from the college to complete this project? Identify all physical resource requirements that WCC needs to provide.
2. Is this bid part of a consortium or cooperative contract? If yes, identify consortium/cooperative and contract name/number.

Additional Documentation

1. Provide a sample copy of your firm's contract for these services including all terms and conditions.
2. Firms may provide brochures, reports or other information in support of this proposal as an attachment to the proposal in 8.5" x 11" format. Do not include oversized brochures or sales materials. Catalogs or brochures may not be submitted in lieu of responses to an item.
3. Discuss any topics not covered in this RFP that you would like to bring to the college's attention.

RFP AUTHORIZATION FORM

All Respondents are required to complete and sign this form.

I HEREBY AUTHORIZE THIS PROPOSAL, ACKNOWLEDGING THAT I UNDERSTAND AND AGREE TO THE PROVISIONS OF THIS RFP. I WARRANT THAT ALL INFORMATION PROVIDED IN THE SUBMITTED PROPOSAL IS TRUE AND ACCURATE. I FURTHER WARRANT THAT FAILURE TO HAVE READ ALL THE PROVISIONS OF THIS SOLICITATION SHALL NOT BE CAUSE TO ALTER ANY RESULTING CONTRACT OR REQUEST ADDITIONAL COMPENSATION.

Name of Company

Address

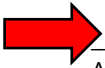
City

State

Zip Code

Telephone Number

Fax Number



Authorized Signatory

Date

Print Name

Title

Email Address

Questions to be Answered

1. Is this bid part of a consortium or cooperative contract? If yes, identify consortium/cooperative and contract name/number:

2. What is your warranty for parts and labor? _____
3. What is the lead time from receipt of purchase order? _____

Acknowledgement of Addenda (if any)

I acknowledge having received addenda # _____.

CERTIFICATIONS

All Respondents are required to complete and sign this form. Completed form must be returned with RFP no later than the advertised deadline. Failure to return this completed form may result in disqualification.

Respondents are cautioned to carefully read these certifications prior to signing below. Signing this page shall constitute a warranty by the undersigned that all of the statements, certifications and information set forth within these certifications are true, complete and correct as of the date signed. The undersigned is notified that if the college learns that any of the following certifications were falsely made, any contract entered into with the undersigned shall be subject to termination.

1. Prevailing Wage Act. To the extent required by law, Contractor shall not pay less than the prevailing wage as established pursuant to an Act Regulating the Wages of Laborers, Mechanics, and Other Workman employed under Contract for Public Workers 820 ILCS 130/1 et seq. Our company certifies that it is eligible for bidding on public contracts and has complied with section 11a of the Prevailing Wage Act, 820 ILCS 130.01-12.
2. Human Rights Act. To the extent required by law, Contractor shall abide by the Illinois Human Rights Act, 775 ILCS 10/0.01 et seq.
3. Drug Free Workplace. To the extent required by law, Contractor shall abide with the requirements of the Drug Free Workplace Act 30 ILCS 580.1 et seq.
4. Sexual Harassment Policy. Contractor represents by the signing of this agreement that it has a written sexual harassment policy that is in accordance with 775 ILCS 5/2-105 (A) (4).
5. Non-debarment. By executing this agreement Contractor certifies that it has not been debarred from public contracts in the State of Illinois for violating either 33E-3 or 33E-4 of the Public Contracts Act, 720 ILCS 5/33E-1 et seq.
6. Fair Employment Practice: Company is in compliance with all State and Federal laws regarding Fair Employment Practice as well as all rules and regulations.
7. Our company has an Equal Employment Opportunity and Affirmative Action Program which complies with Executive Order 11246, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and the Rehabilitation Act of 1973.
8. Our company certifies that it is eligible for bidding on public contracts and is not in violation of either paragraph 33E-3 or 33-E-4 of Public Act 86-150, 720ICLS 5 with regards to bid rigging/bid rotating.
9. When required by law, the bidder and all bidder's subcontractors must participate in applicable apprenticeship and training programs approved by and registered with the United States Department of Labor's Bureau of Apprenticeship and Training as required by Illinois Public Act 093-0642.

Authorized Signatory: _____ **Date:** _____

CONFLICT OF INTEREST DISCLOSURE AND NON-COLLUSION FORM

All Respondents are required to complete and sign this form. Completed form must be returned with Proposal no later than the advertised deadline Failure to return this completed form may result in disqualification.

Conflict of Interest Disclosure

Waubonsee Community College is requiring that any and all relationships with the college, its administrators, trustees, committee member, or any other employee of the college be disclosed in writing as a part of any proposal submitted. Contact in regards to this Proposal with any employee of Waubonsee Community College during the pre-award period, except as noted in the solicitation, is strictly forbidden and is considered sufficient grounds for dismissal from the RFP process.

Define the relationship with any Waubonsee Community College administrator, trustee, committee members, or their immediate family member, with which your company or any of its owners, officers, trustees, employees does business with, or for which there is an opportunity to influence a related college decision.

Respondent certifies that there is no known conflict of interest with any WCC administrator, trustee, committee member or employee of the college.

Non-Collusion Statement

The undersigned affirms that he/she is duly authorized to execute this contract and that this company, corporation, firm, partnership or individual has not prepared this Proposal in collusion with any other Company, and that the contents of this Proposal as to prices, terms or conditions of said RFP have not been communicated by the undersigned, nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this Proposal.

The undersigned further affirms that this Proposal was prepared independently for this project and that it contains no fees or amounts other than for legitimate execution of this work as specified and that it includes no understandings or agreements in restraint of trade.

Firm Name: _____

By: _____
(Authorized Signatory)

_____ Title

STATE OF ILLINOIS BUSINESS ENTERPRISE FOR MINORITIES, FEMALES, AND PERSONS WITH DISABILITIES ACT INFORMATION

Vendor shall provide the following information on the status of its business so that the College can comply with the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/1, et seq.

Identify Business Status (___ MBE ___ WBE ___ DBE ___ VOB)

- African American
- Alaskan Native/Native American
- Asian American
- Disabled
- Female
- Hispanic American
- Veteran
- Not Applicable

Small Business

- HUBZone small business
- Service-disabled veteran-owned small business
- Small Business
- Small disadvantaged business
- Veteran-owned small business
- Women-owned small business
- Not Applicable

Certifying Organization

- DCMS (Department of Central Management Services) Business Enterprise Program
- CMBDC (Chicago Minority Business Development Council)
- IDOT (Illinois Department of Transportation)
- WBDC (Women's Business Development Center)
- Other (Please Specify)
- Not Applicable

For more information please visit:

<http://www.illinois.gov/cms/business/sell2/bep/Pages/Default.aspx>

Appendix A - INSURANCE AND INDEMNITY REQUIREMENTS

1. **SAFETY:** The Contractor, its agents, employees, material men and its Subcontractors will perform all work on the project in a safe and responsible manner, and in compliance with all Federal, State and local safety requirements and standards.
2. **INDEMNIFICATION:** The work performed by the Contractor shall be at the risk of the Contractor exclusively. To the extent permitted by law, Contractor shall indemnify, defend, and hold harmless Owner, affiliated companies of Owner, their partners, joint venturers, representatives, members, designees, officers, directors, shareholders, employees, agents, successors, and assigns ("Indemnified Parties"), from and against any and all claims for bodily injury, death or damage to property, demands, damages, actions, causes of action, suits, losses, judgments, obligations and any liabilities, costs and expenses (including but not limited to investigative and repair costs, attorney's fees and costs, and consultants' fees and costs) which arise in whole or in part or are in any way connected with the Work performed, Materials furnished, or Services provided under this Agreement by Sub-Contractor or its agents.
3. **INSURANCE:** The insurance required shall be written for the duration of the Contract in amounts not less than the following minimum limits or as required by law whichever is greater. The Insurer must give the college at least 30 days prior written notice of cancellation and termination of the firm's coverage thereunder. All subcontractors the firm hires must comply with the same requirements.
 - a. Professional Liability: \$5 million dollars
 - b. Comprehensive General Liability including Contractor's protective liability, Contractual liability, Completed Operations and Products liability. The latter shall be written for a period of one year from the date of acceptance by the Owner, to be renewed annually as long as the contract is in force. Minimum limits shall be as follows:
 - i. Not less than \$1 million dollars Each Occurrence, \$2 million Products/Completed Operations aggregate, \$1 million Personal and Advertising Injury limits, and \$2 million General Aggregate subject to a per project aggregate.
 - ii. **Firm shall provide Waubensee Community College with a Certificate of Insurance and endorsement naming Waubensee Community College District No. 516, its officers, agents, employees and assigns as Additional Insured thereunder on a primary and noncontributory basis.**
 - c. Workman's Compensation as required by all applicable laws including employer's liability in the amount of \$500,000.00 or as otherwise limited by law.
 - d. Comprehensive Business Automobile Liability including non-ownership and hired car coverage as well as owned vehicles. Minimum limits shall be as follows:
 - i. Written in the amount of not less than \$1 million each accident and covering any auto.
 - e. Umbrella Liability Insurance: Written in the amount of no less than \$2 million each accident.
4. **PROPERTY INSURANCE:** It is agreed that the Contractor shall purchase and maintain property insurance for its material left at the job site. Contractor waives all rights of subrogation against Owner for loss of, or damage to, Contractor's work, tools, machinery, equipment, materials or supplies.

Appendix B - OVERVIEW OF TECHNICAL REQUIREMENTS

Current Technical Environment

Banner ERP

- Back office v 9
- Self Service v 8.6

Servers

- HP Blade/SAN/VMWare
- Windows Server 2003, 2008 and 2012
- Windows Virtual Server 2016
- Physical and Virtual

Workstations Environment

- Windows 7 and 10
- Mac OS

Network

- Novell/LDAP/Active Directory authentication
- PaloAlto Firewall/Juniper Network

Sign-On Protocols

- SAML 2.0
- LDAP

END OF DOCUMENT