

REQUEST FOR PROPOSAL FOR THE PROVISION OF ACCESS CONTROL PROJECT FOR SKOKIE PUBLIC LIBRARY

Skokie Public Library is requesting proposals for the installation and support of an access control system for forty (40) doorways and two elevators. A description of the doors and elevators is in the following Appendix.

Sealed proposals, clearly labeled "Proposal-Access Control Project", will be received weekdays between 9am and 5pm in the Administrative Office, Skokie Public Library, 5215 Oakton Street, Skokie, IL 60077, until Monday, August 28, 2017, at noon. Proposals received after noon on that day will not be accepted. All proposals will be required to include a list of five clients as references.

Request for proposal documents may be obtained on the library's website <https://skokielibrary.info/about/rfps/> beginning Wednesday, August 9, 2017. There will be a pre-proposal meeting and walkthrough for interested bidders to be held on Wednesday, August 16, 2017 at 9:30 am starting at the library's west entrance lobby with our Maintenance and Security Manager, Rich Simon.

The following Appendix identifies the locations of proposed access control installations and specifies whether the location is to be a battery or hardwired installation. The doorways are identified as single or double on the Appendix. All exit doors (indicated on Appendix) must be designed to unlock automatically when the fire alarm system activates. There are also two elevators as part of this access control installation. These two Westinghouse elevators will require access control to restrict users access to the third floor. There should be a card reader bypass installed in these elevator cars to provide authorized access to the third floor. The third floor call button shall continue to provide continuous service going down without restriction. All double door locations will require magnetic locks. All doors that currently have automatic door operators will need to have that function continue to operate in coordination with the access control installation. Two office doors will require a video intercom system installation and one existing video intercom system currently on the Administration door will need to function with the new access control. Bidders are expected to provide the complete installation including any necessary hardware, electrical connections, software and support of the installation system. Floor plans identifying door locations and contact information for our elevator contractor will be furnished upon request or at the pre-proposal meeting and walkthrough.

Submit questions to: Rich Simon, Maintenance and Security Manager
Skokie Public Library
rsimon@skokielibrary.info or 847.324.3125

Submit sealed proposal to: Administrative Office
Attention: Richard Kong, Director
Skokie Public Library
5215 Oakton Street
Skokie, IL 60077

Proposals will be evaluated by the Director and Maintenance and Security Manager. The selected proposal will be presented to the Board of Library Trustees at their Wednesday, September 13, 2017 board meeting. All proposals will be open for acceptance for a period of 60 days from deadline for receipt of quotes, and may not be revoked or withdrawn during that period. The library reserves the right to accept or reject any and all proposals, to waive technicalities, and to accept or reject any items of any proposal.

ACCESS CONTROL PROJECT

Company Name: _____

Representative Name: _____

1. General

- 1.1. The Contractor shall employ personnel who are experienced and competent in all tasks to be provided under this agreement. The Contractor is responsible to make sure that their personnel are properly trained to perform all tasks expected of them and of all safety requirements according to OSHA requirements.
- 1.2. The Contractor's employees shall be carefully interviewed, screened, and covered by Bond. Every employee who works in the library will be bonded for at least \$5,000.00.
- 1.3. In all hiring related to this agreement, the Contractor is expected to advertise and afford equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, order of protection status, military status, sexual orientation, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service. The Contractor shall comply with the provisions of the Equal Opportunity Clause, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights.
- 1.4. The Contractor shall be licensed with the State of Illinois.

2. Insurance

- 2.1. The Contractor shall provide public liability and property damage insurance covering all of the Contractor's operations on library property. General liability insurance coverage shall be for not less than \$1,000,000. each occurrence, with additional umbrella liability of not less than \$1,000,000.
- 2.2. The Contractor shall provide Worker's Compensation Insurance, including occupational disease provisions, as required by Illinois statute for all of the Contractor's employees performing work related to this agreement.
- 2.3. To the fullest extent permitted by law, the Contractor shall indemnify, keep and save harmless the Owner and its agents, officers, and employees, against all injuries, deaths, losses, damages claims, suits, liabilities, judgments, costs and expenses which may arise directly or indirectly from any negligence or from the reckless or willful misconduct of the Contractor, its employees, or its subcontractors. The Contractor, its employees, or its subcontractors. The Contractor shall at its own expense, appear, defend, and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connected there with, and, if any judgment shall be rendered against the Owner in any such action, the Contractor shall, at its own expense, satisfy and discharge the same.
- 2.4. With the proposal, the Contractor shall provide proof of insurance and bonding. On or before the effective date of this agreement, the Contractor shall provide a certificate of insurance evidencing that Skokie Public Library has been named as additional insured and that the Contractor's insurance policies will not be changed or canceled during their term until after at least thirty (30) days prior notice has been given by registered mail to Skokie Public Library.

2.5. Contractor shall be responsible for any necessary permits and will secure such from the Village of Skokie, County of Cook, and/or State of Illinois.

3. Agreement Terms

3.1. Contractor will provide Skokie Public Library work for the Access Control Project as outlined in the amount of \$_____.

3.2. Acceptance of Contract:

Skokie Public Library

Contractor

(Representative)

(Representative)

(Title)

(Title)

(Date)

(Date)

Appendix

Totals

# Doors	Single	Double	Exit	Powered	Mag. Locks	Battery	Hardwired
40	31	7	7	1	5	11	29

Doors

Floor	Door Description	Lock Power	Single / Double	Exit Door	Powered Door	Mag. Lock	Comments
3	Admin office	Hardwired	Single				
3	Board Room	Hardwired	Double			x	
3	ACL office	Hardwired	Single				
3	staff lounge	Hardwired	Single				
3	YS office	Hardwired	Single				
3	IT Office	Hardwired	Single				
3	Access Services (ent. 1)	Hardwired	Single				
3	Access Services (ent. 2)	Hardwired	Single				
3	north stairwell	Hardwired	Single	x			
3	south stairwell	Hardwired	Single	x			
2	south stairwell	Hardwired	Double	x		x	
2	north stairwell	Hardwired	Single	x			
2	mechanical room-south door	Battery	Double				
2	Business center	Battery	Single				
2	mechanical room (north stairwell)	Battery	Single				
1	north stairwell	Hardwired	Double	x		x	
1	network closet north stairwell	Battery	Single				
1	Youth lab	Battery	Single				
1	Boombox	Battery	Single				
1	Program Room	Hardwired	Single				
1	Radmacher (left)	Hardwired	Single				
1	Digital Media Lab (DML)	Hardwired	Single				
1	High School Lounge	Hardwired	Single				
1	Bookmobile office (to library)	Hardwired	Single				needs video intercom system
1	Bookmobile office (to garage)	Hardwired	Single				
1	Bookmobile garage (to outside)	Hardwired	Single				
1	Community Services office	Hardwired	Single				needs video intercom system

1	AV Office	Battery	Single				
1	AV closet 1 (AV equip.)	Battery	Single				
1	AV closet 2 (storage)	Battery	Single				
1	Cust. Serv. Mgr office	Battery	Single				
1	entrance (loading dock)	Hardwired	Single				
1	entrance (south staff)	Hardwired	Double				
1	S. staff hall access	Hardwired	Double	x	x	x	
1	kitchen (from south hallway)	Hardwired	Single				
1	Radmacher to south hallway	Hardwired	Single				
1	Loading dock to s. hallway	Hardwired	Double			x	
1	Door from PA to outside	Battery	Single	x			
	Lobby Elevator #1	Hardwired					Restricts access to 3rd floor with card reader bypass
	Lobby Elevator #2	Hardwired					Restricts access to 3rd floor with card reader bypass