

ROCK ISLAND COUNTY FOREST PRESERVE DISTRICT
REQUEST FOR PROPOSAL (RFP)
ZOO SECURITY SERVICES
FOR
NIABI ZOO

1. PURPOSE OF REQUEST

The Rock Island County Forest Preserve District (District) is seeking proposals for contracted security services at Niabi Zoo for observation and protection of the grounds and facilities in the evenings and nights when the zoo is not open to the public. The District is committed to taking preventative measures to protecting its assets and ensuring such assets are not vandalized, stolen or damaged. The District is requesting proposals for a security services to furnish physical security services, supplies and equipment as necessary to provide and report to the District and law enforcement authorities trespassing, vandalism or other such nefarious acts that would be considered a loss of assets or create a liability at Niabi Zoo, 13010 Niabi Zoo Road, Coal Valley, IL 61240.

2. INSTRUCTIONS TO VENDORS

Thank you for your interest in providing the District with your products and services. The District is soliciting proposal from Vendors in the community that have interest in providing the following services and equipment for security at:

Niabi Zoo, 13010 Niabi Zoo Road, Coal Valley, IL 61240

- One (1) security personnel on grounds from 8:00 PM to 4:00 AM
- Security personnel shall perform regular rounds/inspections of the grounds and facilities through visual site checks and physical checks of gates and buildings.
- Security personnel shall monitor existing building security and life support systems, investigate such incidents when alarms denote an emergency and notify zoo personnel of all alarm situations through written and oral reporting methods.
- Assist zoo personnel in providing security for evening or special events within required hours of observation.
- Understand implement District facility emergency response protocols and participate in drills mandated by for Zoo accreditations/certifications and any state or federal regulations.
- All security personnel must possess and maintain emergency first aid and CPR/AED certification.
- The District is seeking a three (3) year agreement that will begin July 1, 2019 and end June 30, 2022.

3. TIME SCHEDULE

To submit a proposal, please provide the information requested in Section 4.D. below and return to Rock Island County Forest Preserve District no later than 4:00 PM, on Wednesday, March 6, 2019. Mailing and street address: Rock Island County Forest Preserve District, 19406 Loud Thunder Road, Illinois City, IL 61259. If you have any questions, please call Lee Jackson, Zoo Director, (309) 799-3482 x 234 or email ljackson@niabizoo.com

GENERAL SPECIFICATIONS

All applicants are encourage to visit Niabi Zoo prior to submitting a proposal. Prospective Vendors are advised to determine if any specific licenses or registrations are required. All Vendors must be in satisfactory standing with the State of Illinois Department of Business and provide a certificate of good standing. It is the responsibility of the Vendor to verify that adequate amenities are available to support the specifications requested to be provided at Niabi Zoo. The costs of any modifications to Niabi Zoo to

accommodate services and equipment provided shall be the responsibility of the Vendor and such modifications will be made at the discretion and supervision of District (Niabi Zoo) personnel.

The Vendor selected understands and agrees that the District will grant approval for security services through a contractual agreement. The contractual agreement will only confer permission to use the premises described to assist the District staff in security of the buildings and grounds at Niabi Zoo. The selected Vendor's expenditure of capital and/or labor in the course of use, occupancy and/or expenditure of money thereon. The District will grant no more than one Vendor a personal, revocable and unassignable privilege to provide security services to the District' Niabi Zoo property during the term of July 1, 2019 to June 30, 2022.

A. FEES DUE FROM VENDOR

If your proposal is accepted, any donations or compensation pertaining to the contractual agreement will be required within 30 days of the executed contractual agreement for calendar year 2019 and then each April 1st of the remaining years of the contractual agreement.

B. PRICING

Prices for currently available services and products must be submitted in the proposal and fixed for the throughout the term of the contractual agreement. The proposal may include a "not to exceed increase".

C. INSURANCE REQUIREMENTS

1. The Vendor will be required to furnish proof of Commercial General Liability Insurance in the amount of one million (\$1,000,000) dollars per occurrence and two million (\$2,000,000) in aggregate for bodily injury, property damage and product liability. Acceptable proof shall include a Certificate of Insurance naming the Rock Island County Forest Preserve District as an additional insured and an Additionally Insured Endorsement for said proposal and contractual agreement.
2. Workers Compensation Insurance will be required to cover all persons employed by the Vendor engaged in the performance of the work hereunder.
3. Business Auto Liability Insurance in an amount no less than one million (\$1,000,000) per occurrence will be required.
4. Indemnification and Hold Harmless – The successful Vendor agrees that the District shall not be liable for any damage or injury of whatever nature to any person or property occurring on the premises subject to an Agreement as a result of any activities of the Vendor or its use of the premises during the term hereof. The Vendor shall hold the District harmless from any and all claims which may arise from such damage or injury above-mentioned and shall, at its own cost and expense, defend any and all actions that may be brought against the District upon such claims and pay any and all judgements that may be recovered against the District on such actions, provided, however, the District shall be liable, and the Vendor shall have no obligation to indemnify the District, to the extent that such damage or injury is caused by the sole negligence of the District or any of its agents or employees.
Failure to provide insurance information may result in disqualification from further consideration.

D. BASIC PROPOSAL REQUIREMENTS

Proposals should be prepared simply, providing a straight forward and concise description of Vendor capabilities to satisfy the requirements of this request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content.

All proposals must include the following information:

1. Legal name of organization, business and/or individual of those submitting the RFP. Include address of principal place of business, phone numbers, email contact and primary person to contact for sales and service.
2. A narrative background of proposer's ability and experience in providing products and services.
3. In each proposal, please address the following:
 - a. Please identify the services and products you propose to provide.
 - b. Please list the initial prices of the above items.
 - c. Please describe your safety procedures.
 - d. What type, if any, temporary or permanent site improvements will you propose?
4. A minimum of two references indicating recent experience pertaining to building and grounds security services.
5. An explanation of routine inspection and reporting of incidents to owners/operators in which contracted.
6. State any dates, days and hours you propose in which services shall not be provided or create additional expenses.
7. Please provide a statement outlining how incidents will be documented and reported.
8. A copy of the contractual agreement with the terms of this proposal outlined.

E. SELECTION CRITERIA (RFP EVALUATION)

The objective of this RFP is to obtain dependable, cost effective and quality security services. The District will review the proposals, determine the proposal deemed most advantageous to the District, and may interview the Vendor if necessary, and make a final recommendation regarding the award to the qualified proposer offering the best services to the District.

5. TERMS & CONDITIONS

Please note the following general requirements that apply to all RFP submittals.

- A. The District reserves the right to reject any and all proposals, to waive minor irregularities in any proposal, to request clarification of information submitted, to request additional information from any proposer, and to make the final decision as to the best proposal.
- B. The contractual agreement resulting from acceptance of a proposal by the District shall be provided by the Vendor and reviewed by the District's legal representatives before being approved by the District and shall reflect the specifications in this RFP.
- C. The District shall not be responsible for any costs incurred by the proposer in preparing, submitting or presenting its response to the RFP.
- D. The Vendor will be responsible to negotiate agreements with all their supply vendors.
- E. The successful Vendor shall comply with standards and recommendations of the state and local law enforcement offices and agencies in all matters.
- F. The successful Vendor shall be required to comply with all Federal, State, County and jurisdictional laws, regulations and codes with regards to licenses or permits to do business, and all other matters. The Vendor further agrees not to allow any employee or volunteer to work at the District's property who does not comply with Section 10 of the agreement. Failure by the Vendor to comply with this requirement is grounds for immediate termination of the agreement.
- G. The Contractor shall have the responsibility of abiding by all of the Forest Preserve District policies pertaining to vendors and contractors, which shall be provided upon award of the project.
- H. The successful bidder agrees to abide by the Rock Island County Forest Preserve District payment procedure in which bills received prior to the 25th day of the month are processed and paid by check on approximately the 25th day of the next month.

6. PERFORMANCE EXPECTATIONS AND STANDARDS

The District will continually evaluate the performance of the Vendor. The District will evaluate performance based on service quality and feedback from District management. The District expects the Vendor to meet management expectations. Vendor's must provide high quality and effective customer services and treat all customers and District staff with courtesy. Vendor employees shall exercise courtesy and consideration in their relations with the public and present a professional neat and clean appearance.

7. SUSPENSION OF OPERATIONS

In the event of a dispute, whether between the Vendor and the public or the Vendor and the District, the District reserves the right to immediately suspend operations for up to 48 hours for investigative purposes. A written suspension notice stating just cause for suspension and suspension term must be presented to the Vendor at time of suspension. Within the 48 hours, the District must provide the Vendor with a written recommended course of action or corrective measures.

8. TERMINATION OF CONTRACTUAL AGREEMENT

A contractual agreement may be immediately terminated by the District without prior notification if operations are found to be detrimental to the safety and health of the District's staff, zoo animals or general public. The Vendor must give thirty (30) days written notice to the District in order to terminate the agreement. The District reserves the right to terminate the Vendors agreement, with or without cause, with thirty (30) days written notice to Vendor.

9. LICENSING AND REGULATIONS

The Vendor will be responsible for securing and maintaining and displaying where applicable, all licenses required by the applicable authorities to operate such services.

10. VENDOR EMPLOYEES

The Vendor will not use a person as an employee to install or service equipment or deliver goods that has been convicted of crimes against vulnerable persons, such as children, the elderly or the disabled; crimes of dishonesty; or crimes using or threatening violence including, but not limited to the use, display or threat of a weapon.

11. EXCLUSIVE RIGHTS

The District reserves the right to restrict the Vendor from its property during any special event, based on the type and nature of the event. The District retains the right to determine which events will require multiple vendors. The contractual agreement is not applicable to events catered by a third party at Niabi Zoo i.e. facility rentals for personal or corporate purposes.

12. ACCOUNTS, BOOKS, AND RECORDS

The Vendor shall keep such books and records showing accurate and complete data in connection with the Vendor's operations. The contractual agreement will stipulate the right at all times to examine and audit all said records; and to re-examine and re-audit same.

13. ASSIGNABILITY

The Vendor operator shall not assign any interest in the contractual agreement and shall not transfer any interest in same.

14. RELATIONSHIP

Nothing contained in the contractual agreement shall establish an employer-employee relationship between the Vendor and its employees, subcontractors or independent contractors and the District. The Vendor shall be solely responsible and shall assume exclusive liability for the actions, conduct, supervision and instruction of its employees, subcontractors or independent contractors.

15. MAINTENANCE

Vendor is responsible for cleaning, maintaining and repairing all equipment required. The Vendor is responsible for removing all trash from the site as needed. The District will provide any such reasonable type daily maintenance to equipment placed on District property.

16. UTILITIES & SERVICES

The District will provide access to electrical service. Additional services should be included in the proposal or requested in writing.