

LakeCounty

Purchasing Division

<http://doingbusiness.lakecountyil.gov/>

Waukegan Campus

Please note the submission location is:

Lake County

Attn: Purchasing Division

18 N. County Street – 9th Floor

Waukegan, IL 60085-4350

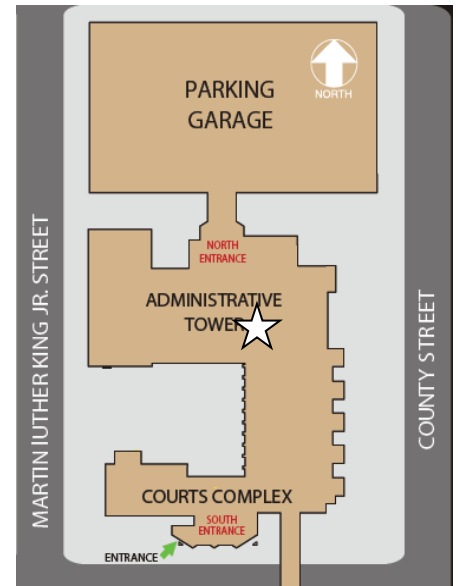
Contact information for Lake County Purchasing is:

Purchasing Division

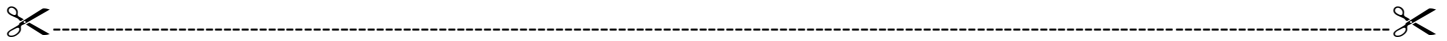
Phone 847-377-2992

Fax 847-984-5889

Email: purchasing@lakecountyil.gov



ALL SUBMITTALS SHOULD BE LABELED ACCORDINGLY. PLEASE USE BELOW LABEL FOR YOUR CONVENIENCE.



<u>BID/RFP No.</u> RFP #18138	Vendor Name: _____ Lake County ATTN: PURCHASING DIVISION 18 N. County Street – 9 th Floor Waukegan, IL 60085-4350
<u>Buyer:</u> Michael Schieve	
<u>Bid/RFP Description:</u> Entry Screening & Security Services for Lake County	
<u>BID/RFP Due Date*:</u> September 20, 2018 at 2:00pm	

*Please note: Responses are due at the 9th floor reception desk and shall be time stamped by 2:00 p.m. local on the required due date. Please allow sufficient time for parking, passing through security and arriving at the 9th floor.

**Lake County, Illinois
Request for Proposals # 18138
Entry Screening & Security Services for Lake County**

This Request for Proposal (RFP) is for the purpose of establishing a contract with a qualified firm to provide turnkey Entry Screening, Over Night Security Service, General Security Service, and Mail Screening as outlined herein.

GENERAL REQUIREMENTS: Proposers are to submit sealed proposals, to be opened and evaluated in private. Submit one (1) marked Original, one (1) electronic unprotected copy on a USB flash drive, and one (1) redacted copy that can be used to comply with the Illinois Freedom of Information Act (FOIA). Please refer to the FOIA statute, 5 ILCS 140/1 et seq., and specifically Section 7 therein, for an explanation of the information that may be redacted.

SUBMISSION LOCATION: Lake County Purchasing Division
18 N. County Street, 9th Floor
Waukegan, IL 60085-4350

SUBMISSION DATE & TIME: **September 20, 2:00 p.m. local time**
Proposals received after the time specified will not be opened.

CONTACT / QUESTIONS: Should the proposer require additional information about this RFP, please submit questions on our website at <http://lakecountypurchasingportal.com> by selecting the RFP number and addendum link. Questions may also be submitted via email to purchasing@lakecountyil.gov. All questions shall be submitted no less than seven (7) days prior to the RFP opening date.

CONTENTS: The following sections, including this cover sheet, shall be considered integral of this solicitation.

- *Cover Sheet
- *General Terms and Conditions
- *General Information
- *Specifications
- *Submittals
- *Evaluation Criteria
- *Addendum Acknowledgement
- *Proposal Price Sheet
- *General Information Sheet
- *References
- *Sustainability Statement
- *Exhibit A
- *Exhibit B

If your RFP includes any exceptions, proposers must insert an "X" in the following box indicating a submission with exceptions and provide separately a submission with noted exceptions.

☐

1. NEGOTIATIONS

Lake County reserves the right to negotiate specifications, terms and conditions, which may be appropriate to the accomplishment of the purpose of this Request for Proposal (RFP).

2. CONFIDENTIALITY

Proposals are subject to the Illinois Freedom of Information Act (FOIA). As such all Proposers responding are asked to submit one redacted copy of their proposal that can be used by the County to respond to any future FOIA requests.

We do not disclose proposals or bids until an award or final selection is made.

Accordingly, please restrict your redactions to trade secrets and commercial or financial information where the trade secrets or information are proprietary, privileged or confidential, or where disclosure of the trade secrets or information may cause competitive harm.

If you do not provide a redacted copy, the Purchasing Department will determine what information should be redacted as proprietary, privileged or confidential in response to a FOIA request. A proposer who fails to provide a redacted copy of its proposal waives its right to maintain any claims against Lake County, its agents or employees for disclosure of this information.

3. RESERVED RIGHTS

Lake County reserves the right, at any time and for any reason, to cancel this RFP or any portion thereof, to reject any or all proposals, or to accept an alternate proposal. The County reserves the right to waive any immaterial defect in any proposal. Unless otherwise specified by the Proposer, the County has ninety (90) days to accept. The County may seek clarification from a Proposer at any time. Proposer's failure to respond promptly is cause for rejection. The County may require submission of best and final offers.

4. INCURRED COSTS

Lake County will not be liable for any costs incurred by respondents in replying to this RFP.

5. AWARD

Lake County reserves the right to award this contract based on the evaluation criteria set forth herein. Lake County and the Health Department reserves the right to award to one or more Proposers if determined to be in the best interests of Lake County. Award shall be made by the Lake County Board to the responsible proposer determined to be the most advantageous to the County.

6. CONTRACT TERM

This contract shall be in effect for a two (2) year period from the date of award. Lake County reserves the right to renew this contract for three (3) additional one (1) year periods, subject to acceptable performance by the contractor and upon appropriation of sufficient funds. At the end of any contract term, Lake County reserves the right to extend this contract for a period of 60 days for the purpose of obtaining a new contract.

7. ESCALATOR PROVISION

Prices throughout the initial term of the contract shall remain firm/fixed for the first one (1) year period. Written requests for price revisions after the first one (1) year period shall be submitted to Lake County Purchasing at least sixty (60) days in advance to of the annual contract period. Requests must be based upon and include documentation of the actual change in the costs of the components involved in the contract and shall not include overhead and profit. Changes in the contract price shall be negotiated based on the amount of the actual change in Contractor cost or on the Occupational Employment and Wage data provided by the US Department of Labor Bureau of Labor Statistics Occupational Code 33-9032 Security Guards (<https://www.bls.gov/>). Surcharges for fuel and/or other costs shall not be allowed.

8. ADDITIONAL INFORMATION

Should the Proposer require additional information about this RFP, please submit questions on our website at <http://lakecountypurchasingportal.com> by selecting the RFP number and addendum link. Questions may also be submitted via email to purchasing@lakecountyil.gov. All questions shall be submitted no less than seven (7) days prior to the RFP opening date. ANY and ALL changes to these specifications are valid only if they are included by written Addendum to all Proposers. No interpretation of the meaning of the plans, specifications or other contract documents will be made orally. Failure of any Proposer to receive any such addendum or interpretation shall not relieve the Proposer from obligation under this RFP as submitted. All

addenda so issued shall become part of the RFP documents. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused a Proposer to improperly submit a proposal.

9. ADDENDUM ACKNOWLEDGEMENT

Any and all changes to the specifications and terms and conditions of this RFP are valid only if they are included by addendum issued by Lake County Purchasing. Proposers shall acknowledge addenda by signing the enclosed Addendum Acknowledgement form. It is the Proposers responsibility to check for addendums, posted on the website at <http://lakecountypurchasingportal.com> prior to the submittal due date. No notification will be sent when addendums are posted unless there is an addendum within three business days of the submittal due date.

10. DISCUSSION OF PROPOSALS AND NEGOTIATION

Lake County may conduct discussions with any Proposer who submits a proposal. During the course of such discussions, the County shall not disclose any information derived from one proposal to any other Proposer. Lake County anticipates conducting negotiations with the successful Proposer. Your proposal should indicate any exceptions taken to this.

11. EXCEPTIONS

Any and all exceptions taken by Proposer to the terms of this RFP are to be identified in writing and included in the list of submittals.

12. RESPONSIBILITY & DEFAULT

The Proposer shall be required to assume responsibility for all items listed in this RFP. The successful Proposer shall be considered the sole point of contact for purposes of this contract.

13. INTERPRETATION OR CORRECTION OF REQUEST FOR PROPOSALS

Proposers shall promptly notify the Purchasing Division of any ambiguity, inconsistency or error that they may discover upon examination of the RFP. Interpretation, correction and changes to the RFP will be made by addendum. Interpretation, corrections or changes made in any other manner will not be binding.

14. TAXES

The County is exempt from paying certain Illinois State Taxes.

15. TERMINATION

The County reserves the right to terminate this contract, or any part of this contract, upon thirty (30) days written notice. In case of such termination, the Proposer shall be entitled to receive payment from the County for work completed to date in accordance with the terms and conditions of this contract. In the event that this Contract is terminated due to Proposers default, the County shall be entitled to purchase substitute items and/or services elsewhere and charge the Proposer with any or all losses incurred, including attorney's fees and expenses.

16. INDEPENDENT CONTRACTOR

The Contractor is an independent contractor and no employee or agent of the Contractor shall be deemed for any reason to be an employee or agent of Lake County.

17. NON-DISCRIMINATION

The Proposer shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. Furthermore, the Proposer shall comply the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended.

18. INDEMNIFICATION

The Proposer agrees to indemnify, save harmless and defend Lake County, its agents, servants, and employees, and each of them against and hold it and them harmless from any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorney's fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract. The foregoing indemnity shall apply except if such injury, death or damage is caused directly by the willful and wanton conduct of Lake County, its agents, servants, or employees or any other person indemnified hereunder.

19. INSURANCE

All Contracts may be subjected to change

The Contractor must obtain, for the Contract term and any extension of it, insurance issued by a company or companies qualified to do business in the State of Illinois with an A.M. Best Rating of at least A-and provide the County with a Certificate of Insurance 15 days before the start of the project, and thereafter annually for contracts/ projects that will last more than one year. Insurance in the following types and amounts is necessary and/or where applicable:

Commercial General Liability Insurance

In a broad form on an occurrence basis shall be maintained, to include, but not be limited to, coverage for property damage, bodily injury (including death), personal injury and advertising injury in the following coverage forms where exposure exists:

- Premises and Operations
- Independent Contractors
- Products/Completed Operations
- Liability assumed under an Insured Contract/ Contractual Liability
- Personal Injury and Advertising Injury

With limits of liability not less than:

\$ 1,000,000 Each Occurrence

\$ 1,000,000 Products-Completed Operations

\$ 1,000,000 Personal and Advertising injury limit

\$ 2,000,000 General aggregate; the CGL policy shall be endorsed to provide that the General Aggregate limit applies separately to each of the contractor's projects away from premises owned or rented to contractor.

Automobile Liability Insurance (if applicable)

Automobile liability insurance shall be maintained to respond to claims for damages because of bodily injury, death of a person, or property damage arising out of ownership, maintenance, or use of a motor vehicle. This policy shall be written to cover any auto whether owned, leased, hired, or borrowed.

The Contractor's auto liability insurance, as required above, shall be written with limits of insurance not less than the following:

\$ 1,000,000 Combined single Limit (Each Accident)

Excess/ Umbrella Liability (if applicable)

The Contractor's Excess/ Umbrella liability insurance shall be written with the umbrella follow form and outline the underlying coverage, limits of insurance will be based on size of project:

\$ 2,000,000 per occurrence limit (*minimum, and may be higher depending on the project*)

Workers Compensation (Coverage A) and Employers Liability (Coverage B)

Workers Compensation Insurance covering all liability of the Contractor arising under the Worker's Compensation Act and Worker's Occupational Disease Act at limits in accordance with the laws of the State of Illinois. Employers' Liability Insurance shall be maintained to respond to claims for damages because of bodily injury, occupational sickness, or disease or death of the Contractor's employees, with limits listed below:

Employers Liability

- a) Each Accident \$1,000,000
- b) Disease-Policy Limit \$1,000,000
- c) Disease-Each Employee \$1,000,000

Such Insurance shall contain a waiver of subrogation in favor of Lake County.

Professional Liability – Errors and Omissions (if applicable)

The Engineers/Architects/Consultants for the plans of the project shall be written with limits of insurance not less than the following:

\$ 1,000,000 per claim per policy year

Coverage shall be provided for up to three (3) years after project completion. Policy is to be on a primary basis if other professional liability is carried.

Liability Insurance Conditions

Contractor agrees that with respect to the above required insurance:

- a) The CGL policy shall be endorsed for the general aggregate to apply on a "per Project" basis;

- b) The Contractor's insurance shall be primary & non-contributory over Lake County's insurance in the event of a claim.
- c) Contractor agrees that with respect to the above required insurance, Lake County shall be named as additional insured, including its agents, officers, and employees and volunteers and be provided with thirty (30) days' notice, in writing by endorsement, of cancellation or material change. A blanket additional insured ISO endorsement is preferred for Contractors who have multiple projects with the County.
- d) Lake County shall be provided with Certificates of Insurance and should include the appropriate corresponding ISO form endorsements evidencing the above required insurance, prior to commencement of this Contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least thirty (30) days prior to the expiration of cancellation of any such policies. No manuscript endorsements will be accepted. Any hard copies of said Notices and Certificates of Insurance and Endorsements shall be provided to:

**Lake County
Purchasing Division
18 N. County 9th Floor
Waukegan, Illinois 60085
Attn: RuthAnne Hall, Lake County Purchasing Agent**

- e) **Electronic copies of Notices, Certificates of Insurance and Endorsements can be emailed to Purchasing@lakecountyil.gov in place of hard copies.**

Failure to Comply: In the event the Contractor fails to obtain or maintain any insurance coverage required under this agreement, Lake County may purchase such insurance coverage and charge the expense to the Contractor.

20. ASSIGNMENT

The Proposer may not reassign any award made, as the result of this RFP, without prior written consent from the County.

21. JURISDICTION, VENUE, CHOICE OF LAW

This RFP and any contract resulting there from shall be governed by and construed according to the laws of the State of Illinois. Jurisdiction and venue shall be exclusively found in the 19th Judicial Circuit Court, State of Illinois.

22. CHANGE IN STATUS

The Proposer shall notify Lake County immediately of any change in its status resulting from any of the following: (a) Proposer is acquired by another party; (b) Proposer becomes insolvent; (c) Proposer, voluntary or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) Proposer ceases to conduct its operations in normal course of business. Lake County shall have the option to terminate its Agreement with the Proposer immediately on written notice based on any such change in status.

23. DISPUTE RESOLUTION

All issues, claims, or disputes arising out of this Agreement shall be resolved in accordance with the Appeals and Remedies Provisions in Article 9 of the Lake County Purchasing Ordinance.

24. NON-ENFORCEMENT BY THE COUNTY

The Proposer shall not be excused from complying with any of the requirements of the Contract because of any failure on the part of the County, on any one or more occasions, to insist on the Proposer performance or to seek the Proposers compliance with any one or more of said terms or conditions.

25. PRECEDENCE

Where there appears to be variances or conflicts, the following order of precedence shall prevail: Lake County General Terms & Conditions, Lake County Request for Proposal Terms and Conditions, and the Proposal Response.

26. PERSONAL EXAMINATION

Proposers are required to satisfy themselves, by personal examination of the site as to work involved and the difficulties likely to be encountered in the performance of work under this Agreement. No plea of ignorance of conditions that exist now or hereafter, or of any conditions of difficulties that may be encountered in the execution of the work under this Agreement will be accepted as an excuse for failure to or omission on the part of the Proposer to fulfill in every respect all the requirements and specifications, nor will same be accepted as a basis for any claim for extra compensation.

The Proposer is responsible to investigate and gather all relevant and pertinent information prior to submitting a proposal. By submitting a proposal, the Proposer affirms that they have performed all due diligence and are aware of all critical factors that may affect the provision of the services as described in the RFP. Such critical factors may include but are not limited to; location, space, utilities, scope of operations, and any other conditions, which may affect the Proposer operations. No allowance will be made for not being familiar with existing conditions to be encountered.

27. PRICING

See **PROPOSAL PRICE SHEET** for pricing information.

28. JOINT PURCHASING

The purchase of goods and services pursuant to the terms of this Contract shall also be offered for purchases to be made by other governmental units, as authorized by the Governmental Joint Purchasing Act, 30 ILCS 525/0.01, et seq. (the "Act"). All purchases and payments made under the Act shall be made directly by and between each governmental unit and the successful Proposer. The Proposer agrees that Lake County shall not be responsible in any way for purchase orders or payments made by the other governmental units. The Proposer further agrees that all terms and conditions of this Contract shall continue in full force and effect as to the other governmental units during extended terms. The credit or liability of each governmental unit shall remain separate and distinct. Disputes between Proposers and governmental units shall be resolved between the immediate parties.

The Proposer and the other governmental units may negotiate such other and further terms and conditions to this Contract ("Other Terms") as individual projects may require. To be effective, other terms shall be reduced to writing and signed by a duly authorized representative of both the successful Proposer and the other governmental unit.

The Proposer shall provide the other governmental units with all required documentation set forth in the solicitation including but not limited to: performance and payment bonds, Certificates of Insurance naming the respective governmental unit as an additional insured, and certified payrolls to the other governmental unit as required.

29. ECONOMIC OPPORTUNITY PROGRAM

Lake County launched a **Buy Local. Build Local. Work Local.** initiative in 2013 to increase the outreach and procurement opportunities for businesses located within Lake County, including women-owned businesses and minority-owned business enterprises (L/W/MBE). The overarching objective is to maximize participation from these businesses in the County's procurement process, in accordance with applicable law. The County will take all necessary and reasonable steps to assure that business enterprises defined as L/W/MBE shall have a fair opportunity to participate in County contracts. As part of its Economic Opportunity Program (EOP) commitment the County will make every effort to achieve the following objectives:

- (a) To ensure nondiscrimination in the award and administration of contracts;
- (b) To create a level playing field on which L/W/MBEs can compete fairly for contracts by providing any necessary training and assistance in bid preparation;
- (c) To ensure that the County's EOP is narrowly tailored in accordance with applicable law;
- (d) To establish a means for firms identifying themselves as L/W/MBEs to register for procurement opportunities and work cooperatively with contracted firms to report on measures that demonstrates the County's commitment to its EOP; and,
- (e) To help remove barriers to the participation of L/W/MBEs through notification of contract opportunities.

Successful Proposers are encouraged to work with Workforce Development to post any and all opportunities for employment on County contracts. Lake County's Workforce Development mission is to foster and ensure the economic prosperity of the Lake County community by maximizing the potential of businesses and workers. As such, Workforce Development provides a key resource for job seekers and employers.

State law mandates an open and competitive bidding process and requires that publicly procured contracts be awarded to the lowest responsible and responsive bidder with no demonstrated preference based on the bidder's location, race and gender.

30. REPORTING REQUIREMENTS FOR AWARDED CONTRACTS

All awarded vendors will identify and report the type of ownership— L/W/MBE, and/or not L/W/MBE for any work that they or their approved subcontractors will perform. In addition, Lake County requests that all awarded vendors provide an accounting of employees assigned throughout the term of the contract in regards to their home address and ethnicity. Lake County may use any data collected to report on potential of businesses and workers benefitting from County contracts.

31. SUSTAINABILITY STATEMENT

Lake County is committed to green and sustainable practices and good environmental stewardship. Consequently, we are asking Proposers to provide a Statement of Sustainability to ensure our Proposer are also incorporating sustainability into their firms' practices. Please complete the Sustainability Statement, included herein, and include it with the Proposer's response.

32. LAKE COUNTY OWNERSHIP OF INFORMATION

All information pertaining to records, property, financial or other information acquired under the scope of this contract shall be strictly confidential and the sole property of Lake County. The Proposer shall return all information to Lake County upon termination, and/or request and shall not utilize any of the information for purposes outside of the scope of this contract or without express approval of Lake County. Upon County request, the Proposer must provide all Lake County data in a documented, standard format.

33. JOINT VENTURES & SUCCESSFUL PROPOSER MERGERS, ACQUISITIONS, DIVESTITURES OR CHANGE IN STRATEGY

In the event a joint venture is proposed, each party to the joint venture must meet all applicable requirements of the RFP. The party submitting the response shall be considered the sole contact for issues relating to this RFP. In the event of a merger, acquisition, divestiture or change in strategy, the successful proposer will state its commitment to continue to provide services.

34. OUT OF POCKET EXPENSES

All out-of-pocket expenses paid by the Proposer during the project will be incurred solely at the Proposers expense.

35. DELIVERY COSTS

The Proposer shall be responsible for the cost of producing, delivering, and if necessary installing the solution in Lake County's facility in the agreed upon medium.

36. INFORMATION SECURITY

In the process of performing services to Lake County the Proposer may come in contact with information deemed important and proprietary to Lake County. The Proposer agrees that any services performed for Lake County, whether on Lake County premises or not, will meet or exceed Lake County's information security policy and privacy standards. Lake County reserves the right to audit proposer's performance in meeting these standards.

37. ONSITE PARKING

The Parking at the downtown Waukegan campus for Lake County is limited. It shall be the responsibility of the awarded vendor to ensure their employees are in compliance with local parking codes and or ordinances. Lake County will only provide onsite parking for the Company Mail Transport vehicle. The County shall not be responsible for providing parking.

38. COUNTY NETWORK

The awarded vendor shall be responsible for providing their onsite employees access to their network and or timekeeping software. The County shall not be responsible for providing devices and or access to County Owned Networks. County IT Staff shall not be utilized to troubleshoot and or repair vendor owned electronic devices including but not limited to desktop pc's, laptops, tablets, and mobile devices.

A. INTENT

The purpose of this RFP is to establish a contract to provide turnkey Entry Screening Service, Overnight Security Service, General Security Service, and Mail Screening for various Lake County and Health Department locations identified herein. The successful contractor will assign their personnel to provide security, conduct patrols, access control, operate card access systems, conduct cursory investigation into incidents, and provide assistance to citizens throughout the County buildings.

B. BACKGROUND

Lake County is located in northeast Illinois, between the Chicago and Milwaukee metropolitan areas. Lake County is home to about 736,000 residents. Lake County is committed to open government and transparency, and the county board's conservative fiscal policies have allowed the county to maintain fiscal stability and achieve AAA bond rating from Standard & Poor's and Moody's.

Lake County's main Courthouse and Administrative Complex serves over 600,000 visitors annually. The County's main Courthouse provides citizens of Lake County with all court services (criminal and civil), as well as the services of Circuit Court Clerk, Recorder of Deeds, Treasurer's Office, Assessment Office, and County Clerk Office. The County currently has three separate branch court locations for traffic, ordinance, and conservation violations.

Juvenile Probation/Detention Services and Adult Probation are Divisions of the Administrative Office of the Nineteenth Judicial Circuit. Juvenile Probation/Detention Services works directly with the court regarding cases involving minors and is comprised of four primary components and supporting units – Juvenile Intake, Secure Detention, Juvenile Probation and the FACE-IT Program. Collectively they represent a continuum of services from informal diversionary level intervention, to very structured supervision in the community, to residential care and treatment.

Adult Probation Services is responsible to the Court for investigating and supervising offenders and alleged offenders. Annually, the Division supervises about 2,700 cases awaiting trial and approximately 5,500 active and inactive cases on probation.

Workforce Development assists unemployed individuals with a wide range of job search resources, including public-access computers, telephones, and fax machines. The Job Center, located in Waukegan, IL serves 1,700 visitors per month.

Lake County currently contracts with an outside firm to provide turnkey Entry Screening, Over Night Security, General Security, and Mail Screening services, and has been contracting these services for over 15 years. Please refer to the provided exhibit A for all locations that shall be serviced by this Request for Proposal (RFP). The successful proposer shall provide and assign the necessary personnel to provide entry screening at the Lake County Courthouse and Court Tower, Adult Probation, Depke Juvenile Complex, 19th Judicial Circuit Branch Courts (Mundelein, Round Lake Beach, and Park City), and General Security at all Health Department sites and clinics. In addition to entry screening, and general security the successful proposer shall provide mail pick up and screening.

Lake County currently provides and shall continue to provide x-ray baggage scanners, x-ray mail baggage scanner, walk through metal detectors, and hand-held wand style detectors.

The Lake County Health Department (LCHD) and Community Health Center provides typical/traditional public health services including multiple physician ambulatory outpatient adult and pediatric medicine, immediate care, and women's health, supplemental nutrition, dental services, sexually transmitted infection/HIV prevention, diabetes prevention, tuberculosis, immunizations, substance abuse prevention and treatment, and integrated behavioral health for persons of all ages, cultures and economic backgrounds. No one is refused services because of inability to pay. The LCHD, will require for use during each shift and at each site a hand-held Guard tour system to monitor check in/out times and daily routes completed.

C. SCOPE OF WORK

Lake County currently contracts with an outside firm to provide turnkey operations for:

- A. **Entry Screening Services**, including checkpoint security, x-ray screening, walk thru and hand-held metal detection.
- B. **Overnight Security Services** provide inspection of various interior and exterior locations using a guard tour system. These services are provided seven (7) days a week and begin daily when the entry screening services end. On Saturday and Sunday, overnight security services provide 24 hour continuous coverage until entry screening resumes on Monday morning.
- C. **General Security Services** provide a visible presence, deter inappropriate actions, report suspicious activity, and act as a fire watch.
- D. **Mail Screening Services** provide mail transport and x-ray mail screening of all incoming USPS mail. This service includes pick up of Lake County mail from the United States Postal Service twice a day, five days a week.

E. PROJECT TIMELINE

Action Item	Proposed Schedule
Issue RFP	August 31, 2018
Deadline for submission of questions	September 13, 2018
RFP Opening	September 20, 2018
Shortlist Presentations (if necessary)	October 1-5, 2018
Contract Negotiations	October 8-12, 2018
County Board Approval	November 13, 2018

***This timeline is subject to change.**

Scope of Work**A. Entry Screening Services - General Duties**

1. Provide turnkey entry screening services to individuals entering the County buildings by use of x-ray screening, walk-through metal detector, bag check screening, and hand held wands.
2. Ensure entry screening stations are staffed and operational, including lunch breaks by 7:00am Monday through Friday and shall be maintained for the duration of the day until general public access is denied.
3. Make available a separate entry screening station for County employees and attorneys with Lake County Bar Association access passes during peak hours at the Waukegan Court Tower, and Court Admin North Entrance.
4. Maintain order and crowd control in County building entrance ways.
5. Respond to disruptions, physical altercations, and emergencies as required and in a professional manner.
6. Provide written reports on all breaches of security to designated Lake County Court Security personnel. Incident reports shall be completed to document unusual or dangerous situations, individuals or activities and be submitted to Lake County Court Security personnel.
7. Document and maintain a log at each post of the total number of individuals entering each location.
8. Establish and conduct checkpoint detection and testing. The Checkpoint Detection report consists of a list of all prohibited items, detected at the Checkpoint. The Testing report consists of a list of tests that were conducted by the Contractor on the Entry Screening personnel. This report includes items tested, location of test, date of test, equipment tested, frequency of testing, and test results.
9. Conduct a sweep of building(s) at end of each business day, ensuring there are no persons remaining.
10. Assist in the evacuation of the public and County personnel in the event of a fire, bomb threat, or other emergency.
11. Remain at assigned post until building is closed.
12. Provide daily, weekly, monthly and annual headcounts of visitors to main courthouse and branch courts (including juvenile) to Lieutenant of Court Security.

B. Overnight Security Services - General Duties

1. Overnight Security Services shall be provided seven days a week regardless of holidays, including but not limited to Independence Day, Thanksgiving, Christmas.
2. Secure the perimeter doors of building(s) at the end of the working day and check all perimeter doors to ensure they are open before the working day begins.
3. Conduct interior patrols to check security and safety of building(s), supplies, and equipment every 2 hours. Patrol times shall be random and staggered and monitored through use of a guard tour system. Contractor shall be responsible for providing a guard tour system. The number of checkpoint locations will be determined by Lake County and Contractor.
4. Secure interior doors when necessary.
5. Check for fire and safety hazards and report all hazards and maintenance problems to Lake County Facilities.
6. Provide entry screening and related services to authorized individuals entering the County buildings during non-business hours by use of x-ray screening, walk-through metal detector, bag check screening, and hand held wands.
7. Open doors for authorized meetings and County employees. Secure after meetings are completed.
8. Activate and supervise silent alarms where installed.
9. Perform lobby and access control.
10. Periodically patrol the Court Tower, and floors two through ten of the Administration Building.
11. Provide written reports on all breaches of security and arrests to designated Lake County Court Security personnel.
12. Enforce employee policies, including but not limited to code of conduct as applicable to each location.
13. Remain at assigned post until next shift has begun operations, including, but not limited to, entry screening.
14. Perform and/or assist with monitoring employee traffic exiting the employee portions of the parking garage.
15. Overnight Security Staff shall take breaks one at a time, and meals shall be eaten at designated areas, not at the Security Desk.

C. General Security Services – All County Facilities

1. Ensure peaceful and orderly function of all waiting areas.
2. Maintain interior access control as directed by designated staff.
3. Secure the perimeter doors of building(s) at the end of the working day (at all location sites) and check all perimeter doors to ensure they are open before the working day begins.
4. Check for fire and safety hazards and report all hazards and maintenance problems to Lake County staff.
5. Respond to disruptions, physical altercations, and emergencies as needed and in a professional manner
6. Provide written reports on all breaches of security to designated Lake County staff. Incident reports shall be completed to document unusual or dangerous situations, individuals or activities and be submitted to Lake County staff.
7. Maintain order and crowd control at building entrances.
8. Periodically patrol building exteriors and parking areas.
9. Be on alert for unsafe conditions and report same to designated Lake County staff.
10. Enforce employee policies, including but not limited to code of conduct as applicable to each location.
11. Remain at assigned post until building is closed.
12. Ability to deal courteously and tactfully with the public and Lake County staff.
13. Maintain a basic knowledge of acceptable conduct expected on public grounds.
14. Ability to deal with people without a show of force, except as a last result.
15. Ability to observe and report suspicious activities and evidence of loss or damage to property and equipment.
16. Ability to deal with emotionally disturbed, inebriated and belligerent individuals.
17. Ability to work the location walking and/or standing.
18. Ability to write and understand reports, ensuring incident reports is as complete as possible.
19. Maintains working knowledge of and adheres to Lake County and Lake County Health Department policies and procedures regarding on-the-job behavior, safety, harassment, cell phone usage, confidentiality and smoking (policies to be provided).
20. Shows interest in and professionalism regarding customer service to visitors, patients and staff.
21. Ability to cross-train between specific responsibilities for each clinic site in the event guards would need to be shifted to an alternate site during the work day.
22. No guns shall be permitted in or around any of the Lake County and Lake County Health Department locations.
23. Guards assigned to Lake County Court locations shall take direction from the Head of Sheriff Court Security. Guards assigned to Health Department sites shall report through the Materials Management department, if they are being asked to do something new at any site, the directions should be coming from the Materials Management department.
24. Security guards should only be utilizing cell phones in emergencies, no blue tooth devices are allowed, and no video games are allowed to be played when on duty. Security guards should have little to no distractions when on duty.
25. Contractor shall maintain county property in liked condition by keeping area clean and free of clutter. Contractor shall not use any spaces to store supplies unless an area has been designated by Lake County.

D. Mail Screening – General Duties

1. Contractor shall provide personnel and vehicle necessary to perform x-ray mail screening for incoming USPS mail.
2. Ensure personnel and vehicle responsible for mail screening is properly licensed and insured per State of Illinois requirements.
3. Over see and manage USPS mail pick up, mail screening, and delivery of mail to County Dock.
4. Ensure staff is well trained to screen letters and parcels including, but are not limited to powder and powder spills, air contaminates, suspicious packages, and potential incendiary devices.

Requirements**A. Staffing**

1. Contractor agrees to hire employees of the highest quality and integrity. All personnel must, at a minimum, be 21 years of age, in addition to be in full compliance of the Illinois Unarmed Security Guard Licensing Requirements as published by the Illinois Department of Financial & Professional Regulation (<https://www.idfpr.com/profs/SecurityCont.asp>).
2. Each site location shall be staffed to maintain optimum conditions for safety and security. If the level of security, at any time, is considered unacceptable to the County, the Contractor will be required to increase staff or take the necessary measures to reach acceptable levels of security as deemed necessary by the County.
3. Prior to any employee performing work for the County under this Contract, Contractor agrees to provide to the County copies of all completed background checks and training records verifying said employees meet both industry and County specified standards.
4. The County reserves the right to withhold its approval for any potential guard for any reason whatsoever.
5. It is hereby recognized and agreed that due to the necessity for strict and confidential security involving public property, the employees who perform such services under this Contract must be subject to the strictest scrutiny and must adhere to the most stringent standards of integrity.
6. The County reserves the right to remove or prevent any employee designated by Contractor from performing work under this Contract and such right can be exercised at any time and without prior notice. Any employee designated by the Contractor that is prohibited from performing work under this contract may not be assigned to any other location covered by this contract.
7. Contractor shall immediately remove and replace any employee that Lake County determines is not properly carrying out the duties specified in this Contract, or wherein the certification of an assigned employee has lapsed and not been renewed in a timely manner.
8. All employees designated by Contractor must be able to read, write, and communicate verbally in English.
9. At least one employee providing entry screening services per shift should be able to communicate with public in Spanish as needed.
10. Additional languages will be considered a value add.
11. Contractor shall make every effort to recruit new employees locally.
12. Contractor shall assume all legal responsibility as the employer of said persons, including payment of wages, benefits, and all applicable federal, state, and local tax requirements.
13. The County's Ethics Ordinance and all policies related to compliance, harassment, workforce violence prevention, or similar subject matter apply to all employees of the contractor when deployed to Lake County location sites.
14. Contractor shall make available current employee roster for Sheriff to conduct at its own expense an annual background check to ensure employees maintain staffing requirement (see #1).

B. Supervisor

1. Contractor shall maintain a regular and systematic inspection routine of all designated County locations by its designated supervisory personnel to ensure that contracted services specified herein are consistently performed in a professional and workmanlike manner at all times. This inspection routine shall cover all County contracted shifts for each business day at all County designated sites.
2. Contractor is required to provide a fulltime dedicated Account Manager and uniformed supervisory staff.
3. Account Manager and uniformed supervisory staff shall make themselves available monthly or quarterly as needed for County Staff to ensure effective operations are maintained.
4. Lake County Health Department would like the proposer to provide costs on a proposed uniformed supervisory staff. Please refer to the Price Proposal section to submit a cost for this added resource.
5. Contractor shall provide the County with the names and contact numbers of its designated supervisory staff.
6. All work assigned under this Contract shall be directed by qualified Industry trained and experienced Security Guard personnel supervisors. These assigned supervisory personnel shall be trained and instructed in Security Guard methods and systems.

7. Industry standard "Incident Reports" and "Daily Activity Reports" (logs) are the preferred format for the documentation of all situations reported and/or responded to by contracted Security Guard personnel, including actions taken and notifications made by them.

C. Uniforms

1. Contractor shall provide to its assigned employees performing services under this contract a complete uniform, including a photo ID. Uniforms must be consistent with Lake County Sheriff Department's written policy.
2. The County shall approve the particular style of uniform, including its colors and patches.
3. The Contractor shall ensure that its employees are in full uniform while on duty at all times and present such uniforms properly.

D. Equipment

1. Contractor shall be responsible to perform testing of the checkpoint equipment at the start of each day.
2. Contractor shall be responsible for providing a report on all maintenance performed to each specific reporting location.
3. Contractor's personnel are to be trained to operate the specific scanners and metal detectors provided by Lake County. Contractor personnel are responsible for monitoring the daily operation of all the provided equipment.
4. Contractor shall immediately report any malfunctions or broken equipment to manufacturer and to Lake County Facilities. Contractor shall make a trained operator available to speak with manufacturers tech support as needed to assist with troubleshooting.
5. Contractor shall supply employees with equipment to communicate with fellow contract employees and Lake County staff as may be required at each specific reporting location. Lake County will not provide radios or cell phones for employees.
6. Employees regardless of assigned shift are not permitted and shall not use personal electronic devices such as cell phones, tablets, laptops or other devices that would cause interference with performing tasks. Personal devices shall only be used during designated break time.

E. General

1. Contractor shall never leave their post unless properly relieved by another member of contractor or a Lake County Sheriff Court Security Officer.
2. All staff assigned to perform work on premises will be subject to a review of their criminal history record information.
3. If monthly hours fall below 95% of the required hours the Lake County Sheriff Office shall apply staffing withholds.
4. Penalties and withholds shall include the hourly guard billed rate and or \$30 per hour if a Lake County Court Security Officer must staff and perform General Duties as required.
5. The contractor shall provide bill rates based on a minimum hourly wage of \$13.50 that is paid to contractor staff.

F. Lake County Health Department Specifications – In addition to the above

1. Periodical foot-patrol of building's interiors, exteriors and parking areas.
2. Monitor traffic and activities.
3. Remain at post until staff has left the buildings, including if requested by Staff and having the ability to stay after posted closing time to monitor after hours clinics.
4. Respond to requests by staff to assist in deescalating any volatile situation.
5. Escort staff to their vehicles as requested.
6. Escort Mobile Health Nurses/Staff to and from the parking area.
7. Secure campuses (all buildings); if required, shut off all designated lights at the end of the work shift.
8. Perform other security services and methods commonly associated with established security practices as requested by LCHD.
9. Contractor shall return all Health Department issued identification badges and/or keys for all employees who cease employment under this contract within 10 business days. For any violations of this clause the Health Department may withhold up to \$500 per occurrence.

DETAILED SUBMITTAL REQUIREMENTS

Proposals should be prepared as simple as possible and provide a straightforward, concise description of the proposed products and services to satisfy the requirements of the RFP. Attention should be given to accuracy, completeness, relevance and clarity of content. The proposal should be organized into the following major sections:

- A. Introduction Material and Executive Summary
- B. Company Background
- C. Scope of Services and Staffing Plan
- D. Subcontractors
- E. Client References
- F. Exceptions to the RFP
- G. Price Proposal
- H. Sustainability Statement
- I. Value Added Services

A. Introduction Material and Executive Summary

The introductory material must include a title page with the RFP number, subject, name of the Proposer, address, telephone number, e-mail address, the date, a letter of transmittal and a table of contents. The executive summary should be limited to a brief narrative summarizing the proposal.

B. Company Background

In this section provide information about the company so that the County can evaluate the Proposer's stability and ability to support the commitments set forth in the response to this RFP. Information in this section should contain the following information in addition to the General Information Sheet that is also included as an exhibit to this RFP:

- Company name and location of the corporate headquarters and of the nearest office to Lake County.
- The number of years the company has been in business and the number of years the company has been providing security services to the public sector.
- Include information on the company's customer base, such as the number of public sector clients the company serves, the number of local government clients, and the number of public sector clients in the state.
- Identify if the company serves other industries.
- Include a brief summary of the company's organizational characteristics such as the number of employees, whether the company is privately held, publicly traded, or if it is a subsidiary to a parent company.
- Describe any other business affiliations (e.g., subsidiaries, joint ventures, "soft dollar" arrangements with brokers).

C. Scope of Services and Staffing Plan

This section of the proposal should include a general discussion of the Proposer's overall understanding of the project and the scope of work. Please provide methodology for staffing which should discuss an overview of deliverables, assumptions and assumed responsibilities and roles of the County.

1. Provide a proposed staffing schedule to operate all posts through all designated hours, including shift relief as needed. Please explain how you propose to ensure posts are properly staffed.
2. Provide the total number of employees that will be assigned to this contract. Please describe the role for each employee, including job title, hourly rate, & job descriptions. This includes Account Manager and all shift Supervisors.
3. Provide a sample of post orders that are currently utilized company wide and or site specific.
4. Describe your procedures for recruitment, screening, interviewing, competency testing and certification of employees.
5. Describe your form of background checks as well as verification of employee references.
6. What is your employee retention rate?
7. Describe your performance evaluation, retention, and promotion plans for current employees.
8. Describe the benefit program offered to employees, indicating each specific benefit and the portion of each benefit paid by Contractor and the portion paid by the employee.
9. Describe your strategy for local recruitment.

10. Does your company actively recruit or employ interns from local law enforcement training programs and if so, which programs? Will you utilize the recruits as part of this contract?
11. Provide evidence of staffing resources including your information on average staff tenure at similar facilities.
12. Include your policy regarding the following areas: 1) Overtime pay; 2) Personal Leave; 3) Sick Leave; 4) Holiday Pay
13. How are employees trained in the use of x-ray equipment and hand wands? Does all the training, with equipment take place as on the job training at Lake County?
14. Describe all training and development programs offered to employees.
15. Provide resumes for onsite supervisors including, qualifications, and background of all proposed staff. Provide detailed narrative discussing your company's approach and methodology to providing 100% staff coverage for each position.

D. Subcontractors

Vendor shall list all subcontractors used for this project, along with a detailed description of their contribution/responsibility towards this project.

E. Client References

The County considers references to be an important factor in its decision to award a contract. Proposers should supply references that will be available to speak with the County. Three references should be provided that provided similar type of work completed in the past five years. A reference sheet is included as a submittal as part of this RFP document.

F. Exceptions to the RFP

All requested information to this RFP must be supplied as this document and subsequent proposals submitted help form the basis for a contract with the selected contractor. Proposers may take exception to certain requirements in this RFP. All exceptions shall be clearly identified in this section and written explanation shall include the scope of the exceptions, the ramifications of the exceptions for the County and the descriptions of the advantages or disadvantages to the County as a result of the exception. The County, at its sole discretion, may reject any exceptions or specifications within the proposal.

G. Price Proposal

The price proposal cost sheeting included as part of this proposal shall be completed and returned with your response. Any additional services identified by the proposer shall be delineated separately for the County to consider.

H. Sustainability Statement

Lake County is committed to green and sustainable practices and good environmental stewardship. Consequently, Proposers are asked to provide a Statement of Sustainability to demonstrate that they are also incorporating sustainability into their firms' practices. A Sustainability Statement form is included as part of the RFP. Proposers are asked to provide a clear description of your firm's sustainable practices, policies, or procedures in the following areas: waste minimization, energy efficiency, water efficiency, staff and education.

I. Value Added Services

Please include any value-added services your firm provides in your submittal.

The County will conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this procurement effort. All proposals will be evaluated by how well the proposal satisfies the described/stated needs, rather than how exactly the proposal matches the strictest interpretation of the terminology and design concepts stated herein.

Evaluation Organization

- a. An Evaluation Committee will be established to score and evaluate the submitted proposals.
- b. The Evaluation Committee may include members from Lake County's departments who have experience with these services. The Committee will be responsible for the proposal evaluation (including corporate reference checks).

Evaluation of the Proposals

Lake County will evaluate the Proposers response and the extent to which it meets the requirements delineated in this RFP. All proposals submitted in response to this RFP will be scored based on the evaluation factors identified:

Evaluation Factors:

- Qualifications of Personnel – Demonstrated accessibility and responsiveness
- Quality of Service – How effective are your customer service and relationship management?
- Annual Training and Proficiency – Demonstrated access to regular training to maintain a ready and effective guard staff
- Experience and references
- Cost - Price

Short List

The evaluation factors will be used to assist the evaluation committee in determining a short list. Proposers will be notified by the County if they have been selected for the short list. Please note, Lake County reserves the right to not short list any and all Proposers if it is not in the best interest of the County.

Interview

Lake County reserves the right, as part of the evaluation process, to ask for additional materials, interview, or schedule site visits to any locations serviced by Proposers. Site visits may be scheduled or unscheduled as determined by the County. If applicable, the County shall contact Proposers to arrange an interview.

Additional Investigations

The County reserves the right to make such additional investigations as it deems necessary to establish the competence and financial stability of any firm submitting a proposal.

Best and Final Offer

The County reserves the right to request a Best and Final Offer (BAFO) if additional information or modified terms are necessary for the Evaluation Committee to complete its evaluation and ranking. A BAFO will not be used solely to reduce pricing. If a BAFO is requested, all short-listed proposers, or if the short list process is not used, all qualified Proposers will be provided an opportunity to submit a modified Response. Only one BAFO request will be issued by the County. The information received from the BAFO will be used by the Evaluation Committee to re-evaluate and re-rank the Proposers.



Addendum Acknowledgement RFP #18138

The undersigned acknowledges receipt of the following addendum(s):

ADDENDUM #	SIGNATURE

I have examined and carefully prepared the submittal documentation in detail before submitting my response to Lake County.

Submittal Number: 18138

Company Name: _____

Authorized Representative: _____

Authorized Representative: *Signature* _____

Print _____

Date: _____

It is the vendor's responsibility to check for addendums, posted on the website at <http://lakecountypurchasingportal.com> prior to the submittal due date. No notification will be sent when addendums are posted unless there is an addendum within three business days of the submittal due date.

If the submittal has already been received by Lake County, vendors are required to acknowledge receipt of addendum via email to purchasing@lakecountyil.gov prior to the due date.

Submittals that do not acknowledge addendums may be rejected.

All responses are to be submitted in a sealed envelope. Envelopes are to be clearly marked with required submittal information.

Entry Screening and Security Services**PROPOSAL PRICE SHEET****August 2018**

The following section information shall be submitted with the proposal. Please use Exhibit A as basis for calculating the pricing. The proposer will consider all costs (labor, material, overhead, administration, profit, travel, etc.) associated with providing the services listed in this RFP. (Please attach additional sheets if necessary). The following information shall be submitted with the proposal:

Provide hourly rates for all positions (Hourly Rate + Overhead & Profit = Bill Rate)

Ex. $\$13.50 + \$3.50 = \$17.00$

Guard Hourly Rate +	Overhead & Profit =	Bill Rate

Supervisor Hourly Rate +	Overhead & Profit =	Bill Rate

Group 1 – Entry Screening

Site	Address	Monthly Amount	Annual Amount
1	Lake County Courthouse & Administrative Building 18 N. County Street Waukegan, IL		
2	Lake County Criminal Court Tower 300 Washington Road Waukegan, IL		
3	Adult Probation 215 Water Street Waukegan, IL		
4	Depke Juvenile Complex 24647 N. Milwaukee Ave Vernon Hills, IL		
5	19th Judicial Circuit South Branch Court 105 E Route 8 Mundelein, IL		
6	19th Judicial Circuit North Branch Court 1792 Nicole Lane Round Lake Beach, IL 60073		

7	19th Judicial Circuit Park City Branch Court 430 Lakehurst Road Waukegan, IL 60085		
Total			

Group 2 – Overnight Security

Site	Address	Monthly Amount	Annual Amount
1, 2	Lake County Courthouse, Admin Building, and Court Tower 18 N. County Street Waukegan, IL 60085		
Total			

Group 3 – General Security

Site	Address	Monthly Amount	Annual Amount
8	Workforce Development 1 N. Genesee Street Waukegan, IL 60085		
Total			

Group 4 – Health Department

Site	Address	Monthly Amount	Annual Amount
9	Belvidere Health Center 2400 Belvidere Road Waukegan, IL 60085		
10	Grand Avenue Health Center 3010 Grand Ave Waukegan, IL 60085		
11	Mid Lakes Health Center 224 W. Clarendon Dr. Round Lake Beach, IL		
12	North Chicago Health Center 2215 14th St North Chicago, IL		
13	Northeast Health Center 1819 27th St Zion, IL		

14	Williams Consent Drop in Center 1022 27th St. Zion, IL		
Total			

Group 5 – Health Department Optional Cost

Site	Address	Monthly Amount	Annual Amount
9-14	Roving Supervisor for all Heath Department Sites. Amount should include salary, vendor provided vehicle (all applicable gas, insurance and maintenance)		
Total			

Group 6 – Mail Screening Services

Site	Address	Monthly Amount	Annual Amount
1, 2	Pick Up: US Post Office, 326 N. Genesee St. Waukegan, IL 60085 Mail Delivery: Lake County Administrative Building Dock 18 N. County Street Waukegan, IL		
Total			

Group 7 – Additional Services. Attach additional sheets as necessary

Item	Additional Service	Description	Hourly Rate	Weekly Rate	Monthly Rate
1	Early Voting	Additional staff needed to cover the Courthouse Entry Screening			
2					
3					

AUTHORIZED NEGOTIATORS:

Name: _____ Phone # _____ Email Address: _____

Name: _____ Phone # _____ Email Address: _____

BUSINESS ORGANIZATION: (check one only)

_____ Sole Proprietor: An individual whose signature is affixed to this proposal.

_____ Partnership: State full names, titles, and addresses of all responsible principals and/or partners on attached sheet.

_____ Corporation: State of incorporation: _____

_____ Non-profit Corporation

_____ 501c3-- U.S. Internal Revenue Code

By signing this proposal document, the proposer hereby certifies that it is not barred from responding on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended.

Business Name_____
Signature_____
Print or Type Name_____
Title_____
Date

List below other similar size clients for who you have provided similar services.

Agency Name: _____
Address _____
City, State, Zip Code _____
Telephone Number _____
E-Mail _____
Contact Person _____
Dates of Service _____
of Employees _____

Agency Name: _____
Address _____
City, State, Zip Code _____
Telephone Number _____
E-Mail _____
Contact Person _____
Dates of Service _____
of Employees _____

Agency Name: _____
Address _____
City, State, Zip Code _____
Telephone Number _____
E-Mail _____
Contact Person _____
Dates of Service _____
of Employees _____

Agency Name: _____
Address _____
City, State, Zip Code _____
Telephone Number _____
E-Mail _____
Contact Person _____
Dates of Service _____
of Employees _____

Lake County is committed to green and sustainable practices and good environmental stewardship. Consequently, we are asking proposers to provide a Statement of Sustainability to ensure our proposers are also incorporating sustainability into their firms' practices.

INSTRUCTIONS

On the following Sustainability Statement form, provide a clear description of your firm's sustainable practices, policies, or procedures. These practices may include, but may not be limited to, the following categories and examples:

Waste Minimization within your office or facilities, such as a recycling programs, double-sided copying, electronic internal communications (i.e. memos), use of recycled-content materials and reusable cups, limiting printing, electronic document management, instituting green purchasing policies, using green cleaning supplies and practices, or reducing packaging in materials you procure or supply.

Energy Efficiency within your office, facilities, or firm, such as lighting retrofits, photo-sensor switches for lighting, effective use of daytime lighting, using Energy Star rated appliances or equipment, using an alternative fuel or having efficient fleet policies, an anti-idling policy, or indoor temperature management (i.e. turning the thermostat up in the summer and down in the winter).

Water Efficiency within the office, facilities, or firm, such as faucet or fixture retrofits, switching from individual bottled water to office water coolers or drinking fountains, and installing drought-tolerant landscaping.

Staff encouraged to adopt sustainable practices and supported by your firm through public transit benefits, bicycle accommodations, telecommuting options, support for green seminar attendance, becoming US Green Building Council LEED accredited, or creating an internal "green team."

Education of your staff about green practices, education of your business peers about your green accomplishments, education of your community by your sustainability, or notice of any environmental awards your firm has achieved.

CONTINUE TO NEXT PAGE

Waste Minimization

Energy Efficiency

Water Efficiency

Staff

Education

Entry Screening and Security Services
EXHIBIT A – DESIGNATED SERVICE SITES

August 2018

Below is a summary of County designated service sites based on current service configuration.

Site	Service Type	Address	Hours of Operation	Daily Hours Required	Weekly Hours Required	# of Locations
1.	Entry Screening	Lake County Courthouse & Administrative Building 18 N. County Street Waukegan, IL	Monday - Friday 7:00am–5:00pm	10	70	1 - Entry Screening
1.	Overnight Security	Lake County Courthouse, Tower, Administrative Building 18 N. County Street Waukegan, IL	Overnight Security Mon-Fri 5:00pm – 7:00am Overnight Security Sat & Sun 24 hours	Mon-Fri 14 Sat 24 Sun 24	118	3 Buildings
2.	Entry Screening	Lake County Criminal Court Tower 300 Washington Road Waukegan, IL	Mon-Fri 8:00am–5:30pm; Sat 8:00am–Noon Sun 8:00am–11:00am	Mon-Fri 9 Sat 4 Sun 3	52	1 – Entry Screening
3.	Entry Screening	Adult Probation 215 Water Street Waukegan, IL	Mon, Tues, Thurs, Fri 7:00am–5:00pm Wed 7:00am–6:30pm	Mon&Tue&Thurs&Fri 14 Wed 11.5	65	1 – Entry Screening
4.	Entry Screening	Depke Juvenile Complex 24647 N. Milwaukee Ave Vernon Hills, IL	Mon- Fri 8:00am–5:00pm Wed & Fri 6:00pm–8:30pm Sun 2:00pm–4:00pm & 6:00pm-8:30pm	Mon- Fri 9 Wed & Fri 2.5 Sun 4.5	54.5	1 – Entry Screening
5.	Entry Screening	19th Judicial Circuit South Branch Court 105 E Route 8 Mundelein, IL	Monday - Friday 8:30am–5:00pm	8	40	1 – Entry Screening
6.	Entry Screening	19th Judicial Circuit North Branch Court 1792 Nicole Lane Round Lake Beach, IL 60073	Monday - Friday 8:30am–5:00pm	8	40	1 – Entry Screening
7.	Entry Screening	19th Judicial Circuit Park City Branch Court 430 Lakehurst Road Waukegan, IL 60085	Monday - Friday 8:30am–5:00pm	8	40	1 – Entry Screening

8.	General Security Service	Workforce Development 1 N. Genesee Street Waukegan, IL	Monday - Friday 8:30am–5:00pm	8	40	1 – Entry Screening
9.	General Security Service & Overnight Security	Belvidere Health Center 2400 Belvidere Road Waukegan, IL	Mon-Thurs 7:30am–10:00pm Fri-Sat 7:30am–5:00pm <i>One additional guard required on Thurs from 2:00pm–9:00 pm</i>	Mon-Thurs 14.5 Fri 9.5 Thurs 7	89	3 Buildings
10.	General Security Service & Overnight Security	Grand Avenue Health Center 3010 Grand Ave Waukegan, IL	Mon-Wed 8:00am–5:00pm Thurs 8:00am–8:30pm Fri 10:00am–3:00pm	Mon-Wed 9 Thurs 12.5 Fri 5	44.5	3 Buildings
11.	General Security Service & Overnight Security	Mid Lakes Health Center 224 W. Clarendon Dr. Round Lake Beach, IL	Mon 8:00am–3:00pm Tue 8:00am–4:30pm Sat 8:00am–4:30pm	Mon 7 Tue 8.5 Sat 8.5	24	1 Building
12.	General Security Service & Overnight Security	North Chicago Health Center 2215 14 th St North Chicago, IL	Mon-Thurs 7:00am–9:00pm Fri 7:00am–5:00pm Sat 8:00am–5:00pm	Mon – Thurs 14 Fri 10 Sat 9	75	1 Building
13.	General Security Service & Overnight Security	Northeast Health Center 1819 27 th St Zion, IL <i>*Services are not needed from 11:30am-1:00pm</i>	Mon 7:30am–2:30pm Tues-Wed 7:00am–3:00pm Thurs 7:00am–7:00pm Thurs*	Mon 7.5 Tues-Wed 8 Thurs 10.5	34	1 Building
14.	General Security Service & Overnight Security	Williams Consent Drop in Center 1022 27th St. Zion, IL	Mon-Fri 9:30am–5:00pm Sat 8:00am–4:00pm Sun 8:00am–12 noon	Mon-Fri 7.5 Sat 8 Sun 4	49.5	1 Building
15.	Mail Screening	Pick Up Location: US Post Office 326 N. Genesee St Waukegan, IL	Pick up USPS mail two times daily.		N/A	3 Locations

Exhibit B

2018 County Observed Fixed Holiday Schedule

Holiday	Date Observed
New Year's Day	January 1, 2018
Memorial Day	May 28, 2018
Independence Day	July 4, 2018
Labor Day	September 3, 2018
Thanksgiving Day	November 22, 2018
Day after Thanksgiving	November 23, 2018
Christmas Eve	December 24, 2018
Christmas Day	December 25, 2018

2018 County Observed Floating Holiday Schedule

Holiday	Date Observed
Martin Luther King Jr. Day	January 15, 2018
Lincoln's Birthday	February 12, 2018
Float Holiday (Good Friday)	March 30, 2018
Columbus Day	October 8, 2018
Veteran's Day	November 12, 2018