



OFFICE OF THE WILL COUNTY EXECUTIVE
DENISE E. WINFREY

Will County Office Building – 302 N Chicago Street – Joliet, Illinois 60432

Kevin Lynn
Purchasing Director

(815) 740-4712
Fax (815) 740-4604
klynn@willcountyllinois.com

October 15, 2020

To Whom It May Concern:

You are invited to submit your bid to provide Security Guard Services for the Sunny Hill Nursing Home (SHNH) of Will County, 421 Doris Ave., Joliet, IL, 60433, for the (12) month period beginning December 1, 2021 through November 30, 2022, with two (2) additional one (1) year renewals, at the discretion of Will County.

A 10% Bid Bond or Cashier's Check made payable to the Will County Treasurer must accompany your bid, or it will not be considered.

If you are bidding this project **you must attend** the **Mandatory Pre-Proposal Meeting** that will be held on **Wednesday, October 21, 2020, at 2:00 P.M.**, at SHNH, 421 Doris Ave., Joliet, IL 60433. If you are planning to attend the examination of the premises, please contact Pat Wendholt via email pwendholt@willcountyllinois.com by **3:30 P.M. Monday, October 19, 2020** to register your company/attendees.

Bids will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 North Chicago Street, Joliet, IL. 60432, not later **than 11:00 A.M., Monday, October 26, 2020, "as so indicated by the time stamp clock of Will County"**.

Bids will be publicly opened and read by the Will County Executive or his representative at **11:10 A.M., Monday, October 26, 2020** at the Will County Office Building, 2nd floor, 302 North Chicago Street, Joliet, IL. 60432.

The bidder acknowledges the right of the County of Will to reject any or all bids, and to waive non-material informality or irregularity in any bid received in whole or part as may be specified in the solicitation.

Should you have any questions regarding this bid, please contact Kevin Lynn in writing at klynn@willcountyllinois.com.

Sincerely,

Kevin Lynn

Kevin Lynn
Purchasing Director

**ADVERTISEMENT OF BID
SECURITY GUARD SERVICES
SUNNY HILL NURSING HOME
WILL COUNTY, JOLIET, IL.**

SEALED BIDS TO PROVIDE SECURITY GUARD SERVICES FOR THE SUNNY HILL NURSING HOME (SHNH) OF WILL COUNTY, 421 DORIS AVE, JOLIET, IL 60433 AND, WILL BE RECEIVED AT THE WILL COUNTY PURCHASING DEPARTMENT, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, UNTIL THE HOUR OF 11:00 A.M., MONDAY, OCTOBER 26, 2020.

A MANDATORY PRE-PROPOSAL MEETING EXAMINATION WILL BE HELD ON **WEDNESDAY, OCTOBER 21, 2020, AT 2:00 P.M.**, AT SHNH, 421 DORIS AVE., JOLIET, IL 60433. IF YOU ARE PLANNING TO ATTEND, PLEASE CONTACT PAT WENDHOLT VIA EMAIL pwendholt@willcountyillinois.com BY **3:30 P.M. MONDAY, OCTOBER 19, 2020** TO REGISTER YOUR COMPANY/ATTENDEES.

BIDS WILL BE PUBLICLY OPENED AND READ BY THE WILL COUNTY EXECUTIVE OR HIS REPRESENTATIVE AT 11:10 A.M., MONDAY, OCTOBER 26, 2020, AT THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., 2ND FLOOR, JOLIET, IL. 60432.

SPECIFICATIONS AND CONDITIONS OF THE BID ARE AVAILABLE AT www.demandstar.com OR www.willcountyillinois.com AS WELL AS THE PURCHASING DEPARTMENT, 2ND FLOOR, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, (815) 740-4605 OR BY SUBMITTING REQUEST VIA EMAIL AT purchasing@willcountyillinois.com.

THE TENDERING OF A BID TO THE COUNTY SHALL BE CONSTRUED AS ACCEPTANCE OF THE SPECIFICATIONS. THE BIDDER ACKNOWLEDGES THE RIGHT OF THE COUNTY OF WILL TO REJECT ALL BIDS, AND TO WAIVE NON-MATERIAL INFORMALITY OR IRREGULARITY IN ANY BID RECEIVED IN WHOLE OR PART AS MAY BE SPECIFIED IN THE SOLICITATION.

BY ORDER OF THE WILL COUNTY EXECUTIVE, DENISE E. WINFREY.

**INSTRUTIONS TO BIDDERS
SECURITY GUARD SERVICES FOR
SUNNY HILL NURSING HOME
WILL COUNTY, JOLIET, IL**

GENERAL SPECIFICATIONS

You are invited to submit your bid to provide Security Guard Services for the Sunny Hill Nursing Home (SHNH) of Will County, 421 Doris Ave., Joliet, IL, 60433, for the (12) month period beginning December 1, 2020 through November 30, 2021, with two (2) additional one (1) year renewals, at the discretion of Will County.

SEALED BIDS:

Sealed bids will be received in the Purchasing Department, 2nd floor, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432, **not later than 11:00 A.M., Monday, October 26, 2020, "as so indicated by the time stamp clock of Will County"**.

BIDS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.

Sealed bids will be publicly opened and read aloud by the Will County Executive or his representative at **11:10 A.M., Monday, October 26, 2020** at the Will County Office Building, 302 N. Chicago St., 2nd Floor, Joliet, IL 60432.

Bids must be made in accordance with the instructions contained herein.

Bid forms shall be completely filled out either typewritten or in ink. The **complete set of Contract Documents shall be submitted** with the proposal, with **ONE (1) ORIGINAL AND THREE (3) COMPLETE COPIES CLEARLY MARKED.**

Proposals shall be submitted on the forms furnished by the County of Will in a sealed package, plainly marked, with the bidder's name, address, and the notation:

SEALED BID: SECURITY GUARD SERVICES

BIDS DUE: 11:00 A.M., MONDAY, OCTOBER 26, 2020

Bids shall be addressed to the Will County Purchasing Department, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432.

SPECIFICATIONS:

Specifications are attached hereto and incorporated herein.

SIGNATURE OF BIDS:

The **signature on bid documents** shall be that of an authorized representative of bidder. An officer of or agent of the offering bidder who is empowered to bind the bidder in a Contract shall sign the proposal and any clarifications to that proposal. The County of Will bears no responsibility in determining whether signer is so authorized. Each bidder, by making his bid, represents that he has read and understands the bidding documents.

Each bidder, by making his bid, represents that he has read and understands the bidding documents. **Any bid not containing said signed documents shall be non-conforming and shall be rejected.**

BIDDING PROCEDURES:

1. All bids must be prepared on the forms provided by the County and with **ONE (1) ORIGINAL AND THREE (3) COMPLETE COPIES, CLEARLY MARKED**, in accordance with the Instructions to bidders.
2. A bid is invalid if it has not been deposited at the designated location prior to the time and date for receipt of bids indicated in the Advertisement for bids or prior to any extension thereof issued to the bidders.
3. Unless otherwise provided in any supplement to the Instructions to bidders, no bidder shall modify, withdraw or cancel his bid or any part thereof for sixty (60) days after the time designated for the receipt of bids in the Advertisement for bids.
4. Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such cases a written addendum describing the change or correction will be issued by the County of Will to all bidders recorded by the County of Will as having received the bidding documents and will be available for inspection wherever issued. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the bid documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids.
5. Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than seven (7) days prior to bid due date, notify the County of Will, who will, if necessary, send written addendum to all bidders. The County of Will will not be responsible for any oral instructions. All inquiries shall be directed to Kevin Lynn, Purchasing Director in writing at klynn@willcountyillinois.com. After sealed bids are received, the bidder will make no allowance for oversight.

MANDATORY PRE-PROPOSAL MEETING:

Each bidders **MUST** the attend the pre-proposal meeting to familiarize with the premises and satisfy itself fully as to all existing conditions under which it will be obliged to operate in performing its work, or that will in any manner affect the work under its contract.

If you are bidding this project **you must attend** the **Mandatory Pre-Proposal Meeting** that will be held on **Wednesday, October 21, 2020, at 2:00 P.M.**, SHNH, 421 Doris Ave., Joliet, IL 60433,. If you are planning to attend the examination of the premises, please contact Pat Wendholt via email pwendholt@willcountyillinois.com by **3:30 P.M. Monday, October 19, 2020** to register your company/attendees.

REJECTION OF BIDS:

The bidder acknowledges the right of the County of Will to reject any and all proposals for cause and to waive non-material informality or irregularity in any bid received.

CONTRACT DURATION:

The contract is to commence December 1, 2020 and extend through November 30, 2021. The County may, at its sole discretion, elect to use the renewal option clause for the second and/or third year. The renewals are for a one-year contract period that will be negotiated with the bidder not to exceed the percentage of increase or per hours cost entered on the attached bid form. It will then be submitted for full County Board approval.

NO BIDS:

Those who wish not to bid this project please return your bid plainly marked "NO BID" or send email of same to retain company name on bidders list. If you choose not to reply company your name will be removed and no future bids will be automatically sent.

PRIME CONTRACTOR CERTIFICATION:

Included in this bid package is a prime Contractor certification form. **This form must be filled out, signed, and returned with your sealed bid package or it will not be accepted.**

REFERENCES:

Included in this bid package is a reference form. Please fill out and complete this form citing clients for which you have provided similar services.

PRICES:

Prices shall remain in effect throughout the Contract Period, which is for a (12) twelve-month period, from December 1, 2020 through November 30, 2021, with two (2) additional one (1) year renewals at the discretion of Will County.

You shall include in your bid any and all sums required to execute this work under the existing conditions. No allowance will be made subsequently in this condition on behalf of any Contractor for any error or negligence on his part.

If County extends the optional renewal(s) for year(s) two and/or three, and no amount has been listed on the bid form, the original first year rates shall apply.

WORDS AND FIGURES:

Where amounts are given in both words and figures, the words shall govern. If the amount is not written in words the unit cost will take precedence over the extended price in case of a discrepancy in the multiplication.

BID SECURITY:

A 10% Bid Bond or Cashier's Check made payable to the **WILL COUNTY TREASURER**, shall accompany each bid, attached to the front cover, as a guarantee that if the bid is accepted, a contract will be entered into. Please calculate the 10% bid bond on the extended cost of bidder's hourly rate x TOTAL hours per location, for the first year only and include all buildings. **Money Orders or Company checks will not be accepted.** The Bid Bond or Cashier's Check will be returned to the unsuccessful bidders after the Bid has been awarded and will be returned to the successful bidder upon receipt of the Performance Bond, if applicable.

PERFORMANCE BOND:

A Performance Bond for the amount of the annual contract will be required from the **successful bidder** and shall be valid throughout the life of the contract. The Performance Bond will be returned at the completion of the contract. If it is difficult to acquire a Performance Bond by the time the contract is to commence, the County of Will shall accept a letter notarized by the Insurance Carrier showing that such Bond is being processed at this time. The amount of the performance bond should be for the extended cost for the first year (total hours times the cost per hour) and will be renewable annually, if the county so chooses to extend the contract for a second and third year.

NON-DISCRIMINATION:

The Contractor shall at all times observe and comply with any law, statute, regulation or the like relating in any way to civil rights including but not limited to 775 ILCS 10/1, *et seq.*

QUALIFIED STAFF REQUIREMENTS:

All licensed security guards in Illinois are required to undergo a fingerprinted background check as part of their licensure-AKA- PERC Card. Proof of current Illinois State Police background check within one (1) calendar year of contract period for any/all staff to be supplied, at sole discretion of Will County.

DEFAULT:

In case of default by the successful Bidder, the County of Will may procure the articles or services from other sources and may deduct from the unpaid balance due the successful bidder any of its costs resulting from the default, or may collect against the bond or surety for excess costs so paid, and the prices paid by the County of Will shall be considered the prevailing market price at the time such purchase is made.

Will County reserves the right to cancel the contract if the bidder fails to perform the work required in the bid specifications after efforts to resolve any problems that have been unsuccessful.

PREVAILING WAGES:

This bid is not subject to the Prevailing Wage Act.

ADDITION/DELETION OF LOCATIONS:

This bid allows Will County to add/change/delete office locations as needed throughout the life of the contract and any extensions offered and accepted by successful bidder, by means of amendment to the contract. This amendment will specify requirements of new location at the current rate for type of service required, and agreed upon by both parties, with thirty (30) days written notice.

In the event that any of the Will County Offices should move to a different location and vacate specific offices, notice will be given a minimum of thirty (30) days prior to said move, and Will County shall not be liable for the remainder of the Contract amount for that building.

TYPES OF INSURANCE:

1. **Statutory Workers' Compensation and Employers' Liability (EL) Insurance.** The Contractor shall procure and maintain during the life of this Contract Workmen's Compensation Insurance as required by applicable state law for all of his employees who would be engaged in work on the project. In case of any class of employees engaged in any work on the project under this Contract is not protected under the Workmen's Compensation Statute, the Contractor shall provide adequate employer's liability insurance for the protection of such of his employees as are provide Employer's Liability (coverage B) in the amount of \$500,000.00.
2. **Comprehensive General Liability Insurance.** A combined bodily injury and property damage occurrence limit of not less that \$1,000,000 per person and \$2,000,000 per occurrence. The policy shall contain blanket contractual liability, products, and completed operations coverage, and independent Vendor's coverage.

3. **Comprehensive Automobile Liability Insurance.** The policy shall be maintained for the duration of this Agreement and shall, at a minimum consist of \$1,000,000 per person and \$2,000,000 per occurrence for Bodily Injury and Property Damage.
4. **Owner's Protective Liability Insurance.** The Contractor shall protect the County or its assignee, if any, from any responsibility arising from the work performed under this Contract by adding these parties as named insured as a rider to the General Contractor specified Comprehensive General Liability policy in an amount not less than \$500,000.00 per occurrence. The named insured in this Comprehensive General Liability Policy shall be: County of Will, 302 N. Chicago St., Joliet, IL 60432.

PROOF OF INSURANCE:

1. The Contractor shall furnish the owner at the time of bidding, with certificates showing the type, amount, class or operations covered, effective dates and dates or expiration of policies, which policies shall specifically refer to the indemnity agreement. Such certificates shall also contain substantially the following statement: "The Insurance covered by this Certificate will not be canceled or materially altered except after 30 days written notice has been received by all named insured."

Any bid not containing said proof of insurance shall be non-conforming and shall be rejected.

2. All policies shall substitute the word "Occurrence" for "accident" for both bodily and property damage. "Occurrence" shall be defined to mean an event or series of events or continuous or repeated exposure to conditions, which unexpectedly cause injury or damage during the policy period.
3. All insurance coverage shall be provided by insurance companies maintaining a financial strength and claims paying ability rating no lower than "A" **MINUS "VIII"** as rated by the 1999 or most current AM Bests Insurance Guide.

CHOICE OF LAW AND VENUE:

Any cause of action related to this bid, or contract related thereto, shall be governed by the laws of the State of Illinois without regard to conflict of law provisions. Venue for any cause of action related to this bid, or any contract related thereto, shall be in the Twelfth Judicial Circuit, Will County, Illinois.

ILLINOIS FREEDOM OF INFORMATION ACT:

Any and all submissions to the County of Will become the property of the County of Will and these and any late submissions will not be returned. Your proposal will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140) and other applicable laws and rules, unless you request in your proposal that we treat certain information as exempt. We will not honor requests to exempt entire proposals. You must show the specific grounds in FOIA or other law or rule that support exempt

treatment. If you request exempt treatment, you must submit an additional copy of the proposal with exempt information deleted. This copy must tell the general nature of the material removed and shall retain as much of the proposal as possible. In the event the County of Will receives a request for a document submitted, the County of Will shall provide notice to contractor as soon as practicable. Regardless, contractor will be responsible for any costs or damages associated with defending your request for exempt treatment. Furthermore, contractor warrants that County of Will's responses to requests for a document submitted that is not requested to be exempt will not violate the rights of any third party.

Please be advised that if your proposal is accepted by the County of Will all related records maintained by, provided to, or required to be provided to the County of Will during the contract duration are subject to FOIA. In the event the County of Will receives a request for a document relating to contractor, its provision of services, or the arranging for the provision of services, the County of Will shall provide notice to contractor as soon as practicable and, within the period available under FOIA, contractor may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption, making reference to the specific FOIA provision applicable without simply making a general claim that the information is "confidential," "proprietary," "exempt from disclosure," or the like. Regardless, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment. Furthermore, contractor will warrant that County of Will's responses to requests for a document relating to contractor, its provision of services, or the arranging for the provision of services, will not violate the rights of any third party.

Please be advised also that FOIA provides that any record in the possession of a party with whom the County of Will has contracted to perform a governmental function on behalf of the County of Will, and that directly relates to the governmental function and is not otherwise exempt under FOIA is considered a public record of the County of Will for purposes of FOIA. 5 ILCS 140/7(2). As such, upon request by the County of Will (or any of its officers, agents, employees or officials), the contractor shall provide to the County of Will at no cost and within the time frames of FOIA a copy of any "public record" as required by FOIA and in compliance with the provisions of FOIA. After request by the County of Will, contractor may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption, making reference to the specific FOIA provision applicable without simply making a general claim that the information is "confidential," "proprietary," "exempt from disclosure," or the like. Regardless, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment.

AWARDING OF BID:

The award will be based on the lowest responsible, responsive bid for the totals of the 1st year contract and the two (2) optional one (1) year renewals. This bid may be awarded in whole or in part, and could be split between bidders by location and type of service, based on hourly rates per location.

Bids are expected to be awarded at the November 19, 2020 meeting of the Will County Board. A contract will be made between Will County and the successful firm(s) after the County Board's approval.

SUBMITTAL REQUIREMENTS:

Each of the following Products shall be submitted by the bid time mentioned herein in order that the bid will be considered:

1. 10% Bid Bond or Cashier's Check
2. **Signed** Copy of Prime Contractor Certification
3. Reference form
4. **Signed** and completed Bid Form
5. **Signed** and completed Receipt of Addenda Form
6. Proof of Insurance

PRIME CONTRACTOR CERTIFICATION

The undersigned hereby certifies that _____

Company Name

is not barred from contracting with any unit of State or local government as a result of a violation of either Section 33E-3 or 33E-4 of the Criminal Code of 1961.

Representative of Company

Title

Signature

Date

Note: A person who makes a false certificate commits a Class 3 Felony.

Sections 33E-3 and 33E-4 provide as follows:

33E-3. Bid-rigging. A person commits the offense of bid-rigging when he knowingly agrees with any person who is, or but for such agreement would be, a competitor of such person concerning any bid submitted or not submitted by such person or another to a unit of State or local government when with the intent that the bid submitted or not submitted will result in the award of a contract to such person or another and he either (1) provides such person or receives from another information concerning the price or other material term or terms of the bid which would otherwise not be disclosed to a competitor in an independent noncollusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted.

Bid rigging is a Class 3 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

33E-4 Bid rotating. A person commits the offense of bid rotating when, pursuant to any collusive scheme or agreement with another, he engages in a pattern over time (which, for the purposes of this Section, shall include at least 3 contract bids within a period of 10 years, the most recent of which occurs after the effective date of this amendatory Act of 1988) of submitting sealed bids to units of State or local government with the intent that the award of such bids rotates, or is distributed among, persons or business entities which submit bids on a substantial number of the same contracts. Bid rotating is a Class 2 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) **of Section 5-4 of this Code.**

Possible violations of Section 33 can be reported to the Office of the Will County State's Attorney at (815) 727-8453.

SECURITY SERVICE REFERENCES: Please provide three (3) references for which similar services have been rendered.

COMPANY NAME	CONTACT PERSON & EMAIL ADDRESS	PHONE NUMBER

SECURITY GUARD SPECIFICATIONS- SUNNY HILL NURSING HOME

SCHEDULED HOURS OF COVERAGE:

The scheduled hours of coverage, for 2020 & 2021 are a total of **5,840 hours**, two (2) guards (two (2) eight (8) hour shifts, Sunday through Saturday, for a period of twelve (12) months, December 1, 2020 to November 30, 2021. See attached Specification Sheet for more explicate details of days, shifts and Will County's holidays.

DUTIES:

The duties required shall include, but not be limited to, the following:

BASIC FUNCTIONS:

Provide **UNARMED SECURITY SERVICE** for safeguarding people and property of Sunny Hill Nursing Home of Will County. Work under the general supervision of Administrator.

RESPONSIBILITIES:

- To read and follow all memos issued.
- Security Guard (S/G) will report for duty in full uniform with ID tag.
- Afternoon guard will receive two-way radio, detex key scanner, security binder, memos, and keys from receptionist at start of shift. Receptionist is to initial guard's daily report indicating what time two-way radio, detex key scanner, security binder, memos, and keys were given to guard.
- S/G's are to keep two-way radio on person at all times when on duty. S/G will remain in contact with receptionist / House Supervisor via two-way radios.
- Afternoon S/G will note on report who he gave equipment to at end change of shift.
- Midnight S/G will note on report who he received equipment from at start of shift.
- Midnight S/G will give two-way radio, detex key scanner, security binder, memos and keys to receptionist at end of shift. S/G is to have receptionist sign off with name, time & date on shift report listing all items received from S/G.
- Prepares chronological report of events for Security Managers and Administrator of Sunny Hill daily. Incident report to be turned in as required.
- Prepares Incident Report with significant detail to follow up and take corrective actions.
- Report observed maintenance needs to receptionist who will then notify maintenance. Guard will also note on daily guard report what was reported and to whom.
- At end of shift S/G will attached incident report (if any) to daily report and turn original in to Administrator for review.
- Make hourly checks of the facility ensuring that ALL interior/exterior doors are alarmed/secured as appropriate, all office and rooms are secured, and shut off electrical appliances as needed.
- S/G is to document status of door alarms on each facility round. Must use actual time in reports.
- A Detex Key round will be done every hour that guard is on duty. This will include a check of fence line and key locations inside building. All interior doors, offices, and door and hall alarms will be checked during rounds.

- S/G's will check on as assigned back door (see Attachment III) ensuring that all doors are secure. Elevators will also be checked hourly (see Attachment IV).
- S/G will enforce parking lot regulations (see Attachment IV). Upper lot gates must be locked between 8:45 P.M. and 4:30 A.M. whenever guard is not in parking lot or lobby. Lower lot gate remains closed as outlined.
- Officers working the midnight to 8:00 A.M. will check with house supervisor before securing the main gate.
- Oversee parking lot security, checking periodically to help assure the safety of staff, residents, and visitors. Includes escorting staff and visitors to and from vehicles, front and back lots. Keeps trespassers off property.
- Boiler Room gauges will be checked as assigned per Attachment I.
- S/G will follow Attachment III Receiving/Back Door.
- May perform minor repairs or light maintenance duties to assure safe access in and around the facility (i.e. salt & shovel sidewalk and stairway to lower lot when slippery, shovel & salt pathway to back lot).
- No one is to be in the kitchen other than on duty dietary personnel. If anyone needs anything from kitchen they must wait at the door. Guard is not to be in dietary at any time except to check coolers/freezers as outlined in Attachment II.
- The security officer will station themselves in the main lobby when not making rounds.
- Visiting hours are between 10:30 A.M. and 8:30 P.M. All visitors are to sign in/out and to have Visitors badge.
- Security will stop any unfamiliar person anywhere in the building and ask to see I.D. Any suspicious persons will be brought to house supervisor on duty for direction. An incident report is to be filed.
- Sunny Hill employees are to wear ID badges at all times while on job site. Security will stop all employees not having their ID in plain sight. If employee forgets their ID they must show and display their County ID. Report must be filed. Temporary badge shall be obtained from the House Supervisor.
- All off duty employees that return to Sunny Hill will enter through the main lobby. The off duty employee shall contact the House Supervisor as to the purpose of the visit. If the visit is approved, they will sign in and out on the log.
- If fireboard indicates an alarm front gates must be opened for fire department. Follow procedure outlined in Attachment I.
- S/G is to check dietary freezer and cooler and kitchen equipment as assigned (see Attachment II).
- S/G is to be orientated to water pressure alarm, elevator alarms, (See Attachment II) and wander guard alarm (See Attachment III).
- Re-set boiler, if needed, per maintenance instructions.
- S/G payroll and/or any paperwork are not the responsibility of any facility staff member.
- S/G responsible to follow facility policies as established including smoking, visitors, phone calls, parking, etc.
- Sunny Hill is a Smoke-Free environment. Smoking is not allowed anywhere in the facility or on the premises by staff or visitors.
- S/G doesn't accept deliveries as they occur.

- Perform other duties as needed or assigned.

GUARD SPECIFICATIONS- SUNNY HILL NURSING HOME:

Assigned guards expectations:

- Initial training will be completed by Administrative Assistant starting on December 1 at midnight, December 1 at 4pm, December 2 at Midnight, December 2 at 4pm, December 3 at Midnight, December 3 at 4pm with all security guards and management staff who will be assigned to Sunny Hill Nursing Home.
- Ability to communicate effectively with others
- Complete a minimum of 24 hours training at facility for shift assigned with guard trained on that particular shift prior to being assigned to Sunny Hill Nursing Home at Security Company's expense, i.e., 24 hours training on afternoons if scheduled afternoons; 24 hours midnights if scheduled midnights. Additional training IF needed or identified by Sunny Hill Management.
- Experience with handling potentially violent situations and demonstrated effective deescalating volatile situation skills.
- Guards must hold a valid card through the IL. Department of Professional Regulations as Private Detective, Private Alarm, and Private Act of 1983. It is the responsibility of the Security Agency to submit to the Administrator of Sunny Hill Nursing Home of Will County, a Photocopy of each individual guard's card, assigned to this project prior to work commencement
- Crisis Prevention Institute Certification preferred and/or training is desirable.
- **Current or former employees of Sunny Hill Nursing Home of Will County placement not permitted.**

REQUIREMENTS:

Two-way radios shall be supplied by Facility to facilitate easy and ongoing communication, guards must retain radios on their person and respond to calls when needed. Security is responsible for its safekeeping. All Officers are to be uniformed and unarmed. Detex equipment and maintenance will be supplied by the successful bidder. The successful bidder must supply all necessary forms. The Administrator of Sunny Hill Nursing Home of Will County reserves the right to interview potential guard(s) and to reject or relieve from duty an assigned guard for just cause.

In the event an officer fails to report to work as scheduled or is unable to work as scheduled for any reason, it is the responsibility of the contracted service to ensure that coverage is provided on all shifts. Replacement will be provided within a reasonable timeframe (1-2 hours of notification).

PENALTY PROVISIONS

Due to the sensitive nature of the Security Guard services ensuring the safety of the clients and staff of the Sunny Hill Nursing Home of Will County and the need of 24 hour a day protection, failure to meet expectations and to report to and remain at work as scheduled will result in monetary penalties being imposed as follows:

- First occurrence – Late ONE HOUR or less – no penalty applied
- Second Occurrence – Late ONE HOUR or less no penalty applied
- Third Occurrence – Late ONE HOUR or less a penalty in the amount of \$500 will be deducted from scheduled payment
- First Occurrence Late 2-4.9 hours a penalty in the amount of \$500 will be deducted from scheduled payment
- Second Occurrence Late 2-4.9 hours a penalty in the amount of \$750 will be deducted from scheduled payment
- First Occurrence Late 5-8 hours a penalty in the amount of \$1,000 will be deducted from the scheduled payment
- Additionally, if an officer fails to complete the assigned shift and leaves early a penalty in the amount of \$500 will be deducted from the scheduled payment.

Said penalties are not exclusive and failure to adequately perform the work may also be a basis to cancel the remainder of the contract.

CANCELLATION CLAUSE:

Failure to satisfactorily perform the duties and responsibilities may result in contract cancellation if corrective efforts fail to resolve the problem(s). Thirty (30) days written notice and Will County Board concurrence is required.

ATTACHMENT I - SUNNY HILL NURSING HOME

FIRE CONTROL AND BOILER ROOM

The BOILER ROOM must be checked as assigned weekdays, weekends and holidays 5:00 p.m. to 4:00 a.m. The Boiler temperatures should be from 200-220 degrees (left hand gauge at top) and the Boiler pressure should be 8 to 25 pounds pressure (right hand gauge at top). Both Boilers should be within these limits, unless one is shut down for maintenance or modifications. If the Boiler was shut down it will have a notice on it stating "Out of Service". If reading is less than 10 or more than 25 have the House Supervisor contact Maintenance.

In the event of a power outage, the Fire Control Room door should be opened and left open until power is restored. Security incident report should indicate power outages. The generator will run unattended with no problems. When power is restored generator will transfer back to normal power and shut off.

The FIRE CONTROL ROOM should be opened before Fire Department arrives. The Panel will show what unit or wing the fire was detected. THE PANEL CAN ONLY BE SILENCED BY THE JOLIET FIRE DEPARTMENT PERSONNEL or MAINTENANCE. If the fireman instructs to silence and reset panel follow instructions posted by panel.

WHAT TO DO WHEN FIRE ALARM SOUNDS

RECEPTION 6:45 A.M. - 8:30 P.M.

1. Announce "Dr. Red (with location)" 3 times.
2. Call and confirm alarm with fire department.
3. Have them send a truck out to inspect.

SECURITY 4:00 P.M. - 8:30 P.M.

1. Must open fire control room door.
2. Stay by the lobby fire doors until fire department arrives.

HOUSE SUPERVISOR 8:30 P.M. – 6:45 A.M.

1. Go to nearest fire panel (located at each nurses station and by reception desk) and note fire location.
2. Announce specific location of fire by repeating "Doctor Red _____" (specify location) 3 times. Ex: Dr. Red 1st Ave, Dr. Red 1st Ave, Dr. Red 1st Ave. (Dial 222 to overhead page.)
3. Call and confirm alarm with fire department (815-724-3285).
4. Have them send a truck out to inspect.
5. Announce "Dr. Red All Clear" 3 times when directed by maintenance, fire department, or supervisory personnel. (Dial 222 to overhead page.)

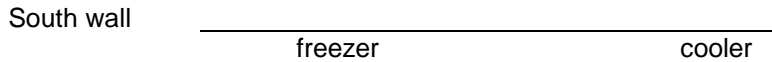
SECURITY 8:30 P.M. - 6:45 A.M.

1. Unlock main gate for fire trucks to get in parking lot, leave ambulance door unlocked.
2. Go to fire control room unlock the door (leave it open). Return to lobby to wait for the arrival of fire department.
3. Escort them to fire control room, then return to lobby to await further instruction from the Nursing Supervisor on duty.

ATTACHMENT II - SUNNY HILL NURSING HOME

DIETARY FREEZER/COOLERS/KITCHEN EQUIPMENT

The DIETARY FREEZER & COOLER and KITCHEN EQUIPMENT must be checked as assigned during both shifts. The freezer and cooler are located on the south wall in the dietary department. Freezer temperatures should be below 10°, cooler should be 45° or below. If reading is above proper temperature at next hourly check report to nursing supervisor who will notify maintenance.



WATER PRESSURE ALARM

If water pressure is too low this alarm will sound (located outside by front entrance) and eventually trigger fire alarm. In the event this alarm sounds, facility House Supervisor is to contact maintenance immediately. If fire alarm sounds follow fire alarm procedure per Attachment I.

ELEVATOR ALARM

When this alarm sounds maintenance must be contacted. If maintenance is not on duty the nursing supervisor is to assess situation, security officer has the ability to reset the elevator, if it doesn't reset have house supervisor call maintenance. There is also an emergency call button on 1st and 4th Ave elevator that directly connects to receptionist.

PATIO DOOR ALARMS

Sunshine Room, Family Room and Courtyard patio doors turn off alarm at around 7:45am and open umbrellas, (weather permitting) check to make sure outside gates are secured. Close the umbrellas for the night and turn on alarm at around 8:00pm after first doing the following:

MUST CHECK ALL AREAS OUTSIDE FOR ANY RESIDENTS AND/OR VISITORS, BY PHYSICALLY WALKING THE WHOLE AREA.

ATTACHMENT III - SUNNY HILL NURSING HOME

ALARM SYSTEM MANAGEMENT

PURPOSE

To provide for the safety and security of residents and establish a system after normal business hours to detect potential wanderers from leaving the facility. These alarm devices will assist in the control and supervision of residents and provide an added measure of security.

Establishes guidelines for their hours of operation and control of conditions when they are to be placed and kept in use.

These will be alarmed and operated according to this established policy/procedure unless an exception is granted by the Administrator. Any employee who fails to follow this policy will be accountable for any consequences caused by their lack of use and subject to progressive discipline. Resident safety is of paramount importance and is the overriding consideration in lieu of inconvenience of SHNH staff.

PROCEDURE

There are wander guard alarms on all units and hallways.

WANDER GUARD ALARM

Be alert to the system of wristbands on residents who wander. These residents are not allowed to leave the building by themselves. If wander guard alarm (mounted by nursing office) sounds check for resident in area. There are pictures of these residents in the reception area. There are also wander guard alarms at all stairwells on units, entrance to 1st and 4th Avenues and beginning of hallway to laundry room, which, if sound, check for resident in area must be made.

DOOR ALARMS

All exit doors are to be alarmed at all times. Security to inform House Supervisor and make report if any door alarm is found deactivated and note on daily guard report.

RECEIVING/BACK DOOR

Receiving area door is always locked. Back door alarm is to be activated at 11:30 P.M. This alarm remains on until 4:30 A.M. unless it is actively being monitored via the CCTV at reception desk. At no time is back door alarm to be off when door is not being monitoring. No visitors or off duty employees are to be using this door at any time or in area behind building. Door is not to be left propped open.

EXCEPTION TO ABOVE

1. Administrative approval.
2. Emergency arises and alarm(s) must be deactivated for emergency personnel to arrive and accomplish their job. After exit, security will assure that no resident has left the facility and immediately reset alarm(s) that was turned off.
3. Entrance to the facility for anyone arriving late for work must be cleared with the nursing supervisor on duty. Front entrance only.

ATTACHMENT IV - SUNNY HILL NURSING HOME

PARKING LOTS

LOWER WEST LOT is opened at 4:30 A.M. for employee parking. This lot is closed no later than 8:30 P.M.

EXIT GATE: Open from 4:30 A.M. to 8:45 P.M. daily. Locked from 8:45 P.M. to 4:30 A.M.

AMBULANCE GATES: Completely open ambulance gate at 4:30 A.M. to allow staff dropped off, i.e., bus, to enter premises. Ambulance gate locked from 8:45 P.M. until 4:30 A.M. Guard would be notified by nursing supervisor to open ambulance gates if ambulance is expected.

MAIN GATE:

Morning routine

Gate open at 4:30 A.M.

Evening routine:

Main gate is locked at 8:45 P.M (visiting hours over at 8:30 P.M.). Guard is to monitor/open main gate for night-shift shift change and when authorized by House Supervisor.

At no time are gates to be left open / unlocked when guard is not in lobby / front parking lot area from 8:30 P.M. to 8:00A.M.

UPPER LOT spaces, Designed for visitors and guest only.

BACK PARKING LOT Parking spaces directly behind facility (south side of drive) are reserved.

There is no street parking on the north side of Doris Ave.

HANDICAP parking is to be enforced on **all** shifts.

Vehicles are not to be allowed to drive up grass hill to gain access to upper lot.

ELEVATOR ROUNDS

Elevators are to be checked on hourly rounds for graffiti. If graffiti is found and housekeeping is on duty have reception contact them to clean elevator. If after hours, try to remove it. In all cases document on daily report and contact nursing supervisor.

RECEPTION/SOUTH ADMINISTRATION AREA

No one is allowed in reception/south administration area after hours except nursing supervisor and security. Security is only allowed in area if fire alarm sounds and when monitoring CCTV.

VISITING HOURS

Visiting hours are from 10:00 A.M. to 8:30 P.M. All visitors are to sign in and out on the visitors log located at the lobby desk. Resident families visiting after 8:30 P.M. must advise the Nursing Supervisor, who will in turn notify Security. They must be accommodated to visit the resident when he/she is seriously ill and/or any other special reason. It must and will be explained to them that the security measures are for our resident's safety. Employees are not allowed visitors past the lobby at any time.

FRONT REVOLVING / HANDICAP DOORS

Front Revolving / Handicap exit doors are to be locked at 8:45 P.M. and opened at 4:30 A.M.

Date Released: 10-15-20
 Due: 10-26-20, 11:00 A.M.
 Open: 10-26-20, 11:10 A.M.

**COUNTY OF WILL
 PURCHASING DEPARTMENT
 302 N. CHICAGO ST.
 JOLIET, IL. 60432**

**CONTRACT FOR
 SECURITY
 SHNH #2021-4
 SECURITY SERVICES
 SUNNY HILL NURSING HOME (SHNH)**

COMPANY NAME _____ The Bidder proposes to provide the products and/or services in accordance with the specifications attached herein.
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 CONTACT _____
 EMAIL ADDRESS _____
 PHONE _____ FAX _____ FEIN # _____

THIS IS NOT AN ORDER

Agency Name and Delivery Address: **SUNNY HILL NURSING HOME OF WILL COUNTY**
421 DORIS AVENUE, JOLIET, IL 60433
For additional information contact: KEVIN LYNN, PURCHASING DIRECTOR
klynn@willcountyillinois.com

This contract covers Guard Services for **365** days as described below. One Guard per shift.

Performance and duties to be performed in accordance with the specifications issued by the County of Will, Guard Service for the Sunny Hill Nursing Home of Will County, Joliet, IL.

TOTAL HOURS

SUNDAY THROUGH SATURDAY Two (2) Shifts (365 Days)			5,840
4:00 p.m. - 12:00 a.m., & 12:00 a.m. - 8:00 a.m.			
Friday	December 25, 2020	Christmas Day Observance	
Friday	January 1, 2021	New Year's Day Observance	
Monday	January 18, 2021*	Martin Luther King Day	
Friday	February 12, 2021*	Lincoln's Birthday	
Monday	February 15, 2021 *	President's Day	
Friday	April 2, 2021*	Good Friday	
Monday	May 31, 2021	Memorial Day	
Monday	July 5, 2021	Independence Day Observance	
Monday	September 6, 2021	Labor Day	
Monday	October 11, 2021*	Columbus Day	
Thursday	November 11, 2021*	Veterans Day	
Thursday	November 25, 2021	Thanksgiving Day	
Friday	November 26, 2021*	Day following Thanksgiving	
County Observed Holidays*			

Any Vendor Observed Holidays where the Vendor may pay his employee premium pay due to the holiday must be included into the hourly price so there is only one (1) hourly rate. Please supply a list of the holidays your firm observes.

2019/2020 SCHEDULED HOURS OF COVERAGE - DECEMBER 1, 2019 THROUGH NOVEMBER 30, 2020

HOURS	DESCRIPTION	HRLY RATE	EXTENDED
5,840	1 st yr. UNARMED SECURITY GUARD SERVICE-365 DAYS COVERAGE		\$
SPECIAL EVENT COVERAGE, WEEKDAY, WEEKEND, AND HOLIDAY NOT INCLUDED IN HOURS ABOVE, BUT RESERVE THE RIGHT TO REQUEST, AND BE SUPPLIED WITH A GUARD FOR:			
		\$ _____ Per Hr.	\$ _____ Per Hr.
		Weekday	Weekend
			\$ _____ Per Hr.
			Vendor Holiday
5,840	2 nd yr. UNARMED SECURITY GUARD SERVICE-365 DAYS COVERAGE		\$
SPECIAL EVENT COVERAGE, WEEKDAY, WEEKEND, AND HOLIDAY NOT INCLUDED IN HOURS ABOVE, BUT RESERVE THE RIGHT TO REQUEST, AND BE SUPPLIED WITH A GUARD FOR:			
		\$ _____ Per Hr.	\$ _____ Per Hr.
		Weekday	Weekend
			\$ _____ Per Hr.
			Vendor Holiday
5,840	3 rd yr. UNARMED SECURITY GUARD SERVICE-365 DAYS COVERAGE		\$
SPECIAL EVENT COVERAGE, WEEKDAY, WEEKEND, AND HOLIDAY NOT INCLUDED IN HOURS ABOVE, BUT RESERVE THE RIGHT TO REQUEST, AND BE SUPPLIED WITH A GUARD FOR:			
		\$ _____ Per Hr.	\$ _____ Per Hr.
		Weekday	Weekend
			\$ _____ Per Hr.
			Vendor Holiday
		GRAND TOTAL FOR ALL THREE (3) CONTRACT YEARS	
		\$	

Signed By: _____ Title: _____

Approved by: _____ Maggie McDowell, S.H.N.H.
 Administrator

Date Released: 10-15-20
Due: 10-26-20, 11:00 A.M.
Open: 10-26-20, 11:10 A.M.

COUNTY OF WILL
PURCHASING DEPARTMENT
302 N. CHICAGO ST.
JOLIET, IL. 60432

ADDENDA FORM
SECURITY
SHNH #2021-4
SECURITY SERVICES

The Bidder proposes to provide the products and/or services in accordance with the specifications attached herein.

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

Please check one:

CONTACT _____

Minority Vendor yes no

PHONE _____ FAX _____

FEIN # _____

THIS IS NOT AN ORDER

Agency Name and Delivery Address:	WILL COUNTY 302 N CHICAGO ST, JOLIET, IL 60432
For additional information contact:	KEVIN LYNN, PURCHASING DIRECTOR 815-740-4712 OR klynn@willcountyllinois.com

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No.____, dated _____, signed _____

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No.____, dated _____, signed _____

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No.____, dated _____, signed _____

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No.____, dated _____, signed _____

LATE BIDS CANNOT BE ACCEPTED!

VENDOR RETURN ADDRESS:

SEALED BID DOCUMENT

BID #: 2021-4
DUE DATE: 10/26/20
DUE: 11:00 A.M.
DESCRIPTION: SECURITY SERVICES

**DATED MATERIAL-DELIVER IMMEDIATELY
WILL COUNTY PURCHASING DEPARTMENT
302 N. CHICAGO ST., 2ND FLOOR
JOLIET, IL 60432**

PLEASE CUT OUT AND AFFIX THIS BID LABEL (ABOVE) TO
THE OUTERMOST ENVELOPE OF YOUR SEALED BID TO
HELP ENSURE PROPER DELIVERY!

LATE BIDS CANNOT BE ACCEPTED!

