

REQUEST FOR PROPOSAL (RFP)



#2021-8 District Video Surveillance Upgrade

Proposals Due: Tuesday February 23rd, 2021 at 10:00 a.m.

East Aurora School District 131

School Service Center (SSC)

417 Fifth Street

Aurora, IL 60505

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REQUEST FOR PROPOSALS

The Board of Education for the Aurora East School District # 131 will receive sealed proposals for District Video Surveillance Upgrade as described herein and subject to the conditions hereinafter stipulated until **10:00 a.m. C.S.T. on Tuesday, February 23rd, 2021**. Proposals sent by facsimile or email will not be accepted. The Board of Education does not accept or assume the responsibility for delayed postal deliveries and does not recognize postmarks as representing the fact that a proposal has been received by The School District before the deadline. It is strongly recommended that Proposals are mailed U.S.P.S. (not Fed-Ex or UPS) as our office hours may be adjusted due to COVID-19. Proposals received after the time specified in this PROPOSAL Invitation will not be considered.

Specifications may be secured at www.d131.org/business-office/bidding/.

All PROPOSALS are to be enclosed in a sealed envelope clearly marked as follows: "RFP #2021-8 – District Video Surveillance Upgrade" and should be delivered to:

Attention: Dr. Ann Williams, CFO
Aurora East School District 131
McKnight Service Center
417 Fifth Street
Aurora, IL 60505

For information regarding the PROPOSAL specification or opening please contact Dr. Ann Williams at (630) 299-5581 or bids@d131.org.

BACKGROUND

A. EAST AURORA SCHOOL DISTRICT 131

East Aurora School District 131 is located in Kane County, approx. 40 miles west of Chicago and serves the portions of the City of Aurora and the Village of Montgomery. The District was organized in 1847 and serves grades K-12. The District operates 2 pre-schools (child development centers), 1 STEAM (grades K-2), 12 elementary schools, 1 Magnet (grades 3-8), 3 middle schools and 2 high schools (one extension high school), and 2 affiliated schools.

District 131 has a Five-year Strategic Plan which states the following:

Our Mission: *To educate and empower all students to reach their full potential.*

Our Vision: *Our graduates will be confident and productive global citizens committed to improving their community.*

Strategic Goal #1, Equity: *East Aurora School District 131 will meet the diverse needs of all students by ensuring a safe and inclusive learning environment.*

Strategic Goal #2, Operational Excellence: *East Aurora School District 131 will align and utilize systems and resources that promote operational excellence, efficiency, and fiscal accountability.*

Strategic Goal #3, Collaborative Leadership: *East Aurora School District 131 will engage in the continuous cycle of improvement through collaborative, student-focused, and data-driven leadership teams who will monitor and communicate at all levels.*

Strategic Goal #4, Student Achievement: *East Aurora School District 131 will ensure the academic success of all students by closing the opportunity gap.*

B. PROCUREMENT SCHEDULE

The schedule for procurement is as follows:

February 4 th , 2021	Public Notice
February 11 th , 2021	Bidder Walkthrough
February 17 th , 2021	Deadline for Questions
February 23 rd , 2021	Deadline for Proposals
March 1 st , 2021	Recommendation to Award Contract

INFORMATION FOR VENDORS

SECTION I

1. Notice is hereby given that sealed proposals for all material outlined on the attached listing for School District #131, Aurora, Illinois shall be received at 417 Fifth Street, Aurora, IL 60505, on or before 10:00 a.m. on February 23rd, 2021. PROPOSALS SENT BY FACSIMILE OR EMAIL WILL NOT BE ACCEPTED. The School District cannot assume the responsibility for delayed postal deliveries and does not recognize postmarks as representing the fact that a proposal has been "received" by the School District before the specified deadline. Proposals received after the time specified in the Invitation to Proposal will not be considered.

2. WALKTHROUGHS: All potential bidders will be provided the opportunity for a walkthrough on Thursday, February 11th, 2021. The walk through will start at East Aurora High School at 10:00am C.S.T. Door 1. Additional maps and documentation will be provided at this time. There will be the opportunity to tour East High School, The New Administrative Center, and the Fred Roger Magnet Academy.

3. PROPOSAL DOCUMENTS: Proposal Documents consist of Instructions to Vendors, Specifications and Proposal Forms and may be obtained after 10:00 am on, February 4th, 2021 on our website at www.d131.org/business-office/bidding/.

Vendors shall carefully examine the entire contents of Proposal Documents to become thoroughly familiar with all requirements. The submission of a Proposal will constitute an inconvertible representation by the Vendor that the Proposal Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions.

A complete set of Proposal Documents shall be used in preparing Proposals. Owner does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Proposal Documents.

Owner, in making copies of Proposal Documents available on the above terms, does so for the purpose of obtaining proposals on the work and does not confer a license or grant for any other use.

4. SUBMISSION OF PROPOSAL: Proposals shall be complete and properly executed, and when required, accompanied by proper proposal security. Proposals shall be submitted on the Proposal Form included in this packet. Proposals containing clauses, phrases or other alterations which modify the enclosed Proposal Form shall be cause for rejection. Proposals shall be signed with the name typed below the signature. Where Vendor is a corporation, Proposals must be signed with the legal name of the corporation followed by name of the State of Incorporation and legal signature of an officer authorized to bind the corporation to a contract.

Submit proposals in an opaque, sealed envelope. Identify the envelope with: (1) Project name, (2) Owner's name and address, (3) name of vendor, (4) type of proposal, and (5) PROPOSAL ENCLOSED. Proposals may not be modified after submittal. Vendors may withdraw proposals at any time before proposal opening, but any resubmission must be received by the proposal opening.

5. EXAMINATION OF SPECIFICATIONS: Each vendor shall acquaint himself with the conditions as they exist so that he may be completely familiar with the conditions pertinent to the fulfillment of the work required under this contract. Vendors shall also thoroughly examine all contract documents. The failure of any vendor to exercise his privileges of the foregoing will in no way relieve the vendor from any obligation with respect to his proposal.

6. ADDENDA: Should a vendor find, during the examination of the Proposal Documents, any discrepancies, omissions, ambiguities, or conflicts in or among the Proposal Documents, or should he be in doubt as to their meaning, he shall at once bring the questions to the attention of the School District for answer and interpretation. The School District will review the questions, and where information sought is not clearly shown on the Proposal Documents or specified, the District will make an addendum to all

vendors of record in which the interpretation will be made. The School District will make no interpretations orally and only instructions in writing will be deemed valid.

The School District will not be responsible for any oral instructions. **All questions must be submitted in writing before 10:00 a.m. on Friday, February 17th, 2021, so necessary addenda can be delivered.**

Questions may be submitted to Dr. Ann Williams via email at bids@d131.org. All vendors must supply an email address for the delivery of any Addenda. It is the responsibility of the vendors to be certain they have received the issued Addenda. Addenda can also be found on the district proposal website, www.d131.org/business-office/bidding/.

7. QUALIFICATIONS OF VENDOR:

- a) The successful vendor must agree to assist East Aurora School District 131 staff in evaluating the efficiency and effectiveness of resource allocation.
- b) School District #131 may take such investigations as deemed necessary to determine the ability of the vendor to perform the work.

8. DELIVERY OF MATERIALS:

- a) Delivery of supplies will be drop-shipped to the addresses indicated on the purchase orders.
- b) All deliveries of supplies will be unloaded and delivered by the vendor's staff or freight company's staff.
- c) Delivery must be made by required date. An acknowledgement or confirmation must be submitted within (48) hours of receiving purchase order indicating expected lead times.

9. The vendor shall furnish all materials and labor required to complete the proposal specifications to owner's satisfaction. The proposal shall include freight and/or cartage for any delivery.

10. The vendor shall furnish the District with three (3) references, indicating the company/entity name, address, phone number and contact person.

11. The Board of Education of School District #131, reserves the right to reject any or all proposals, and to waive any informalities, or irregularities in proposal, and to award the contract in the best interest of the district. Any such decision shall be considered final. Owner further reserves the right to disregard all non-conforming, non-responsive or conditional Proposals. Discrepancies between words and figures will be resolved in favor of words. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

It is the intent of the School District to award a contract to the lowest responsible, responsive vendor meeting specifications which is in the best interest of the School District as determined by the Board of Education. While the financial responsibility of the vendor is a significant concern, the board is equally concerned with the proven ability of the vendor to satisfactorily perform its contract so that the service will be provided, or project will be completed in accordance with proposed contract documents.

12. COMMUNICATIONS

All communications, requests, questions, and so forth, shall be addressed to Dr. Ann Williams via email at bids@d131.org

13. QUOTATIONS AND PROPOSALS

The contractor/vendor certifies that the contractor is not barred from proposal on the contract as a result of conviction for either proposal rigging or proposal rotating under Article 33E of the Criminal Code of 1962.

14. EQUAL EMPLOYMENT OPPORTUNITY AGREEMENT

During the performance of this contract, the contractor agrees to the following:

A. The contractor will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, religion, sex, ancestry, age, citizenship status, marital status, physical or mental disability unrelated to the individual's ability to perform the essential functions of the job, association with a person with a disability, or unfavorable discharge from military service, or any other form of discrimination prohibited from time to time under the Illinois Human Rights Act.

The contractor will take affirmative action to insure the applicants are employed, and that employees are treated during employment without regard to their race, creed, color, national origin, religion, sex, ancestry, age, citizenship status, marital status, physical or mental disability unrelated to the individual's ability to perform the essential functions of the job, association with a person with a disability, or unfavorable discharge from military service, or any other form of discrimination prohibited from time to time under the Illinois Human Rights Act. Such action will include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contractor setting for the provisions of the nondiscrimination clause.

Contractor hereby agrees that this contract shall be performed in compliance with all requirements of the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended from time to time, and that the contractor and its subcontractors shall not engage in any prohibited form of discrimination in employment as defined in that Act. The contractor shall maintain, and require that its subcontractors maintain, policies of equal employment, which shall prohibit discrimination against any employee or applicant for employment on any of the grounds set forth above. Contractors and all subcontractors shall comply with all requirements of the Act and of the rules of the Illinois Department of Human Rights with regard to posting information on employee's rights under the Act.

B. The contractor will, in all solicitations or advertisement for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin, ancestry, citizenship status, age, marital status, physical or mental disability unrelated to the individual's ability to perform the essential functions of the job, association with a person with a disability, or unfavorable discharge from military service, or any other form of discrimination prohibited from time to time under the Illinois Human Rights Act.

C. The contractor will cause the foregoing provisions to be inserted in all Sub-contracts for any work covered by this contract so that such provisions will be binding upon each sub-contractor, provided that the foregoing provisions shall not apply to contracts or sub-contractors for standard commercial supplies or raw materials.

D. In case of conflicting provisions, the conditions contained in this document shall prevail over the standard general conditions; special conditions, if any, shall prevail over these general conditions; and drawings and specifications shall prevail over general and special conditions.

15. SEXUAL HARASSMENT POLICY:

Pursuant to Section 2-105 (A)(4) of the Illinois Human Rights Act, the contractor and each subcontractor shall adopt and maintain written sexual harassment policies that shall include, at a minimum, the following information:

- (1) The illegality of sexual harassment;
- (2) The definition of sexual harassment under state law;
- (3) A description of sexual harassment, utilizing examples;
- (4) The contractor/subcontractor's internal complaint process, including penalties;
- (5) The legal recourse, investigative and complaint process available through the Department and Commission (of Human Rights);
- (6) Directions on how to contact the Department and the Commission; and

- (7) Protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act.

A copy of these policies shall be provided to the owner on request.

16. INSURANCE

The successful vendor shall also provide owner with a certificate of insurance for the amount specified as follows, and such certificate or certificates shall be delivered to the owner prior to the date for commencement of the work as set forth in the contract:

- A. Bidder shall provide proof of financial statement (D&B or auditors' statement)
- B. Compensation Insurance -Workman's compensation insurance with limits as prescribed by the laws of the State of Illinois and employer's liability insurance with minimum limits of \$500,000
- C. Purchase, pay for and keep in force such comprehensive general liability and property damage insurance, as well as automobile liability insurance policies as shall adequately insure the Contractor and the District and their officers, employees and authorized agents, naming the District as an additional insured against loss in the following minimum coverage limits:
 - a. Primary Auto and Commercial Liability \$5,000,000
 - b. Umbrella Liability \$10,000,000
 - c. Medical Expense Reimbursements \$10,000
 - d. Uninsured Motorists \$1,000,000 each occurrence
 - e. Underinsured Motorists \$1,000,000 each occurrence

A Certificate of Insurance shall be maintained by the Contractor during the execution of the Contract and until such time as it is complete. The School District shall be issued a copy of this certificate in its name and shall also be named as "Additionally Insures" on said Certificate. The additional insured provisions for The School District shall insure members of the Board of Education, its officers, employees and agents in all of their official capacities. Such insurance shall be deemed primary to any other collectable insurance. Any policy of insurance must contain a provision for providing a 30-day cancellation notice to The School District.

17. HOLD HARMLESS AND INDEMNIFICATION

The contractor shall assume all liability for, and shall protect, defend, indemnify and hold harmless, the owner, their officers, employees, servants and agents, from and against all claims, actions, suites, judgments, costs, losses, expenses and liabilities of whatsoever kind or nature including legal fees incurred by owner arising out of:

- A. Any infringement (actual or claimed) of any patents, copyrights, or trade names by reason of any work performed or to be performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to this contract.
- B. Bodily injury, including death, to any person or persons (including contractor's officers, employees, agents, and servants) or damage to or destruction of any property, including the loss of use thereof: Arising directly or indirectly out of the use, misuse or failure of any machinery or equipment used directly or indirectly in the performance of this contract

18. Vendors must satisfy themselves, upon examination of these specifications, as to the intent of the specifications. After the submission of the proposal, no complaint or claim that there was any misunderstanding regarding the items listed for proposal will be entertained from either party.

19. Vendors shall not include taxes in their quotations, which school districts are not subject to; namely, Retailers Occupation Tax (both State and Local), Sales Tax of any kind, Service Use Tax, and any other such applicable tax.

20. Each proposal must be accompanied by a Certificate Regarding Sexual Harassment Policy certifying that the vendor has a written sexual harassment policy as required by section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105). The form of the Certificate Regarding Sexual Harassment Policy is included within the proposal documents. No proposal shall be considered responsive unless accompanied by a Certificate Regarding Sexual Harassment Policy.

21. Each proposal must be accompanied by a Certificate of Eligibility to Proposal certifying that the vendor is not barred from proposal on public contracts due to a conviction for the violation of section 33E-3 (Proposal Rigging) or section 33E-4 (Proposal Rotating) or the Illinois Criminal Code or 1961 (720 ILCS 5/33E-3, 5/33E-4). The form for Certificate of Eligibility to Proposal is included within the proposal documents. No proposal shall be considered responsive unless accompanied by the signed Certificate of Eligibility to Proposal.

22. Each proposal from a contractor with 25 or more employees must be accompanied by a Certificate of Compliance with the Illinois Drug-Free Workplace Act certifying that the vendor shall provide a drug-free workplace for employees engaged in the performance of work under the contract and that the vendor is not barred from proposal on public contracts due to a violation of the Illinois Drug-Free Workplace Act (30 ILCS 1 et seq.).

Each proposal from an individual must be accompanied by the Certificate of Compliance with the Illinois Drug-Free Workplace Act certifying that the contractor shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract and that the contractor is not barred from proposal on public contracts due to a violation of the Illinois Drug-Free Workplace Act. The forms of the Certificate of Compliance with the Illinois Drug-Free Workplace Act are included within the proposal documents. No proposal shall be considered responsive unless accompanied by a signed certificate where applicable. The contract award shall be subject to suspension of payments or termination, or both, if it is determined that the vendor has made false certification or that the vendor has violated the certification by failing to carry out the requirements of the Illinois Drug-Free Workplace Act.

23. The successful vendor must enter into the agreement in the form included in the Proposal Document.

24. DEPARTMENT OF LABOR STANDARDS: U.S. Department of Labor and Illinois Department of Labor standards shall apply to this work, including, but not limited to, Equal Employment Opportunity requirements, the "Illinois Prevailing Wage Act" (820 ILCS 130/0.01 et. seq.), the "Employment of Illinois Workers on Public Works Act (30 ILCS 570/0.01 et. seq.), the Illinois Human Rights Act (775 ILCS 5/1-101 et. seq.) and the Illinois Drug Free Workplace Act (30 ILCS 580/1) as much as if bound to or repeated in the contract General Conditions.

The successful qualifiers, as mandated by the Prevailing Wage Act, must submit with all invoices and or pay requests a monthly certified payroll to District 131, accompanied by a certification that the records are true and accurate, the hourly rate paid to each worker is no less than the applicable prevailing wage and that the contractor is aware that knowingly filing a false certified payroll is a Class B misdemeanor.

Also, in accordance with the Prevailing Wage Act any contractor or sub-contractor, or agent or representative thereof, doing public work who neglects to keep, or cause to be kept, an accurate record of the names, occupation and actual wages paid to each laborer, worker and mechanic employed by him, in connection with the public work, or who refuses to allow access to same at any reasonable hour to any person authorized to inspect same under this Act is guilty of a Class A misdemeanor, which has a penalty of imprisonment of up to one year.

25. CRIMINAL BACKGROUND CHECKS: In accordance with section 10-21.9 of the Illinois School Code, School District 131, in conjunction with the Illinois Department of Law Enforcement, is required to obtain a criminal background check for all employees working on school grounds.

As a condition for any employee of the successful qualifiers performing services on any school grounds, the successful qualifiers must submit a list of such employees, with the information required to be submitted to the Department of Law Enforcement, and a signed consent from each such employee authorizing the investigation. Suppliers agree to execute any forms or documents required for this purpose.

26. The successful vendor shall, as contemplated by Section 10-20.40 of the Illinois School Code, certify to District 131:

- (a) whether the vendor is certified by a certifying agency in the State of Illinois as (or eligible to be certified as) a minority owned business, a female owned business, or a business owned by a person or persons with disabilities as defined in the Business Enterprise for Minorities, Females and Persons with Disabilities Act [30 ILCS 575/1 *et.seq.*]; and
- (b) whether the vendor is a locally owned business.

For purposes of compliance with this section a "locally owned business" means a business concern where the management or daily business operations are located within a 10-mile radius of the Administrative Offices of District 131.

27. Definitions:

"Board" means the Board of Education of the District

"Contract" or "agreement" means the complete agreement between both parties.

"Contractor" shall be construed to mean the party, offeror, or prospective vendor contracting with the District to provide services under any Contract entered into as a result of the RFP.

"District" means East Aurora School District 131.

"Fiscal year" means the District's fiscal year from time to time, currently July 1 to June 30.

"Gross Sales" means total gross sales revenues generated with respect to sales of products pursuant to this Contract, less applicable local and state sales tax and less amounts refunded with respect to such gross sales revenues subject to the limits described below. If the Contractor receives insurance proceeds, restitution, reimbursement, damages, or any other payment to compensate Contractor for revenues lost with respect to this Contract, such payment shall also be included in Gross Sales for purposes of this Contract.

"Proposal" or "proposal" means an offer to perform the services described in this Request for Proposals in accordance with the terms and conditions of the solicitation.

"Prospective vendor", "offeror" or "vendor" means a vendor company or other contractor submitting a proposal in response to this Request for Proposals.

"Request for Proposals" or "RFP" means the documents soliciting proposals. The Request for Proposals (including the proposal) becomes the contract upon acceptance by the School District.

28. Costs: Prospective vendors are responsible for any and all costs incurred by them or others acting on their behalf in preparing or submitting a Proposal, or otherwise responding to this RFP, or any negotiations incidental to the Proposal or the RFP.

29. Vendor Information Summary: Each interested vendor shall furnish, as a part of its proposal, a Vendor Information Summary containing a general description of its experience providing Video Surveillance services to school districts. The following information should be included at a minimum:

- a. Name and address of operating company.
- b. Duration and extent of the company's experience in surveillance service business.
- c. Name, address, contact person, phone, and fax numbers of at least 3 businesses where the company currently provides a surveillance service requested in this RFP.
- d. Letters of Recommendation from at least three (3) current clients in Illinois.

- e. A copy of the company's most recent Independent Financial Audit or other financial information.

SECTION II SCOPE

The District currently owns the surveillance systems installed at each building site. The purpose of this solicitation is to obtain an exclusive three-year contract with an option of 2, 1-year extensions for surveillance system maintenance for the District Contractor on the terms described in this RFP. The current Milestone video surveillance system should be upgraded or replaced meeting the following needs below.

System Upgrade Needs

1. All servers should be running Windows Server and be updated to the latest Milestone Software.
 - a. Each server should have the capacity for 30 days of recording at 7-frames per second and 60% motion.
 - b. Each server must provide storage room for 30% growth over 5 years.
2. Provide, install, or upgrade cameras and their firmware as needed.
3. Provide recommendations on improving or replacing cameras.
4. Replace existing analog Pelco cameras with modern IP based cameras.
5. Mobile App to view video footage.
6. Provide a map and associated documentation of all our camera system components.
7. Provide a single pane of glass management of all camera servers for viewing video. Roles can be assigned for people to see specific buildings.
8. New Installation of Cameras on the Milestone Platform at New Administrative Offices, Fred Rogers Magnet Academy, and East Aurora Extension Campus.
9. Daily monitoring of the system for server and camera failure to address overall health of the system.
10. Provide training to district staff in the use and operation of the software.
11. Install client software on designated computers provided by D131.
12. Provide 24/7/365 full parts and labor repair service and technical support.

*The District will provide information on current servers, camera counts, and models for each building. The New Administrative Building will be opening anticipating this Spring. The installation of a new surveillance systems is imperative to its opening on time.

**SECTION III
SCHOOL DISTRICT INFORMATION**

A. SCHOOL LOCATIONS WITHIN THE DISTRICT

1. High School

East Aurora High School
500 Tomcat Lane
Aurora, IL 60505

2. Middle Schools

Cowherd Middle School
441 N. Farnsworth
Aurora, IL 60505

Fred Rodgers Magnet Academy
501 College Avenue
Aurora, IL 60505

Waldo Middle School
56 Jackson Street
Aurora, IL 60505

Simmons Middle School
1130 Sheffer Road
Aurora, IL 60505

3. Elementary Schools

Allen Elementary School
700 S. Farnsworth Ave.
Aurora, IL 60505

Bardwell Elementary School
550 S. Lincoln Ave.
Aurora, IL 60505

Beaupre Elementary School
954 E. Benton
Aurora, IL 60505

Brady Elementary School
600 Columbia St.
Aurora, IL 60505

Dieterich Elementary School
1141 Jackson Street
Aurora, IL 60505

Gates Elementary School
800 Seventh Ave.
Aurora, IL 60505

Hermes Elementary School
1000 Jungels Avenue
Aurora, IL 60505

Johnson Elementary School
2020 Liberty Street Road
Aurora, IL 60505

Krug Elementary School
240 Melrose Avenue
Aurora, IL 60505

Oak Park Elementary School
1200 Front Street
Aurora, IL 60505

O'Donnell Elementary School
1640 Reckinger Road
Aurora, IL 60505

Rollins Elementary School
950 Kane Street
Aurora, IL 60505

Early Childhood Center
278 Indian Trail
Aurora, IL 60505

Benavides STEAM Academy
250 E. Indian Trail
Aurora, IL 60505

4. Other Buildings

Buildings & Grounds
411 Hill Avenue
Aurora, IL 60505

Child Service Center
1480 Reckinger Rd.
Aurora, IL 60505

School Service Center
417 Fifth Street
Aurora, IL 60505

East Aurora Excel Academy (EA2)
300 E. Indian Trail
Aurora, IL 60505

New Administration Office
310 Seminary
Aurora, IL 60505

East Aurora Extension Campus
1685 N. Farnsworth Avenue
Aurora, IL 60505

It is worth noting that East Aurora School District 131 is in the process of relocating roughly 100 employees from three different sites to one central location that is currently under construction. The new administrative office will be located on the old Rush-Copley Hospital site located at 310 Seminary in Aurora. The site is at the intersection of Seminary and Lincoln in Aurora. It is anticipated that the new site will be added Spring 2021.

5. Site Information*

**The District reserves the right to add to or delete schools from those listed herein.*

Site	Address	Site	Address
High School:		Other Sites:	
East Aurora High School	500 Tomcat Lane Aurora, IL 60505	School Service Center (SSC)	417 Fifth Street Aurora, IL 60505
Middle Schools:		Buildings & Grounds (B&G)	411 Hill Avenue Aurora, IL 60505
Cowherd Middle School	441 N. Farnsworth Aurora, IL 60505	Fred Rodgers Magnet Academy (FRMA)	501 College Ave Aurora, IL 60505
Simmons Middle School	1130 Sheffer Rd. Aurora, IL 60505	Child Service Center (CSC)	1480 Reckinger Rd Aurora, IL 60505
Waldo Middle School	56 Jackson St. Aurora, IL 60505	Benavides STEAM Academy	250 E. Indian Trail Aurora, IL 60505
Elementary Schools:		New Administration Office	310 Seminary Aurora, IL 60505
Early Childhood Center (ECC)	278 Indian Trail Aurora, IL 60505	East Aurora Extension Campus	1685 N. Farnsworth Aurora, IL 60505
Allen Elementary School	700 S. Farnsworth Aurora, IL 60505	East Aurora Excel Academy (EA2)	300 E. Indian Trail Aurora, IL 60505
Bardwell Elementary School	550 S. Lincoln Ave Aurora, IL 60505		
Beaupre Elementary School	954 E. Benton St. Aurora, IL 60505		
Dieterich Elementary School	1141 Jackson St. Aurora, IL 60505		
Gates Elementary School	800 Seventh Ave Aurora, IL 60505		
Hermes Elementary School	1000 Jungels Ave Aurora, IL 60505		
Johnson Elementary School	1934 Liberty St. Aurora, IL 60505		
Krug Elementary School	240 Melrose Ave Aurora, IL 60505		
Oak Park Elementary School	1200 Front St. Aurora, IL 60505		
O'Donnell Elementary School	1640 Reckinger Rd Aurora, IL 60505		
Rollins Elementary School	950 Kane Street Aurora, IL 60505		

SECTION IV
GENERAL SPECIFICATIONS

A. Installation

1. The contractor's main resources with the project shall carry proper certification issued by the manufacturer and provide recent certifications to confirm sufficient product and technology knowledge.
2. The contractor shall follow the installation instructions provided by the manufacturer to ensure the system is designed, calculated, and installed per the manufacturer recommendations.
3. All equipment shall be tested and configured in accordance with instructions provided by the manufacturer prior to testing and training.

B. Testing

1. The contractor shall be responsible for documenting and entering the initial database into the system and debugging all issues. Prior to full operation, a complete demonstration of the computer real-time functions shall be performed.
2. Upon Satisfactory on-line operation of the system software, the entire installation including all subsystems shall be field inspected. Each device shall be tested as a working component of the completed system. All system controls shall be inspected for proper operation and response.
3. Testing shall demonstrate the response time and display format of each different type of input sensor and output control device. Response time shall be measured and documented with the system function at full capacity.
4. The contractor shall maintain a complete log of all inspections and test. Upon final completing of system tests, a copy of the log records shall be submitted as part of the as-built manuals along with a letter of certification to indicate that the tests have been performed, and all devices are operational.
5. The completed system shall be tested in front of the owner or owner's agent. The system test shall be witnessed by the Authority Having Jurisdiction if necessary. Any deficiencies noted during the test must be corrected.

C. EQUIPMENT MAINTENANCE

1. The Contractor will be responsible for maintenance and repair of surveillance equipment and other equipment it provides for use. The District will exercise prudent care in handling and operating any such equipment.
2. The Contractor will ensure cameras and servers are not out of service for more than twenty-four (24) hours from the time of notification by the District or by monitoring system, unless otherwise agreed by the District.
3. The Contractor will replace machines that are chronically out of service or malfunctioning, as determined by the District.

D. LICENSES, TAXES AND REGULATIONS

1. The Contractor, in performance of the contract, will comply with all Board of Education regulations, rules, and policies in effect at the time of contract execution or as they become effective during the term of the contract.

E. LABOR, WORKMANSHIP, SCHOOL SECURITY AND SERVICE VEHICLES

1. Contractor's delivery vehicles will not include inappropriate advertisement or logos.
2. All work will be performed in a skillful and workmanlike manner.
3. The Contractor will not discriminate based on race, creed, color, sex, national origin, age, marital status, political affiliation, disability, unfavorable discharge from military or any other unlawful basis and will comply with all State and federal law.
4. The Chief Financial Officer or designee, may require the Contractor to immediately remove any employee that they, or on-site school personnel, deem to be incompetent, careless, or otherwise objectionable in their sole discretion.
5. The Contractor will not send to a school building or school property any employee or agent who is a child sex offender as defined in the child sex offender community notification law. At least quarterly, the Contractor will contact the local law enforcement authority where each employee or agent resides to determine if the employee is on the list of persons who have committed child offenses or other listed felonies.
6. Contractor employees or agents will not fraternize or otherwise communicate with students except in cases of safety.
7. Contractor employees or agents will not wear objectionable clothing or caps with other than company logo (objectionable clothing will be determined by District on-site personnel) or use profanity in any manner while on District property.
8. The Contractor will ensure that all employees or agents fully comply with District policies and regulations pertaining to restrictions that may affect anyone on District owned property. Examples of these policies and regulations include:
 - a. Upon arrival, Contractor employees or agents must report to the school's main office or entry security desk and obtain proper clearance (i.e., visitor badge).
 - b. Each Contractor employee or agent will maintain professional workmanlike attire.
 - c. Contractor employees or agents will not possess tobacco, alcohol or any illegal or dangerous substance on District property.
 - d. Contractor employees or agents will not possess firearms or other deadly weapons of any kind as defined in District policy, including a pocketknife unless it is being directly used as a tool for work in progress.

F. WARRANTY

The prospective vendor warrants that the goods and services supplied hereunder will be of good workmanship and of proper materials, free from defects. The prospective vendor warrants that the goods and services are suitable for their intended use.

G. BUSINESS RELATIONSHIP CERTIFICATION

The prospective vendor certifies that no elected or appointed official or employee of the District or its participants has benefited or will benefit financially or materially from any consideration of its proposal, the selection of the prospective vendor, or the contract.

H. REPAIRS TO PROPERTY DAMAGE

Any damage to District facilities caused by the contractor, its agents or employees, or equipment or products, shall be repaired so that facilities are in as good condition as found. All repairs shall be accomplished at no cost to the District.

I. SERVICE PERSONNEL

Contractor's service personnel will be uniformed and shall observe all District policies and regulations, including "sign-in" at school offices when reporting for service calls.

J. CONTRACT ASSIGNMENT OR SUB-CONTRACT

The resulting contract shall not be assigned, transferred, or subcontracted in whole or in part without the prior written approval of the District.

**SECTION V
PROPOSAL CONTENT**

A. INTRODUCTION

1. Introduction and Requirements of this Section: This section describes the information which must be furnished by the prospective vendors and prescribes the format in which it must be presented.
2. General Requirements: In order to be responsive to this RFP, prospective vendors must design their proposals around the evaluation criteria and the minimum responsibilities set forth herein. Dollar amounts and/or percentages cannot be qualified by any factor, condition, attachment or summary. All certifications must be properly signed and otherwise executed. Attachments must be specific only to requested information.
3. Elements Of Proposal: In addition to any other requirements set forth in this RFP, the proposal shall include, without limitation, separate offers relating to the following:
 - a. Annual Service Contract for the District Video Surveillance System.
 - b. New Installation of camera systems at Fred Rogers Magnet Academy, New Administration Offices (Spring 2021), and East Aurora Extension Campus.
 - c. Additional cost of the upgrades to the Milestone platform along with camera and server upgrades for all buildings.

B. RESPONSE FORMAT

1. The proposal should follow the following format instructions:

Completeness - Address proposal items as completely as possible. The description may be in narrative or outline format. Be as concise as you can while discussing the items fully.

References - You may attach and reference any supporting documents that help describe or contribute to your proposal.

Package Format - Assemble your completed proposal into a package that can be readily reviewed (an index is desirable.) Submit an original.

Proposal Worksheet - Provide a brief summary of your proposal using the attached Proposal Worksheets.
2. Proposals should be presented in a format that can readily be incorporated into a Contract between the successful Contractor and the District encompassing the RFP and the successful proposal. Each prospective vendor must include with its proposal the form of such encompassing Contract. The RFP and proposal, at the District's option, may be appended or otherwise included in the form of Contract to the effect that the RFP and Proposal are controlling on the terms of the Contract. Each proposal will be evaluated on the form of the proposed Contract as well as the financial implications of the proposal.
3. Proposals must demonstrate an understanding of the scope of work and the ability to accomplish the tasks set forth and must include information that will enable the District to determine the prospective vendor's overall qualifications. Each Proposal shall also include any other information that the prospective vendor feels is significant in making an informed decision relative to its proposal.

4. Any exceptions to the specifications or any other special considerations or conditions requested or required by the prospective vendor shall be enumerated by the prospective vendor and be submitted as part of its proposal, together with an explanation as to the reason the specifications cannot be met. Each prospective vendor shall be required and expected to meet the specifications in their entirety, except to the extent exceptions are expressly noted in its proposal. All pricing will be indicated on the Commission Forms provided (see attached proposal form).

C. REQUIRED PROPOSAL ELEMENTS

1. Each prospective vendor shall submit its Proposal for a three-year period with an option of 2, 1-year extensions and shall include an implementation schedule. Signatures must be affixed to Schedules or items were indicated
2. The following must be provided in each Proposal:
 - a. Cover letter prepared on your organization's business letterhead with authorized signatures. This should be limited to a brief narrative highlighting the proposal and should be aimed at nontechnical personnel. This item should not include commission/pricing quotations.
 - b. A Vendor Information Summary containing a general description of your experience providing Video Surveillance services to school districts. The following information should be included at a minimum:
 - 1) Name and address of operating company.
 - 2) Duration and extent of the company's experience in the Video Surveillance service business
 - 3) Name, address, contact person, phone and fax numbers of at least 3 businesses where the company currently provides a surveillance service requested in this RFP.
 - 4) Three references, including contact name, address, phone number, and email address.
 - 5) Letters of Recommendation from at least three current clients in Illinois.
 - 6) A copy of the company's most recent Independent Financial Audit or other financial information.
 - c. Completed Vendor Information and Authorization form
 - d. Completed Acknowledgement of Addendum form (if applicable).
 - e. Completed Certificate of Eligibility To Submit Proposal (Proposal)
 - f. Completed Anti-Collusion Certification of Compliance
 - g. Hold Harmless Certification
 - h. Contractor's Drug Free Workplace Certification
 - i. Completed Contractor Experience form
 - j. References
 - m. Provisions regarding security for payment (See paragraph E, below).
 - n. Any additional information considered necessary or helpful to the District in determining your qualifications.

D. COMMISSIONS

Prospective vendors should provide their best compensation and commission levels with the initial proposal since the District may award a contract based on initial proposals without any further discussions or negotiation.

E. PROVISIONS REGARDING SECURITY FOR PAYMENT

It is an important goal of the District with respect to this Contract that at least the guaranteed minimum payment to the District be secured against financial failure of the Contractor. The proposal shall include the Contractor's proposal for accomplishing this security, which may include any or all of the following: (1) Letter of credit from a financial institution; (2) Surety bond; (3) Guarantee of a Fortune 500 corporation; (4) Security agreement covering readily marketable assets; and/or (5) Insurance against nonpayment.

**SECTION VI
EVALUATION CRITERIA**

A. GUARANTEED ANNUAL PAYMENTS

In determining whether to award a contract to a prospective vendor, the District will consider:

Cost of the annual maintenance contract and services provided under this contract. The contract should be a 3-year term with the option to renew for an additional 2 1-year terms of service.

B. New Construction Cost

Cost of installation of cameras systems using Milestone Software at Fred Rogers Magnet Academy, East Aurora Extension Campus, and the New Administration Office.

C. Additional Cost

1. The replacement cost of old Analog camera systems at East Aurora High School.
2. The cost of upgrading/replacing current NVR servers to the latest Milestone Software.
3. Replacement of infrastructure deemed to be antiquated or inadequate for the usage of the video system.

D. VENDOR INFORMATION

The District will consider the information provided by the prospective vendor in the Vendor Information Summary.

E. GUARANTEED MAXIMUM REPAIR TIME

The District will consider the prospective vendor's guaranteed maximum number of hours to complete repairs, or if necessary, to replace devices or equipment which are out of service, in whole or in part, following notification by any District employee. The maximum shall not exceed 48 hours.

**SECTION VII
TERMS AND CONDITIONS**

A. TERM OF CONTRACT

The contract period will begin on July 1st, 2021 for a three (3) fiscal year term and ending June 30th, 2024 (and option of a 2, 1-year extensions.)

B. DEFAULT AND TERMINATION

1. If either party materially breaches any term of the contract, such party will be considered to be in default. The non-defaulting party may terminate this contract at any time as a result of any default by the other party if adequate notice has been given of such breach and the breach has not been cured after a reasonable period of time has been allowed to cure (usually ten (10) calendar days will be provided but not exceeding thirty (30) calendar days). A written termination may, at the option of the terminating party, be effective immediately, if the breach is causing damages to accrue. In addition to any right to terminate, the non-defaulting party may enforce any remedy available at law or in equity in connection with a default by the other party, and the defaulting party will be liable for any direct damages to the non-defaulting party resulting from such default.
2. Neither party will be considered to be in default if its default is: (i) attributable solely to the actions of the other party, (ii) attributable to matters beyond the control of the other party as described in paragraph (c.) below, or (iii) excusable as determined in the sole discretion of the other party.
3. For purposes of this contract, matters beyond the control of a party will include acts of God, national emergencies, acts of a public enemy, governmental restrictions, and laws or regulations, to the extent such matters create a default that is beyond the control of such party and further provided that such party takes action as can practically be taken to mitigate the effect of such default.

C. DISTRICT'S ADDITIONAL RIGHT TO TERMINATE

The District may also terminate this contract, at all or certain sites, if the Chief Financial Officer or designee, reasonably determines a reexamination is necessary for any of the following:

1. To enable the District to best pursue its educational mission.
2. Due to unforeseen circumstances that have made the contract impractical.
3. Failure to fulfill the terms of the contract.

D. ADDITIONAL TERMS AND CONDITIONS

1. The Contractor, after receipt of a notice of termination, will stop work, fill no further orders and promptly remove all vending machines from the site or sites terminated.
2. Upon termination of the contract:
 - a. Each party will continue to be liable to the other party for any cause of action accruing or obligation arising prior to termination, and for any cause of action that may accrue after termination.
 - b. The termination of the contract by the District will not be deemed a waiver of any other right or remedy of the District under the contract or under applicable law.
 - c. The District, upon termination of the contract by either party, will repay the Contractor any upfront monies received, on a pro-rata basis.

3. The contract may only be modified through written mutual consent of both parties.
4. Except as provided herein, the District retains all rights under the governmental immunity laws for the State of Illinois. The contract will not be construed to create any right or benefit for any person who is not a party to this contract.
5. The relationship between the Contractor and the District is a contractual relationship. It is not intended in any way to create a legal agency or employment relationship. The Contractor will maintain its status as an independent contractor and both parties acknowledge neither is an agent, partner or employee of the other. The Contractor will be responsible for causing all required workers' compensation and unemployment insurance to be provided for its employees and subcontractors.
6. This contract may not be assigned or delegated by either party without the written consent of the other.
7. Disputes
 - a. The parties agree to cooperate in good faith in all actions relating to this contract. If for any reason a dispute should arise in connection with this contract, the parties agree to first use their reasonable best efforts to resolve such dispute in a fair and equitable manner without the need for expensive and time consuming litigation, by entering into good faith dispute resolution. Reasonable best efforts may include discussions, negotiation, and/or submitting such dispute to mediation. If a dispute cannot be resolved in a timely manner through such good faith efforts, the District will make a final decision resolving the dispute. This decision may be appealed if the Contractor does not agree, but only for substantive reasons expressed in writing within (30) calendar days from the date of final District decision. However, as a condition to pursuing litigation with respect to any dispute, the parties will first be required to submit the dispute to mediation on terms and conditions determined in good faith by the parties. The costs of such mediation will be shared equally. In the event the District files litigation to enforce any right hereunder then it shall be entitled to, in addition to any other recovery, be entitled to recover its reasonable costs and attorneys fees.
 - b. All simultaneous disputes arising individually or collectively during the course of the contract will be consolidated and submitted jointly in one action.
8. Designated Representatives
 - a. The Superintendent has the final District authority regarding the contract and may delegate certain administrative responsibilities to his/her designee(s), who will oversee contract administration on a day-to-day basis and is responsible for technical coordination and technical approvals.
 - b. The Contractor will appoint one of its key personnel as a representative (the "Contractor's Authorized Representative") who will have power and authority to interface with the District and represent the Contractor in all administrative matters concerning this contract, including without limitation such administrative matters as correction of problems and reduction of costs. The Authorized Representative will be designated by letter within thirty (30) days of the contract award.

9. Insurance

- a. The Contractor will maintain, with an insurance company licensed to do business in Illinois and reasonably acceptable to the District, the following minimum insurance coverage during the term of this contract.
 - 1). Workers' compensation for all Contractor employees, subcontractors, outside associates, and consultants, in accordance with applicable Illinois law. The Contractor will maintain Employer's Liability limits of at least \$500,000; or other limits provided by Illinois law, whichever is greater. If reasonably requested by the District, the Contractor will promptly provide written evidence of such coverage.
 - 2). Comprehensive General Liability covering Bodily Injury and Property Damage Combined Single Limit of at least \$1,000,000.
 - 3). Comprehensive Automobile Liability for all Contractor vehicles, with Bodily Injury and Property Damage Combined Single Limit of at least \$1,000,000.
 - 4). Product liability insurance for all types of products distributed by the Contractor pursuant to this contract in amounts not less than the amount of such coverage considered standard in the industry.
 - 5). Business interruption insurance covering lost profits attributable to standard insured risks, in amounts not less than coverage similar to the standard business interruption insurance for contractor's business.
 - 6). Excess Liability for all insurance risks with a limit of at least \$5,000,000.
- b. The Contractor will submit Certificates of Insurance or evidence of self-insurance acceptable to the District promptly upon commencement of the contract. If any policy is to expire prior to the final completion of the contract, the Contractor will provide the District with evidence of renewal in the form of a new Certificate of Insurance prior to thirty (30) days from the expiration of such policy.
- c. All Contractor insurance will name the District as an additional primary insured and will be written by a surety who is legally authorized to write such insurance in the State of Illinois. The terms of coverage will require written notice of cancellation be given to the District thirty (30) days prior to cancellation.

10. The Contractor may be required at any time to provide a schedule of the maintenance and installations that shows the order in which the Contractor proposes to perform the installations on a daily, weekly, semi-annual, or annual basis.

11. Each section, subsection, paragraph, item and provision of this agreement is severable and, if one or more of such is declared invalid, the remaining portions of this agreement will remain in full force and effect if such is practicable and if the essence of the agreement is maintained in the absence of the severed portions. If severance renders performance impracticable or damages the essence of the agreement, the parties may mutually agree, in writing, to substitute new provisions for the severed portions.

12. This contract will be construed in accordance with and governed by the laws of the State of Illinois.

13. Exclusive venue and jurisdiction over any dispute relating in any way to the contract will be in the County of Kane, State of Illinois.

14. This writing constitutes the complete agreement of the parties with respect to its subject matter

and takes precedence over prior proposals and agreements, whether written or oral, and all other written and oral communications between the parties.

PROPOSAL FORMS

1. VENDOR INFORMATION AND AUTHORIZATION: p.27
2. ACKNOWLEDGEMENT OF ADDENDUM: p.27
3. CERTIFICATE OF ELIGIBILITY TO SUBMIT PROPOSAL (PROPOSAL): p.267
4. ANTI-COLLUSION CERTIFICATION OF COMPLIANCE: p.28
5. HOLD HARMLESS CERTIFICATION: p.28
6. CONTRACTOR'S DRUG FREE WORKPLACE CERTIFICATION: p.29
7. REFERENCES: p.30
8. PROPOSAL WORKSHEET (3-YEAR CONTRACT): p.31-32

(1) VENDOR INFORMATION AND AUTHORIZATION

The undersigned hereby affirms that:

- * He/She is a duly authorized agent of the vendor.
- * He/She has read and agrees to the RFP.

I certify that I am submitting the following offers as my firm's proposal. I understand by virtue of executing and returning with this proposal this required response form, I further certify full, complete, and unconditional acceptance of the contents of this RFP.

Print Name: _____ Title: _____

Company Name: _____

Address: _____

City _____ State: _____ ZIP: _____ Telephone: _____

Fax: _____ E-Mail: _____

Signature _____ Date: _____

NOTE: If a joint venture is proposed, each party must provide this authorization.

(2) ACKNOWLEDGEMENT OF ADDENDUM (if any)

Addendum #1: acknowledge receipt on _____

Addendum #2: acknowledge receipt on _____

Addendum #3: acknowledge receipt on _____

(3) CERTIFICATE OF ELIGIBILITY TO SUBMIT PROPOSAL (PROPOSAL)

_____ (vendor), pursuant to Section 33E-11 of the Illinois criminal code of 1961 as amended, hereby certifies that neither (he, she, its) partners, officers, or owners of (his, her, its) business have been convicted in the past five (5) years of the offenses of proposal-rigging under Section 33E-3 of the Illinois Criminal Code of 1961 as amended and that neither (he, she, its) business has ever been convicted of the offense of proposal-rotating under Section 33E-4 of the Illinois Criminal code of 1961 as amended.

Signature of Contractor: _____

Title: _____

Date: _____

(4) ANTI-COLLUSION CERTIFICATION OF COMPLIANCE

_____, being first duly sworn, deposes and says:
(print name)

that he/she is _____ of _____
(owner, president, partner, etc.) (name of company)

the party making the foregoing proposal or proposal, that such proposal is genuine and not collusive, or sham; that said vendor has not colluded, conspired, connived or agreed, directly or indirectly, with any vendor or person, to put in a sham proposal or to refrain from proposal, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person; to fix the proposal price element of said proposal, or of that of any other vendor, or to secure any advantages against any other vendor or any person interested in the proposed contract.

Signed: _____ Date: _____

(5) HOLD HARMLESS CERTIFICATION

The Contractor agrees to indemnify, keep and save harmless East Aurora School District 131, Kane County, Illinois, its Board of Education, agents, officials and employees against all injuries, judgments, costs and expenses that may accrue against East Aurora School District 131 in consequence of granting this contract or that may result therefrom, whether or not it will be alleged or determined the act was caused through negligence or omission of the Contractor or his employees, of the District or its employees arising from or incurred against the District in any such action, and will at his own expense discharge same.

The Contractor agrees to indemnify, keep and save harmless East Aurora School District 131, Kane County, Illinois, its Board of Education, agents, officials and employees against all injuries, judgments, costs and expenses that may in any way accrue against East Aurora School District 131 in consequence of use by the Contractor's employees of equipment owned, rented or leased by the District.

The Contractor understands and agrees that any insurance protection required by this contract, or otherwise provided by contractor, will in no way limit the responsibility to indemnify, keep, save harmless and defend East Aurora School District 131, Kane County, Illinois as herein provided.

For: _____ By: _____
(company name) (signature)

Its: _____ Date: _____
(owner, president, partner, etc.)

(6) CONTRACTOR'S DRUG FREE WORKPLACE CERTIFICATION

Pursuant to 30 ILCS 580/1 et seq. ("Drug Free Workplace Act"), the undersigned certifies to the Board of Education of East Aurora School District 131, Kane County, Illinois that it will provide a drug-free workplace by:

1. Publishing a statement:
 - A. notifying employees that unlawful manufacture, distribution, possession, or use of a controlled substance, including cannabis, is prohibited in the Contractor's workplace;
 - B. specifying actions that will be taken against employees for violations of this prohibition;
 - C. notifying employees that, as a condition of employment on this contract, employees will:
 1. abide by the terms of the statement,
 2. notify the Contractor of any criminal drug statute conviction for a violation occurring in the workplace, no later than five (5) days after such conviction.
2. Establishing a drug-free awareness program to inform employees about:
 - A. the dangers of drug abuse in the workplace;
 - B. the Contractor's policy of maintaining a drug-free workplace;
 - C. available drug counseling, rehabilitation, and employee assistance programs;
 - D. penalties that may be imposed upon employees for drug violations.
3. Making it a requirement to give a copy of the statement in subsection "1" to each employee engaged in performance of the contract, and posting it in a prominent workplace location.
4. Notifying the District within ten days after receiving notice in subsection "1", paragraph "C", part "2", from an employee, or otherwise receiving actual notice of such conviction.
5. Imposing a sanction or requiring participation by a convicted employee, in a drug abuse rehabilitation program, as required by Section 5 of the Drug Free Workplace Act.
6. Assisting employees in selecting a course of action in the event drug counseling, treatment, and/or rehabilitation is required, and indicating that a trained referral team is in place.
7. Making a good-faith effort to maintain a drug-free workplace through implementation of Section 3 of the Drug Free Workplace Act.

Failure to abide by this Contractor's Drug Free Workplace Certification will subject the contractor to penalties set forth in Sections 6, 7, and 8 of the Drug Free Workplace Act.

For: _____ By: _____
(company name) (signature)

Its: _____ Date: _____
(owner, president, partner, etc.)

NOTICE: This Drug Free Workplace Certification must be completed by contractor's with (25) or more employees at the time of contract: or a department, division, or unit thereof, directly responsible for the performance of a contract of \$5,000 or more with the District.

(7) References

Provide three references for a similar contract.

1.) Owner Name:	
Address:	
Name of Contact:	
Phone:	Project Date:
2.) Owner Name:	
Address:	
Name of Contact:	
Phone:	Project Date:
3.) Owner Name:	
Address:	
Name of Contact:	
Phone:	Project Date:

(8) PROPOSAL WORKSHEET (3 – YEAR CONTRACT)

Note: Failure to submit a proposal in a manner that allows a clear determination of an exact amount may be considered non-responsive to the required RFP elements.

ANNUAL FEE FOR MAINTAINCE OF THE VIDEO SURVEILALLANCE SYSTEM

Contract Year	Annual Fee
July 1 st 2021-June 30 th , 2022	
July 1 st 2022-June 30 th , 2023	
July 1 st 2023-June 30 th , 2024	
OPTIONAL: July 1, 2024- June 30, 2025	
OPTIONAL: July 1, 2025- June 30, 2026	

New Construction Cost

Vendors may provide this information in a different format if necessary

Building	Cameras/Servers/Supplies	Installation	Total Cost
Red Roger Magnet Academy			
East Aurora Extension Campus			
New Administration Office			

Additional Costs:

Vendors may provide this information in a different format if necessary

Building	Software	Camera/Server/Supplies	Installation	Total Cost
Allen				
Bardwell				
Beaupre				
Brady				
Dieterich				
Gates				
Hermes				
Johnson				
Krug				
O'Donnell				
Oak Park				
Rollins				

Building	Software	Camera/Server/Supplies	Installation	Total Cost
Cowherd				
Simmons				
Waldo				
East High School				
Buildings And Grounds				
Child Service Center				
McKnight School Service Center				
Early Childhood Center				
Benavides Steam Academy				
East Aurora Extension Campus				
East Aurora Excel Academy (EA2)				