

# Request for Proposal:

## Intrusion Alert and Access Control System Upgrade



Interested applicants should submit the following to:

Northbrook Public Library  
Attn: Kelly Durov  
Administration Office  
1201 Cedar Lane  
Northbrook, IL 60062

**The deadline for proposal submissions is 9/26/2025, 10am.**

- Name of Company:
- Contact name and title:
- Address:
- Phone number:
- Email:
- Cost:

**Please submit:**

- Company Information
- Qualifications and Licensing
- References
- Technical Documentation
- IT Security and Network Information
- Cost Proposal
- Compliance Documents (Signed and Notarized)

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## Intrusion Alert and Access Control System Upgrade



### Summary

Northbrook Public Library seeks proposals from qualified vendors to install and integrate a modern intrusion alert and access control system to enhance the safety and security of library patrons, staff, and assets. The selected vendor must comply with federal, state, and local laws, including without limitation, applicable licensing, procurement, and privacy regulations, while adhering to industry best practices and compliance standards.

### Project Overview

NPL is seeking a qualified vendor to provide a comprehensive security system upgrade that includes the full replacement of the existing intrusion alarm system and the installation of an expanded RFID-based access control system. This upgrade should enhance physical security, ensure emergency responsiveness, and modernize infrastructure for centralized and remote management. Coordination with NPL's IT department will focus on secure network integration, data privacy compliance, and proper endpoint configuration.

### Project Goals

1. Update locking mechanisms for exterior doors, preferably to RFID badge-based control.
2. Limit access to staff-only areas, meeting spaces, and the staff elevator through RFID badge-based control.
3. Replace the existing NAPCO Gemini intrusion system with a modern, reliable platform.
4. Implement a unified, cloud-management platform for intrusion and access control with audit capabilities and real-time monitoring.
5. Ensure power redundancy through generator integration and, where needed, battery backup systems (UPS) to ensure operational continuity for key systems during power outages.
6. Ensure all systems align with NPL's cybersecurity policies and firewall configurations and with federal and state laws including the Illinois Library Records Confidentiality Act (75 ILCS 70/1) and the Illinois Freedom of Information Act (5 ILCS 140).
7. Comply with Illinois licensing requirements for private alarm contractors.

### Scope of Work

The selected vendor will be responsible for design, furnishing, installing, testing, and commissioning all components of the new intrusion and access control systems. The select vendor will also be responsible for removal of all decommissioned components, wiring, etc., and appropriate restoration.

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### A. Intrusion Alarm System Requirements

#### a. Intrusion Detection Coverage

- i. All exterior doors (including main entrances and all exterior emergency exits);
- ii. Interior staff-only doors and sensitive areas; and
- iii. Appropriate sensors, including door position, glass break, and motion sensors.
  - 1. To avoid false alarms, motion sensors should be limited to areas on the first floor near potential entry points.

#### b. Arming/Disarming and Zone Management

- i. Configurable zones for selective arming;
- ii. Multiple control options: keypad, badge, mobile app, and desktop dashboard; and
- iii. Auto-arm scheduling with override and exception logging.

#### c. System Management

- i. Cloud-based or hybrid management platform;
- ii. Functionality during internet outages including allowing authorized access to include local law enforcement, enforcing alarm schedules, and storing event data;
- iii. Real-time notifications via email and SMS;
- iv. Role-based administrative controls; and
- v. Full audit logging for alarm activity and panic alerts.
- vi. Vendor shall provide as-built drawings in both paper and digital formats.
- vii. Vendor shall provide all relevant training manuals and materials.
- viii. Allow for monitoring by third-party services.

#### d. Power Redundancy

- i. Integration with existing generator (MTU 8V0071 GS60).
  - 1. Vendor must specify if door-level or panel-level battery backup is required to bridge the gap between power outage and generator activation.

#### e. System Integration

- i. Seamless Integration with the new RFID access control system;
- ii. Shared credential database;
- iii. Badge-enabled arming/disarming capability; and

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- iv. Coordinated lockdown functionality (if supported).
- v. IT staff must be able to configure SSO (Single Sign-On) if available and receive systems API documentation for future interoperability with internal platforms.
- vi. Support integration with local police department.

### B. Access Control System Requirements

#### a. System Coverage

- i. RFID-based badge access control, with physical key, on approximately 46 doors, including:
  - 1. Staff-only entrances and exits;
  - 2. Meeting rooms; and
    - a. Should be equipped with a double badge override or similar system to allow ease of unlocking during events.
  - 3. Staff elevator (see B.b.ii).
- ii. Alternate bid is also requested for pricing to equip an additional 10 doors. See "Alternates Addendum" for additional details.

#### b. Door & Elevator Hardware

- i. All RFID-equipped entries must be equipped with fail-secure locking mechanisms.
  - 1. Emergency egress must remain accessible as required by code.
- ii. Elevators must support badge-activated call buttons or floor selection lockout.
  - 1. Vendors must specify which elevator components require relay or wiring upgrades.
  - 2. System must be compatible with the badge components provided for elevators by existing vendor, TK Elevator, and be equipped with emergency bypass capabilities to allow unrestricted elevator use.
- iii. Collaboratory glass doors must be equipped with the appropriate locking mechanisms.
  - 1. Alternate bid is requested for the glass doors leading to the Collaboratory. See "Alternates Addendum" for additional details.
- iv. Main Entrance doors must also be equipped with the appropriate locking mechanisms.
  - 1. Proposals shall also include a separate price to include the main East and West entrances ("East Sliding Doors," "West Sliding Doors," and/or "Main Entrance

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Sliding Doors”) in the RFID system. See “Alternates Addendum” for additional details.

2. Mechanisms and installation should be approved by the manufacturer, TeeJay Doors, to preserve existing preventative maintenance, service agreements, and warranties.

### c. System Management

- i. System shall include a cloud-based dashboard and mobile-accessible management interface.
- ii. Administrative capabilities must include:
  1. Role-based access schedules;
  2. Badge issuance and revocation; and
  3. Access logging and reporting.
- iii. The system must support integration with the library’s directory services, and allow IT to assign access rights based on user roles.
- iv. Vendor shall provide as-built drawings in both paper and digital formats.
- v. Vendor shall provide all relevant training manuals and materials.

### C. Network and Security Infrastructure

- a. Communication between door controls and access system will be independent from existing IT network systems.
- b. All devices must support encryption protocols (TLS 1.2 or higher).
- c. Vendor must provide network schematics showing firewall and switch connectivity.
- d. Default passwords must be changed prior to implementation, and remote access should be secured via VPN or equivalent encrypted methods and multi-factor authentication (MFA).
- e. System should support event logging integration with SIEM tools used by IT.

### D. IT Security and Administration Requirements

- a. Credential provision and deactivation must include:
  - i. Automated deactivation when staff are removed from directory services;
  - ii. Manual override and remove revocation for lost or stolen badges; and
  - iii. Full audit trails of credential activity.

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- b. Administrative security and multi-factor authentication (MFA) features must include:
  - i. MFA for all administrator-level access; and
    - 1. If Single Sign-On is configured, it must inherit MFA enforcement from the identity provider.
  - ii. Admin portals that support tiered permissions and access control.
- c. API Access and system Interoperability features must include:
  - i. RESTful or GraphQL APIs and support for OAuth2.0 or token-based authentication;
  - ii. Endpoints for user and access management, event logs, and status updates; and
  - iii. Support for webhooks or event triggers for alerting and integration with third-party system.
- d. Vendor will maintain equipment via the installation of updates and patches on a consistent and scheduled basis.
- e. Vendor will be responsive to new security vulnerabilities, to be addressed via the installation of patches in a timely manner.
- f. Vendor must provide a complete hardware inventory including MAC addresses, firmware versions, and recommended static IP assignments.
- g. Documentation must describe firmware update schedules and patch deployment procedures.
- h. All log storage timeframes must be customizable to allow compliance with NPL's data retention requirements which vary depending on footage and log type.
  - i. If logs cannot be stored on the installed system for up to three years, NPL must have the ability to relocate logs to external storage systems.
- i. The vendor must disclose data storage locations and confirm encryption at rest and in transit.

### Vendor Qualifications

- A. Demonstrated prior experience in project components outlined in Scope of Work.
- B. Vendor must include a copy of their valid Illinois Private Alarm Contractor license (IDFPR, 225 ILCS 447/Art. 20) with their proposal.

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- C. If response or active monitoring services are included, also provide a copy of your Illinois Private Security Contractor license (225 ILCS 447/Art. 25). Failure to submit required license documentation will result in disqualification from the RFP process.

### Current Environment

The Northbrook Library serves a community of approximately 35,222 with 114 staff in an over 85,000 square foot building originally built in the 1960s and has a significant amount of steel. The library was expanded in 1999 and has undergone renovations since then. Currently, the library is a few years into its master plan to remodel the library. Normally, the library is open 69 hours per week and typically sees 1,500 people a day.

In addition to staff workspaces, the library houses a 225-seat auditorium, a conference room, six large public meeting rooms, and 18 study rooms of varying sizes.

### IT Infrastructure

Outsource Solutions Group (OSG) manages the library's IT infrastructure and provides onsite and remote staff and patron IT support. Recent updates to the IT infrastructure include recabling the building with Cat6 and Cat6a cabling, a Meraki wireless network, and a cloud-based phone system provided by RingCentral. The phone system connects to our PA system. The PA system is at least 30 years old.

### Security Alarm System

Our alarm system is a Gemini panel by NAPCO installed in the late 1990's. The system allows for keycard entry on one entrance as well as the ability to arm/disarm the alarm with a security code.

### Access Control System

All internal and external doors that lock require physical keys that are assigned to staff based on their security level in the organization.

### Timeline

The following is a proposed timeline for performing the services outlined in this RFP. The timeline is subject to change based on external factors outside our control and based on the library's needs.

8/27/2025	RFP released
9/5/2025, 10am	Mandatory Pre-Bid Walkthroughs

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9/10/2025	Deadline for questions/clarifications
9/12/2025	Answers to questions released
9/26/2025, 10am	RFP responses due and public opening of bids
10/16/2025	Library staff present bids to Library Board of Trustees for selection*
10/17/2025	Successful bidder notified*
November 2025	Project start date*
March 2026	Project completion date*

\*Dates are subject to change

### Proposal Requirements

Vendors should provide concise, technical responses tailored to the specific requirements of this project, rather than general marketing content.

#### A. Vendor Information and Compliance Documentation

1. Contact information
  - i. Name of Company
  - ii. Contact name and title
  - iii. Address
  - iv. Phone number
  - v. Email
2. A concise statement of vendor qualifications including general background, current services, recent achievements, and list of relevant projects with completion dates.
3. Professional and technical certifications and licensing relevant to work, as outlined in the Vendor Qualifications segment of this RFP.
4. Reference List – 3 references are required. The library requires that at least one of the references be a governmental entity like municipalities, schools, park districts, and libraries.



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5. Notarized Certificate of Bidder Eligibility.
6. Notarized Certificate of Compliance with Illinois Drug-Free Workplace Act.
7. Notarized Certificate Regarding Sexual Harassment Policy.
8. Notarized Certificate Regarding Equal Employment Opportunity.
9. Non-Collusion Affidavit.
10. Illinois Drug Free Workplace Statement.

### B. Technical Documentation

1. Description of the proposed components, including software.
2. Equipment specifications and functionality.
3. Estimated implementation timeline with key milestones.
4. Where applicable, integration capabilities with existing infrastructure.
5. Sample methodology and installation plan documents.
6. Statement of compliance with ADA, Illinois Procurement Code, and other applicable state and municipal regulations.

### C. IT Security & Network Information

1. Details on encryption protocols, firewall configurations, and endpoint security.
2. API and interoperability documentation.
3. Firmware update and patch management plan.
4. Credential deactivation and audit logging procedures.
5. Storage and retention plans for logs and data.

### D. Cost Proposal

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1. Equipment and materials costs - Include a detailed breakdown of quantity, per unit cost, and total cost as well as up to 3 different model/configuration options as applicable.
  - i. If multiple model/configuration options are proposed, highlight or indicate the recommended option.
2. Installation and labor charges.
3. Estimated cost for acquisition of required permits.
4. Ongoing software, maintenance, and support fees.
5. Cost of provided monitoring services and related policies.
6. Any additional fees associated with training, warranties, and regulatory compliance, including provision of training manuals.
7. Billing and payment procedures.
  - i. Payment terms shall be in accordance with the provisions of the Local Government Prompt Payment Act, 50 ILCS 505/1 et seq. and the provisions of Article 12 of the A105-2007, as modified by the Northbrook Public Library.

### Submission and Withdrawal Process

1. Pre-Bid Walkthrough
  - a. Vendors must attend a mandatory pre-bid walk through on September 5, 2025 at 10am to assess installation requirements.
2. Before submitting a bid, vendor ("Bidder") should read this Request for Proposal carefully and inform themselves completely of all details outlined herein. The submission of a bid shall be deemed a representation and certification by the Bidder that:
  - a. Bidder has carefully read and fully understands the information provided by the Northbrook Public Library ("Owner") to serve as the basis for submission of the bid;
  - b. Bidder has the capability to successfully undertake and complete the responsibilities and obligations of the bid being submitted;
  - c. All information contained in their bid is true and correct;

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- d. Bidder did not, in any way, collude, conspire, or agree, directly or indirectly, with any person, firm, corporation or other Bidder in regard to the amount, terms or conditions of the bid; and
  - e. Bidder acknowledges that NPL has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by Bidder, Bidder grants the Owner permission to make these inquiries, and Bidder shall provide any and all related documentation in a timely manner.
3. No request for modification of the bid shall be considered after its submission on grounds that Bidder was not fully informed of any fact or condition.
4. Completed proposals should be submitted by September 26, 2025 at 10am.
5. Interested applicants should submit the complete proposal by dropping it off to:
6. Northbrook Public Library  
Attn: Kelly Durov  
Administration Office  
1201 Cedar Lane  
Northbrook, IL 60062
7. Any Bidder may withdraw their bid by written request, addressed to the Northbrook Public Library at any time prior to the Bid Submittal Deadline. No bids may be withdrawn after official opening. All bids submitted must be valid for a minimum period of ninety (90) days after the date set for the bid opening without NPL's written consent, and all bids shall remain open and subject to acceptance during such period or until actual award of bid, or sooner.
8. A public bid opening will be held on September 26, 2025 at 10am at 1201 Cedar Lane, Northbrook, Illinois 60062.

## Selection Process

Library staff, and the library's security consultant Joffe Emergency Services, will evaluate the proposals with qualified firms before presenting the lowest responsible bidder to the Board of Trustees.

- . NPL's Board of Trustees may award a contract to the lowest responsive and responsible Bidder, as determined in the sole and absolute discretion of the Library. The Library's decision will be final and not

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subject to recourse. The Library may reject any and all bids on any basis and without disclosing a reason. Failure to make such a disclosure will not result in accrual of any right, claim, or cause of action by any unsuccessful bidder against the Library. This Request for Proposal does not commit NPL to make an award. Nor will the Library pay any costs incurred by the bidder in preparing or submitting proposals.

- B. Upon acceptance of a bid by the NPL Board of Trustees to the lowest responsible bidder, a notice of award will be issued within 45 days.

## Legal Disclosures

### Instructions to Bidders

A. Examination of Bid Documents

Before submitting a bid, Bidders must read this Request for Proposal carefully and inform themselves completely of all details outlined herein. The submission of a bid shall be deemed a representation and certification by the Bidder that:

- Bidder has carefully read and fully understands the information provided by the Northbrook Public Library ("Owner") to serve as the basis for submission of the bid;
- Bidder has the capability to successfully undertake and complete the responsibilities and obligations of the bid being submitted;
- All information contained in the bid is true and correct;
- Bidder did not, in any way, collude, conspire, or agree, directly or indirectly, with any person, firm, corporation or other Bidder in regard to the amount, terms or conditions of the bid; and
- Bidder acknowledges that NPL has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by Bidder, Bidder grants the Owner permission to make these inquiries, and Bidder shall provide any and all related documentation in a timely manner.

No request for modification of the bid shall be considered after its submission on grounds that Bidder was not fully informed of any fact or condition.

B. Insurance and Bonds

The successful bidder agrees to obtain insurance and bonds as required under the terms of the Independent Contractor Agreement attached to this Bid Packet and in compliance with the Illinois Private Alarm Contractor License requirements.

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### C. Indemnification

In consideration of the award of the Contract and to the fullest extent permitted by law, the Contractor shall waive any right of contribution against the Owner and agrees to defend, indemnify, and hold harmless the Northbrook Public Library, and each of their respective library trustees, directors, officers, officials, employees, volunteers, and agents (collectively all of the foregoing entities and persons are referred to as the "Indemnitees") from and against from all claims, actions, damages, losses, costs and expenses incurred to third parties including but not limited to legal fees (including attorney's and paralegals' fees and court costs), arising out of or resulting from the Contractor's operations or its performance of the Work of the Contract which claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of property, other than the work itself, including the loss of use therefrom or is attributable to misuse or improper use of patent, trademark or copyright protected material or otherwise protected intellectual property (ii) and, only to the extent such liabilities, damages, losses, and expenses are caused by any wrongful or negligent act or omission of the Contractor, or any subcontractor or anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable. Nothing herein shall be construed to require the Contractor to indemnify any indemnitee for that indemnitee's own negligence. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which Indemnitees would otherwise have. The Contractor shall similarly defend, indemnify and hold harmless Indemnitees against and from any and all claims, actions, damages, losses, costs and expenses including but not limited to legal fees, incurred by reason of Contractors' breach of any of its obligations under, or Contractors' failure to perform the Work in accordance with any provision of the Contract. Contractor shall similarly protect, indemnify and hold and save harmless the Owner, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Contractor's breach of any of its obligations under, or Contractor's default of, any provision of the Contract. The indemnification obligations under this paragraph shall not be limited to in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor or any subcontractor under Worker's Compensation or Disability Acts or Employee

### D. Taxes

The Owner is exempt from the Illinois Use Tax Act and the Retailer's Occupation Tax. NPL will provide written proof thereof upon receiving a written request from the contractor.

### E. Payment

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Payment terms shall be in accordance with the provisions of the Local Government Prompt Payment Act, 50 ILCS 505/1 et seq.

### F. Freedom of Information Act

Contractor agrees to maintain all records and documents for projects of NPL in compliance with the Freedom of Information Act ("FOIA"), 5 ILCS 140/1 et seq. In addition, the Contractor shall promptly produce, without cost to NPL, records which are responsive to a request received by NPL under the FOIA so that NPL may provide records to those requesting them within the time frames required. If additional time is necessary to compile records in response to a request, then Contractor shall so notify NPL and if possible, NPL shall request an extension so as to comply with the Act. In the event that NPL is found to have not complied with the Freedom of Information Act based upon Contractor's failure to produce documents or otherwise appropriately respond to a request under the Act, then Contractor shall indemnify and hold NPL harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorneys' fees and penalties.

### Form of Agreement Between Owner and Contractor

Contract documents shall consist of the Independent Contractor Agreement attached to this Intrusion Alert and Access Control System Upgrade and all related attachments, this Request for Proposal, the successful Bidder's written bid, bonds, the Drawings, the Specifications any Supplemental Plans, Supplemental Specifications, Bulletins, all Addenda issued prior to and all modifications issued after execution of the Independent Contractor's Agreement and a Purchase Order issued by the Owner's Finance Department.

### Rights of the Owner

This Intrusion Alert and Access Control System Upgrade does not commit the Owner to enter into a contract. All bidders are solely responsible for any and all costs incurred, in the preparation and submission of bids or in anticipation of a contract. The Owner reserves the right to:

- Make the selection based on its sole discretion;
- Reject any and all bids;
- Issue subsequent Notices Inviting Bids;
- Postpone contract start date for its own convenience;
  - Remedy technical errors in the Intrusion Alert and Access Control System Upgrade;
- Approve or disapprove the use of particular sub-contractors;

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- Negotiate with any, all or none of the Bidders;
- Cancel the Intrusion Alert and Access Control System Upgrade and reject any and all bids when it's in the best interest of the Owner;
- Waive informalities and irregularities in the bids;
- Accept only portions of each proposal and reject the remainder;
- Enter into an agreement with another Bidder in the event the originally selected Bidder defaults or fails to execute an agreement with the Owner.

An agreement shall not be valid or binding on the Owner unless and until it is executed by authorized representatives of the Owner and of the Bidder.

### **Public Nature of Bid Materials**

Responses to this Intrusion Alert and Access Control System Upgrade become the exclusive property of the Owner. All bidder proposals are public records subject to disclosure, unless the bidder furnishes specific information under an express claim (plainly marked) that is either "Confidential," a "Trade Secret," and /or "Proprietary". Any bid which contains language purporting to render all or significant portions of the bid "Confidential," "Trade Secret," or "Proprietary" may be regarded as non- responsive.

### **Collusion**

By submitting a bid, each Bidder represents and warrants that its bid is genuine and not a sham or collusive or made in the interest of or on behalf of any person not named therein; that the Bidder has not directly induced or solicited any other person to submit a sham bid or any other person to refrain from submitting a bid; and that the Bidder has not in any manner sought collusion to secure any improper advantage over any other person submitting a bid.

### **Fair Dealing / Conflict Of Interest**

The Bidder warrants that no gratuities, in the form of entertainment, gifts or otherwise, were, or shall be offered or given by the Bidder, or any agent or representative of the Bidder to any officer or employee of the City with a view toward securing a recommendation of award or subsequent contract or for securing more favorable treatment with respect to making a recommendation of award.

The Bidder warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under the contract

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resulting from this Intrusion Alert and Access Control System Upgrade. The Bidder also warrants that, to the best of its knowledge, no officer, agent or employee of the Owner who shall participate in any decision relating to this Intrusion Alert and Access Control System Upgrade and the resulting contract, currently has, or shall have in the future, a personal or pecuniary interest in the Bidder's business.

### **Non-Conforming Bid**

A bid shall be prepared and submitted in accordance with the provisions of these Intrusion Alert and Access Control System Upgrade instructions and specifications. Any alteration, omission, addition, variance, or limitation of, from or to a bid may be sufficient grounds for non-acceptance of the bid, at the sole discretion of the Owner.

### **Questions Regarding the Notice of Intrusion Alert and Access Control System Upgrade Project Bid**

Should discrepancies or omissions be found in this Intrusion Alert and Access Control System Upgrade or should there be a need to clarify this Intrusion Alert and Access Control System Upgrade, questions regarding this Intrusion Alert and Access Control System Upgrade must be put in writing and received by the Owner's contact person identified Section XIV no later than September 10, 2025 10:00AM CST. Inquiries received after the date and time stated shall not be accepted.

Any interpretations or corrections of the Intrusion Alert and Access Control System Upgrade shall only be made by an addendum posted online to the Owner's website at <https://www.northbrook.info/about/bids-proposals>. Such addenda shall be considered a part of the Intrusion Alert and Access Control System Upgrade and must be signed and submitted with the bid.

Oral interpretations or clarifications shall be without legal effect.



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### Forms and Documents

#### **Bid Pricing Form**

BID DUE DATE: 9/26/2025

BID TIME: 10:00 AM, local time.

BID TO: Northbrook Public Library  
1201 Cedar Lane  
Northbrook, Illinois 60062

BID FROM: Vendor Name  
Vendor Address 1  
Vendor Address 2

BID FOR: Intrusion Alert and Access Control System Upgrade

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### THE UNDERSIGNED:

Acknowledges receipt of:

\_\_\_\_\_ Plans and specifications for the Work indicated above.

Addenda No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addenda No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addenda No. \_\_\_\_\_ Dated: \_\_\_\_\_

Having examined the site of the Work, and having familiarized itself with local conditions affecting the cost of the Work and with all requirements of the bidding documents including Instructions to Bidders, and specifications and duly issued addenda as prepared by the library staff. Bidder, hereby agrees to perform all Work and furnish all labor, material and equipment specifically required of itself by the bidding documents and such additional Work as may be included as related requirements in other divisions or sections of the specifications, exclusive of alternate bids.

### Agrees:

To perform, furnish and/or install the described material and/or services for the price(s) agreed to by NPL and the contractor in the Contract Documents.

To enter into and execute a contract with the Owner, if awarded on the basis of this bid, and in connection therewith to:

1. Furnish all bonds and insurance required by the bidding documents.
2. Accomplish the Work in accordance with the contract as amended by the Owner.
3. Complete the Work within the contract time herein specified.

### Completion Time:

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The undersigned agrees to commence and bring all Work under the Contract to Final Completion according to the schedule indicated within this Notice.

### Base Bid

For providing all work, including allowances and all equipment, materials, labor, and services required for the full Intrusion Alert & Access Control System Upgrade as specified in the RFP.

Base Bid Lump Sum (excluding taxes): \$ [Insert Total Base Bid]

Base Bid Completion Date: [Insert Target Completion Date]

### Alternate Bids

Alternate Bid #1 – Additional Six Closet Doors

(Add six additional closet doors to RFID-based access control)

Add: \$ [Insert Amount]

Alternate Bid #2 – Main East and West Entrance Sliding Doors

(Include East, West, and Main entrance sliding doors in the RFID access system)

Add: \$ [Insert Amount]

Alternate Bid #3 – Glass Collaboratory Doors

(Include Collaboratory glass doors in the RFID access system)

Add: \$ [Insert Amount]

### Unit Prices

Description	Rate (per hour)
Electrician Labor	\$ [Insert]
Installer/Technician Labor	\$ [Insert]
Project Manager	\$ [Insert]
Programmer/IT Integrator	\$ [Insert]
Clean-Up Labor	\$ [Insert]

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Emergency Service Call

\$ [Insert]

### Proposed Components & Estimated Costs

#### Intrusion Alarm System

Component	Quantity	Unit Price	Total
Intrusion Panel/Controller	[ ]	\$ [ ]	\$ [ ]
Door Position Switches	[ ]	\$ [ ]	\$ [ ]
Glass Break Sensors	[ ]	\$ [ ]	\$ [ ]
Motion Sensors	[ ]	\$ [ ]	\$ [ ]
Keypads	[ ]	\$ [ ]	\$ [ ]
Backup Power (UPS)	[ ]	\$ [ ]	\$ [ ]
Cloud-Based Software (year 1)	1	\$ [ ]	\$ [ ]
Removal of Existing Gemini System	1	\$ [ ]	\$ [ ]

**Subtotal (Intrusion)**

**\$ [ ]**

#### Access Control System

Component	Quantity	Unit Price	Total
RFID Controllers	[ ]	\$ [ ]	\$ [ ]
RFID Badge Readers	[ ]	\$ [ ]	\$ [ ]
RFID Badges/Cards	[ ]	\$ [ ]	\$ [ ]
Elevator Relay Interfaces	[ ]	\$ [ ]	\$ [ ]
Glass Door Locking Hardware	[ ]	\$ [ ]	\$ [ ]

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Cloud Management Platform (Year 1)	1	\$ []	\$ []
Badge Management Software and Licenses	1	\$ []	\$ []
Network Equipment (As Needed)	[]	\$ []	\$ []

**Subtotal (Access Control System)** \$ []

### Installation & Labor

Component	Quantity	Unit Price	Total
Design and Engineering	[]	\$ []	\$ []
Installation Labor	[]	\$ []	\$ []
Programming and Testing	[]	\$ []	\$ []
Documentation and As-Built Drawings	[]	\$ []	\$ []
Project Management	[]	\$ []	\$ []
Permits	[]	\$ []	\$ []

**Subtotal (Installation & Labor)** \$ []

### Ongoing Costs (if applicable)

Description	Annual Cost
Cloud Subscription/License Fees	\$ []
Maintenance and Support Contract	\$ []
Firmware and Patch Management	\$ []
Intrusion Alert Monitoring (If Applicable)	\$ []

# Request for Proposal:

## Intrusion Alert and Access Control System Upgrade



### Total Project Cost (Base Bid)

Equipment & Materials: \$ [ ]

Installation & Labor: \$ [ ]

Total Base Bid: \$ [Insert Total]

### Performance & Payment Bonds

Included in Base Bid

Surety Company: [Insert]

Rating: [Insert]

# Request for Proposal:

## Intrusion Alert and Access Control System Upgrade



### Bid Deposit

Enclosed: [Certified Check / Cashier's Check / Bid Bond] in the amount of 10% of bid.

### Proposed Alternates & Substitutes

Specified	Proposed Alternate	Change in Base Bid
[ ]	[ ]	\$ [ ]
[ ]	[ ]	\$ [ ]
[ ]	[ ]	\$ [ ]

### Signature

Submitted this \_\_\_\_ day of \_\_\_\_\_, 2025.

Firm Name: [ ]

Address: [ ]

Phone: [ ]

Authorized Name: [ ]

Signature: [ ]

Title: [ ]

General Contingency:

This bid shall include in the Base Proposal a construction contingency allowance of 10% of the base proposal, for additional Work that is not defined in the construction documents. The base bid shall not include the cost of any Alternate Bids. This Work may be authorized only by Owner-signed change orders, and the unused amount remaining in this allowance shall be credited to the Owner at the completion of the project by way of deductive Change Order.

Bid Acceptance:

# Request for Proposal:

## Intrusion Alert and Access Control System Upgrade



If written notice of the acceptance of this bid is mailed or delivered to the undersigned within the time noted herein, after the date of opening of bids or at any time thereafter before this bid is withdrawn, the undersigned agrees that they will execute an independent contractor's agreement with the Library. This proposal is binding upon the undersigned for 90 days after the Bid Submittal Deadline.

Company:	
Address:	
Contact Person:	
Contact Person's Telephone:	

Signature for Bidders:

.  
*If INDIVIDUAL, sign here:*

Signature

Date

.  
Post Office Address

*If PARTNERSHIP, sign here:*

Partners

Signature

Date

Post Office Address



# Request for Proposal:

## Intrusion Alert and Access Control System Upgrade



If CORPORATION, sign here (show names of the non-signing officers)

---

Name of State Where Chartered

---

Signature

---

Date: \_\_\_\_\_

---

President

Date: \_\_\_\_\_

# Request for Proposal:

## Intrusion Alert and Access Control System Upgrade



\_\_\_\_\_  
Secretary

Date: \_\_\_\_\_  
.

Treasurer

Date: \_\_\_\_\_  
.

Post Office Address

AFTER SIGNING, PLEASE SUBMIT ALL PAGES OF THIS BID PRICING FORM, INCLUDING THE SIGNATURE PAGES AND SUBMIT ALL PAGES OF Intrusion Alert and Access Control System Upgrade.

### List of Independent Contractor(S), Subcontractor(S) or Sub Consultant(S), I.E. "Other Contractor"

The following are the independent contractor(s), subcontractor(s) or sub-consultant(s) that Bidder proposes to engage for the following types of work. Any type of work not designated below shall be done by the main Contractor listed on the agreement with the Northbrook Public Library.

Work to be Performed by Other Contractor	Name and Address of Other Contractor	Dollar Value of Agreement

# Request for Proposal:

## Intrusion Alert and Access Control System Upgrade



Main Contractor Company:	
Main Contractor Address:	

AFTER COMPLETING, PLEASE SUBMIT ALL PAGES OF THIS LIST OF INDEPENDENT CONTRACTOR(S), SUBCONTRACTOR(S) OR SUB-CONSULTANT (S), I .E. "OTHER CONTRACTOR" AND SUBMIT ALL PAGES OF THE INTRUSION ALERT AND ACCESS CONTROL SYSTEM UPGRADE PROJECT BID

# Request for Proposal:

## Intrusion Alert and Access Control System Upgrade



### Reference List

Please list three (3) clients, including one (1) public agency client, along with a very brief description of the work, which the Owner may contact regarding the Contractor's work performance.

#### Reference 1

Agency / City Name:	
Department:	
Contact Person:	
Telephone:	
Email Address:	
Dollar Value of Agreement:	
Date Range of Agreement:	
Nature of Work Performed:	

# Request for Proposal:

## Intrusion Alert and Access Control System Upgrade



Reference #2

Contact Person:	
Telephone:	
Email Address:	
Dollar Value of Agreement:	
Date Range of Agreement:	
Nature of Work Performed:	

# Request for Proposal:

## Intrusion Alert and Access Control System Upgrade



Agency / City Name:	
Department:	

# Request for Proposal:

## Intrusion Alert and Access Control System Upgrade



### Reference #3

Agency / City Name:	
Department:	
Contact Person:	
Telephone:	
Email Address:	
Dollar Value of Agreement:	
Date Range of Agreement:	
Nature of Work Performed:	

AFTER COMPLETING, PLEASE SUBMIT ALL PAGES OF THIS REFERENCE LIST  
AND SUBMIT ALL PAGES OF THE Notice of Intrusion Alert and Access Control System  
Upgrade Project Bid.

# Request for Proposal:

## Intrusion Alert and Access Control System Upgrade



### Certificate of Bidder Eligibility

720 ILCS 5/33E-11 requires that all contractors bidding for public agencies in the State of Illinois certify that they are not barred from bidding on public contracts for bid rigging or bid rotation.

The following certification must be signed and submitted with the bidder's bid proposal. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

\_\_\_\_\_, as part of its bid for the Intrusion Alert and Access Control System Upgrade Project work for the Northbrook Public Library, Cook County, Illinois, certifies that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of either 720 ILCS 5/33E-3 or 720 ILCS 5/33-E4.

Firm: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This \_\_\_\_\_ day of \_\_\_\_\_, 2025.

NOTARY PUBLIC



# Request for Proposal:

## Intrusion Alert and Access Control System Upgrade



### Certificate of Compliance with Illinois Drug-Free Workplace Act

\_\_\_\_\_, having 25 or more employees, does hereby certify pursuant to section 3 of the *Illinois Drug-Free Workplace Act* (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and, further certifies that it is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

Firm: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This \_\_\_\_\_ day of \_\_\_\_\_, 2025.

NOTARY PUBLIC

# Request for Proposal:

## Intrusion Alert and Access Control System Upgrade



### Certificate Regarding Sexual Harassment Policy

\_\_\_\_\_, does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

Firm: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This \_\_\_\_\_ day of \_\_\_\_\_, 2025.

NOTARY PUBLIC

# Request for Proposal: Intrusion Alert and Access Control System Upgrade



## Certificate Regarding Equal Employment Opportunity

\_\_\_\_\_, does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written equal employment opportunity policy that is in compliance with all terms and conditions of the Equal Employment Opportunity provisions of the Illinois Human Rights Act.

Firm: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
NOTARY PUBLIC

# Request for Proposal:

## Intrusion Alert and Access Control System Upgrade



### Non-Collusion Affidavit

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) proposal was prepared independently for this project and that it contains no fees or amounts other than that for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

The following affidavit must be signed and submitted with the bidder's bid proposal. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

\_\_\_\_\_, as part of its bid for the Intrusion Alert and Access Control System Upgrade Project work for Northbrook Public Library certifies that said Contractor is not barred from bidding on the aforementioned contract as a result of a violation of the above Non-Collusion Affidavit.

Firm: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This \_\_\_\_\_ day of \_\_\_\_\_, 2025.

# **Request for Proposal:**

## **Intrusion Alert and Access Control System Upgrade**



NOTARY PUBLIC

# Request for Proposal:

## Intrusion Alert and Access Control System Upgrade



### Illinois Drug Free Work Place Statement

1. Notify employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the work place.
2. Specifying the actions that will be taken against employees for violating this provision.
3. Notifying the employees that, as a condition of their employment to do work under the contract with the Library, the employee will:
  - a. Abide by the terms of the statement.
  - b. Notify the undersigned of any criminal drug statute conviction for a violation occurring in the work place not later than five (5) days after such a conviction.
4. Establishing a drug free awareness program to inform employees about:
  - a. The dangers of drug abuse in the work place.
  - b. The policy of maintaining a drug-free work place.
  - c. Any available drug counseling, rehabilitation or employee assistance program.
  - d. The penalties that may be imposed upon an employee for drug violations.
5. The undersigned shall provide a copy of the required statement to each employee engaged in the performance of the contract with the library, and shall post the statement in a prominent place in the work place.
6. The undersigned will notify the Library within ten (10) days of receiving notice of an employee's conviction.
7. Make a good faith effort to maintain a drug free work place through the implementation of these policies.
8. The undersigned further affirms that within thirty (30) days after receiving notice of a conviction of a violation of the criminal drug statute occurring in the work place, he shall:
  - a. Take appropriate action against such employee up to and including termination; or
  - b. Require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

**IT IS EXPRESSLY UNDERSTOOD THAT THE FOREGOING STATEMENTS AND REPRESENTATIONS AND PROMISES ARE MADE AS A CONDITION TO THE RIGHT OF THE BIDDER TO RECEIVE PAYMENT UNDER ANY AWARD MADE UNDER THE TERMS AND PROVISIONS OF THIS BID.**

PRINTED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

# Request for Proposal:

## Intrusion Alert and Access Control System Upgrade



DATE: \_\_\_\_\_

# Request for Proposal: Intrusion Alert and Access Control System Upgrade



DRAFT

## INDEPENDENT CONTRACTOR AGREEMENT

This Independent Contractor Agreement ("Agreement") is made and entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2025 by and between the Northbrook Public Library ("**Library**"), an Illinois public library with its offices located at 1201 Cedar Lane, Northbrook, Illinois 60062, and \_\_\_\_\_ ("**Contractor**"), an Illinois corporation with its principal place of business located at \_\_\_\_\_. (For conveniences, the Library and Contractor may be referred to individually as "**Party**" and collectively as "**Parties**.")

**NOW THEREFORE**, in consideration of the mutual covenants, promises, and agreements set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby mutually acknowledged, the Library and the Contractor agree as follows:

### 1 Work.

The Library is engaging the Contractor to provide Intrusion Alert and Access Control System Upgrade specified in the Scope of Work and the Contractor's Bid Proposal ("**Work**") as set forth in **Exhibit A**, which is attached hereto and made a part hereof, pursuant to the terms and conditions of this Agreement. The Contractor represents it is financially solvent, has the necessary financial resources, and is sufficiently experienced and competent to perform and complete the Work in accordance with the standards of practice, care, and diligence practiced by recognized companies or firms performing services of a similar nature in existence at the time of performance. The representations and certifications expressed are in addition to any other representations and certifications expressed in this Agreement, or expressed or implied by law, which are reserved to the Library.

### 2 Compensation

**2.1 Pricing.** In consideration for the Contractor's satisfactory performance of the Work, the Library will pay Contractor pursuant to the price schedule set forth in **Exhibit B**, which is attached hereto and made a part hereof.

**2.2 Invoicing.** Contractor shall submit annual invoices to the Library for the Work actually and reasonably performed. The amount billed in any such invoice shall be based on the pricing set forth in **Exhibit B**. The Library shall pay to the Contractor undisputed amounts billed pursuant to the Illinois Local Government Prompt Payment Act (50 ILCS 505/1 et seq.)



# Request for Proposal:

## Intrusion Alert and Access Control System Upgrade



2.3 **Records.** The Contractor shall maintain records showing actual time devoted and costs incurred and shall permit the authorized representative of the Library to inspect and audit all data and records of the Contractor for the Work performed under the Agreement. The records shall be made available to the Library at reasonable times with advance notice during the Agreement period, stating with specificity the records request, and for three years after the termination of the Agreement.

2.4 **Additional Services.** The Contractor shall not perform or charge the Library for any services outside the scope of this Agreement without the express written authorization of the Library.

### 3 Confidentiality

3.1 **Definitions.** The term "Confidential Information" shall mean information in the possession or under the control of the Library that is furnished under an express claim that the information is proprietary, confidential, or a trade secret. For avoidance of doubt, the Agreement, all pricing information therein, and attachments or exhibits thereto, are not confidential. Library Confidential Information shall not include information that can be demonstrated: (i) to have been rightfully in the possession of the Contractor from a source other than the Library prior to the time of disclosure of said information to the Contractor under this Agreement ("Time of Disclosure"); (ii) becomes publicly known through no fault of Contractor (iii) to have been in the public domain prior to the Time of Disclosure; (iv) to have become part of the public domain after the Time of Disclosure by a publication or by any other means except an unauthorized act or omission or breach of this Agreement on the part of the Contractor or the Library; (v) to have been supplied to the Contractor after the Time of Disclosure without restriction by a third party who is under no obligation to the Library to maintain such information in confidence; (vi) is available to visitors that use the Library; or (vii) are provided by the Library to the Contractor and are not marked "Confidential".

3.2 **No Disclosure of Confidential Information by Contractor.** The Contractor acknowledges that it shall, in performing the Work for the Library under this Agreement, have access to or be directly or indirectly exposed to Confidential Information. The Contractor shall hold confidential all Confidential Information and shall not disclose or use such Confidential Information, except in the performance of the Work, without express prior written consent of the Library. The Contractor shall use reasonable measures, at least as strict as those the Contractor uses to protect its own confidential information. Such measures shall include, without limitation, requiring employees and subcontractors of the Contractor to execute a non-disclosure agreement before obtaining access to Confidential Information. Any such agreement shall also name the Library as a third-party beneficiary.

### 4 Term

# Request for Proposal:

## Intrusion Alert and Access Control System Upgrade



4.1 **Term.** This Agreement shall terminate upon completion of the Contractor's Work and the Library's satisfactory acceptance of the Work, unless sooner terminated by the Library as provided i.

4.2 **Time of Performance.** The Contractor shall commence the Work immediately upon receipt of written notice from the Library that this Agreement has been fully executed by the Parties. The Contractor shall diligently and continuously perform the Work until the completion of the Work, or until the Agreement is terminated pursuant to the provisions of this Agreement.

## 5 Termination

5.1 **Termination for Convenience.** Notwithstanding any other provision in this Agreement, the Library may terminate the Agreement, for any reason, upon providing the Contractor at least thirty (30) days prior written notice, unless the Agreement is sooner terminated by the Library because of the Contractor's material breach of the Agreement. In the event this Agreement is terminated by the Library for convenience, the Contractor will only be paid for Work actually and reasonably performed and reimbursable expenses actually and reasonably incurred, if any, prior to the termination date. The Contractor may terminate the Agreement, but only upon providing at least ninety (90) days prior written notice to the Library.

5.2 **Termination for Material Breach.** Either Party may terminate this Agreement for cause upon written notice to the other following a material breach of a material provision of this Agreement by such other Party if the breaching Party does not cure such breach within twenty (20) calendar days of receipt of written notice of such breach from the non-breaching Party. In the event that this Agreement is so terminated, the Contractor shall be paid for Work actually and reasonably performed and reimbursable expenses actually and reasonably incurred, if any, prior to termination.

# Request for Proposal:

## Intrusion Alert and Access Control System Upgrade



5.3 **Default.** If the Contractor has failed or refused to perform, or has delayed in the performance of the Work with diligence at a rate that assures completion of the Work in full compliance with the requirements of this Agreement, or has otherwise failed, refused, or delayed to perform or satisfy the Work or any other requirement of this Agreement, through no fault of Library ("Event of Default"), and fails to cure any such Event of Default within fourteen (14) calendar days after the Contractor's receipt of written notice of such Event of Default from the Library, stating with specificity the Event of Default, and suggesting a reasonable cure, then the Library shall have the right, without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

A. Cure by Contractor. The Library may require the Contractor, within a reasonable time, to complete or correct all or any part of the Work that are the subject of the Event of Default; and to take any or all other action necessary to bring the Contractor and the Work into compliance with this Agreement.

B. Termination of Agreement by Library. The Library may terminate this Agreement without liability for further payment of to become due under this Agreement.

C. Withholding of Payment by Library. The Library may withhold from any payment, whether or not previously approved, or may recover from the Contractor, any and all costs, including reasonable attorneys' fees and administrative expenses, incurred by the Library as the result of any Event of Default by the Contractor or as a result of actions taken by the Library in response to any Event of Default by the Contractor.

## 6 Insurance.

6.1 Contractor shall, at its sole cost and expense, at all times during the term of this Agreement maintain insurance of the following character:

1. General comprehensive public liability insurance (inclusive of umbrella coverage) against claims for bodily injury, death, or property damage with such insurance to afford protection of not less than \$3,000,000 with respect to bodily injury or death to all persons in any one accident, and not less than the replacement value with respect to property damage in any one occurrence, subject to inflationary increases as required by Library at Library' reasonable discretion in view of what is customary in the local market, or such other amounts in excess the amounts set forth above as Library shall reasonably request.

# Request for Proposal:

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2. Commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident subject to inflationary increases as required by Library or such other amounts in excess of the amounts set forth above as Library shall reasonably request.

3. Workers' compensation and employers liability insurance not less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease subject to inflationary increases as required by Library or such other amounts in excess of the amounts set forth above as Library shall reasonably request.

6.2 Such insurance shall be written by companies of recognized financial standing which are "A-" rated or better by a national rating agency and are legally qualified to issue such insurance in the State of Illinois, and Contractor shall provide Library with certificates of insurance, naming as the insured parties thereunder, Library, or its assigns, and Contractor, as their interests may appear. Such insurance may be obtained by Contractor by endorsement on its blanket insurance policies, provided that (a) such blanket policies satisfy the requirements specified herein and (b) Library shall be furnished with the certificate of the insurer to the effect that (c) the amount of insurance is not less than the amount required by this Section. Library shall not be required to prosecute any claim against any insurer or to contest any settlement proposed by any insurer, provided that Contractor may, at its cost and expense, prosecute any such claim or contest any such settlement, and in such event Contractor may bring any such prosecution or contest in the name of Library, Contractor, or both, and Library shall cooperate with Contractor and will join therein at Contractor's written request upon receipt by Library of an indemnity from Contractor against all costs, liabilities, and expenses in connection with such cooperation, prosecution, or contest.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 01, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

Library shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 11 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to Library. Any insurance or self-insurance maintained by Library shall be excess of Contractor's insurance and shall not contribute with it.

# Request for Proposal:

## Intrusion Alert and Access Control System Upgrade



If Library has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 11 under the Commercial General and Umbrella Liability Insurance required in this Agreement, Contractor waives all rights against Library and their officers, officials, employees, volunteers, and agents for recovery of damages arising out of or incident to Contractor's performance under this Agreement. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of Library for all activities of the Contractor, its employees, agents, and subcontractors.

6.3 Contractor shall deliver to Library promptly after the execution and delivery of this Agreement the original or duplicate policies or certificates of insurers satisfactory to Library evidencing all the insurance which is then required to be maintained by Contractor hereunder, and Contractor shall, within thirty (30) days prior to the expiration of any such insurance, deliver other original or duplicate policies or other certificates of the insurers evidencing the renewal of such insurance. Should Contractor fail to effect, maintain, or renew any insurance provided for herein, or to pay the premium therefor, or to deliver to Library any of such policies or certificates, Library, at their option, but without obligation so to do, may procure such insurance, and any sums expended by it to procure such insurance shall be reduced from the amount owed for services by Library under this Agreement. Such insurance policy(ies) shall contain a provision that such policy(ies) shall not be canceled or reduced in scope without thirty (30) days prior written notice to Library.

### 7 Indemnification of Library by Contractor

The Contractor shall, without regard to the availability or unavailability of any insurance, either of the Library or the Contractor, indemnify, save harmless, and defend the Library, and its officials, officers, employees, agents, volunteers, and attorneys against any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses, including attorneys' fees and administrative expenses, that arise, or may be alleged to have arisen, out of or in connection with, the Contractor's performance of, or failure to perform, the Work or any part thereof, whether or not due or claimed to be due in whole or in part to the active, passive, or concurrent negligence or fault of the Contractor, except to the extent caused by the sole negligence of the Library. The Contractor's maximum liability for any claimed damages shall not exceed the terms of the policy of insurance carried by the Contractor as required under the terms of this Agreement.

### 8 Indemnification of Service Provider by Library.

# Request for Proposal:

## Intrusion Alert and Access Control System Upgrade



The Library shall, without regard to the availability or unavailability of any insurance, either of the Library or the Contractor, indemnify, save harmless, and defend the Contractors, and its officials, employees, agents, and attorneys against any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses, including attorneys' fees and administrative expenses, that arise, or may be alleged to have arisen, out of or in connection with, the Library's failure to perform, except to the extent caused by the sole negligence of the Contractor.

### 9 Warranty

The Contractor warrants that the Work shall be performed in accordance with the highest standards of professional practice, care, and diligence practiced by recognized information technology service provider or firms in performing services of a similar nature in existence at the time of performing the Services. The warranty expressed shall be in addition to any other warranties expressed in this Agreement, or expressed or implied by law, which are hereby reserved unto the Library and incorporated into this Agreement as though fully set forth herein.

### 10 General

**10.1 Relationship of the Parties.** The Contractor shall act as an independent contractor in providing and performing the Work. Nothing in, nor done pursuant to, this Agreement shall be construed (i) to create the relationship of principal and agent, employer and employee, partners, or joint ventures between the Library and Contractor; or (ii) to create any relationship between the Library and any subcontractor of the Contractor.

**10.2 Third-Party Beneficiary.** No claim as a third-party beneficiary under this Agreement by any person, firm, or corporation other than the Contractor shall be made or be valid against the Library.

**10.3 Amendment.** No amendment or modification to this Agreement shall be effective unless and until such amendment or modification is executed in writing by both Parties.

**10.4 Assignment.** This Agreement may not be assigned by the Contractor without the prior written consent of the Library, which the Library may elect to withhold in its sole discretion.

**10.5 Waiver.** No waiver of any provision of this Agreement shall be deemed to or constitute a waiver of any other provision of this Agreement (whether or not similar) nor shall any such waiver be deemed to or constitute a continuing waiver unless otherwise expressly provided in this Agreement.

# Request for Proposal:

## Intrusion Alert and Access Control System Upgrade



10.6 **No Additional Obligation.** The Parties acknowledge and agree that the Library is under no obligation under this Agreement or otherwise to negotiate or enter into any other or additional contracts or agreements with the Contractor or with any vendor solicited or recommended by the Contractor.

10.7 **Mutual Cooperation.** The Library agrees to cooperate with the Contractor in the performance of the Work, including meeting with the Contractor and providing the Contractor with such confidential and non-confidential information that the Library may have that may be relevant and helpful to the Contractor's performance of the Work. The Contractor agrees to cooperate with the Library in the performance of the Work to complete the Work and with any other contractors engaged by the Library.

10.8 **Governing Law and Venue.** This Agreement shall be governed and interpreted according to the laws of the State of Illinois, without regard to conflict of laws principles. Any action arising under this Agreement must be brought exclusively in the Circuit Court of Cook County. Contractor hereby irrevocably waives any objections to improper forum or venue.

10.9 **Entire Agreement.** The Contract Documents, including this Agreement, constitutes the entire agreement between the Parties and supersedes any and all previous or contemporaneous oral or written agreements and negotiations between the Library and the Contractor with respect to the subject matter of this Agreement.

10.10 **Binding Effect.** The terms of this Agreement shall bind and inure to the benefit of the Parties hereto and their agents, successors, and assigns.

10.11 **Severability.** If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired or invalidated, to the fullest extent permitted by law.

# Request for Proposal:

## Intrusion Alert and Access Control System Upgrade



**10.12 Compliance with Laws.** Contractor shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Work are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Work, and with all applicable statutes, ordinances, rules, and regulations, including without limitation the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 et seq., and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq. Contractor shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with the Contractor's, or its subcontractors', performance of, or failure to perform, the Work or any part thereof. Every provision of law required by law to be inserted into this Agreement shall be deemed to be inserted herein.

**10.13 Intellectual Property.** The Contractor acknowledges and agrees that all trademarks, service marks, logos, tradenames, and images ("Library Materials") provided by the Library to the Contractor for use in performing the Work created by Contractor are the sole and exclusive property of the Library. The Contractor acknowledges that this Agreement is not a license to use Library Materials except as needed to perform the Work hereunder. If applicable, to the extent the Contractor has agreed to obtain and/or license Third-Party Materials on behalf of the Library, the Contractor shall obtain a license for the Library to use the Third-Party Materials as part of the Work for the specified purpose. "Third-Party Materials" shall include, but are not limited to, computer software, script or programming code or other materials owned by third parties and/or any software available from third parties that is licensed by Contractor for the benefit of the Library. It is expressly understood that, excluding the Library Materials and Third-Party Materials, the Library and the Contractor may use or share in any improvements or modifications incorporated into any computer software (in object code and source code form), script or programming code used or developed by the Service Provider in providing Services hereunder.

**10.14 Ownership.** Designs, drawings, plans, specifications, photos, reports, information, observations, records, opinions, communications, digital files, calculations, notes, and any other documents, data, or information, in any form, prepared, collected, or received by the Contractor in connection with any or all of the Work to be performed under this Agreement ("Documents") shall be and remain the exclusive property of the Library. At the Library's request, or upon termination of this Agreement, the Contractor shall cause the Documents to be promptly delivered to the Library, in original format or a suitable electronic format acceptable to the Library.



# Request for Proposal:

## Intrusion Alert and Access Control System Upgrade



10.15 **Time.** Time is of the essence in the performance of this Agreement.

10.16 **Conflict Between Agreement and Exhibits.** In the event of a conflict between the Agreement and any exhibits thereto, the text of this Agreement shall control.

10.17 **Rights Cumulative.** Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other such rights, remedies, and benefits allowed by law.

10.18 **Counterpart Execution.** This Agreement may be executed in several counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

10.19 **Freedom of Information Act.** Contractor may possess certain public records that may be subject to disclosure, in whole or in part, pursuant to records requests submitted pursuant to the Freedom of Information Act, 5 ILCS 140/1, *et seq.* ("FOIA"). Contractor agrees to timely cooperate with the Library and by produce records responsive to a FOIA request within Contractor's possession or custody to the Library, so the Library may comply with FOIA request within the time limits specified in FOIA. If additional time is necessary to compile records in response to a request, then Contractor shall immediately so notify the Library and if possible, the Library shall request an extension so as to comply with FOIA. In the event the Library is found to have not complied with FOIA due to Contractor's failure to produce documents or otherwise appropriately respond to a request under FOIA, then Contractor shall indemnify and hold the Library harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorneys' fees and penalties.

10.20 **Sexual Harassment Policy.** The Contractor certifies that it has a written sexual harassment policy in full compliance with Section 2-105(A)(4) of the Illinois Human Rights Act, 775 ILCS 512-105(A)(4).

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**10.21 No Collusion.** The Contractor represents and certifies that the Contractor is not barred from contracting with a unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless the Contractor is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 et seq. of the Illinois Municipal Code, 65 ILCS 5/11- 42.1-1 et seq.; or (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 et seq. The Contractor represents that the only persons, firms, or corporations interested in this Agreement as principals are those disclosed to the Library prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that the Contractor has, in procuring this Agreement, colluded with any other person, firm, or corporation, then the Contractor shall be liable to the Library for all loss or damage that the Library may suffer, and this Agreement shall, at the Library's option, be null and void.

### **10.22 Notice.**

- a. Any notice or communication required or permitted to be given under this Agreement shall be in writing and shall be delivered (i) personally, (ii) by a reputable overnight courier, (iii) by certified mail and deposited in the U.S. Mail, postage prepaid, (iv) by facsimile, or (v) by electronic mail ("e-mail"). Facsimile notices shall be deemed valid only to the extent that they are (a) actually received by the individual to who addressed and (b) followed by delivery of actual notice in the manner described in either (i), (ii), or (iii) above within three business days thereafter at the appropriate address set forth below. E-mail notices shall be deemed valid and received by the addressee thereof when delivered by e-mail and (a) opened by the recipient on a business day at the address set forth below, and (b) followed by delivery of actual notice in the manner described in either (i), (ii) or (iii) above within three business days thereafter at the appropriate address set forth below. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of (a) actual receipt; (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit; or (c) three business days following deposit in the U.S. mail. By notice complying with the requirements of this Subsection, each Party shall have the right to change the address or the addressee, or both, for all future notices and communications to such party, but no notice of a change of addressee or address shall be effective until actually received.

Notices and communications to the Library shall be addressed to, and delivered at, the following address:

Northbrook Public Library Attn:  
Kelly Durov  
1201 Cedar Lane

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Northbrook, Illinois 60062 Email:  
kdurov@northbrook.info

With a copy to:

Ancel Glink, P.C.  
Attn: Kurt S. Asprooth  
140 S. Dearborn Street, 6<sup>th</sup> Floor Chicago, Illinois  
60603  
Email: kasprooth@ancelglink.com

Notices and communications to the Contractor shall be addressed to, and delivered at, the following address:

Contractor

With a copy to:

Contractor's Attorney

Any notice of breach, or anticipatory breach, shall be provided to the Contractor.

*[Signature Page to Follow]*

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IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date first above written.

[INDEPENDENT CONTRACTOR]

NORTHBROOK PUBLIC LIBRARY

Signature:\_\_\_\_\_

Signature:\_\_\_\_\_

By:\_\_\_\_\_

By:\_\_\_\_\_

Title:\_\_\_\_\_

Title:\_\_\_\_\_

Date:\_\_\_\_\_

Date:\_\_\_\_\_

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### EXHIBIT A "WORK"

[ATTACH SCOPE OF SERVICES & INDEPENDENT CONTRACTOR'S PROPOSAL]

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### EXHIBIT B

#### **"PRICING"**

- \_\_\_\_% on contract execution
- \_\_\_\_% upon delivery of hardware
- \_\_\_\_% upon installation completion
- \_\_\_\_% upon acceptance & training

**All payments will be made** in accordance with Local Government Prompt Payment Act (50 ILCS 505/1 et seq.)

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### Alternates Addendum

This addendum provides pricing requests for alternate bids to be included with the base bid. Vendors shall submit separate pricing for each alternate as listed below. Each alternate should include a description of scope, associated equipment, labor, timeline impacts, and warranty considerations. Pricing must be provided as an addition to the base bid.

#### Instructions for Bidders

- Prices listed for alternates shall be net additions to the base bid.
- Vendors shall provide a breakdown of equipment, materials, and labor included in each alternate.
- Any deviations from the technical requirements outlined in the RFP must be clearly noted.
- If an alternate impacts the project timeline or warranty coverage, such impacts must be detailed.

#### Alternate Bid #1 – Additional Ten Closet Doors

##### Scope

Provide RFID-based access control for ten additional standard doors not included in the base bid. Work shall include furnishing and installing controllers, readers, locking hardware, wiring, and integration with the base access control system.

Schedule Impact: [Vendor to specify]

Warranty: [Vendor to specify]

Add: \$ [Insert Amount]

#### Alternate Bid #2 – Main East and West Entrance Sliding Doors

##### Scope

Provide RFID-based access control for the East Sliding Doors, West Sliding Doors, and/or Main Entrance Sliding Doors, including furnishing and installing locking hardware, controllers, and readers, and integrating with the access control system.

Schedule Impact: [Vendor to specify]

Warranty: [Vendor to specify]

Add: \$ [Insert Amount]

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### Alternate Bid #3 – Collaboratory Glass Doors

#### Scope

Provide RFID-based access control for the Collaboratory glass doors, including furnishing and installing locking hardware, controllers, and readers, and integrating with the access control system.

Schedule Impact: [Vendor to specify]

Warranty: [Vendor to specify]

Add: \$ [Insert Amount]

#### Signature

Submitted this \_\_\_\_ day of \_\_\_\_\_, 2025.

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Authorized Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_