

NOTICE OF SPECIAL MEETING OF THE PUBLIC SAFETY COMMITTEE

A Special Meeting of the Public Safety Committee is scheduled for
Tuesday, January 9, 2018 beginning at 7:00 p.m. in the

Council Chambers located at the
Village Hall of Tinley Park
16260 South Oak Park Avenue
Tinley Park, Illinois

A copy of the agenda for this meeting is attached hereto and can be found at
www.tinleypark.org.

Kristin A. Thirion
Clerk
Village of Tinley Park

NOTICE OF A SPECIAL MEETING
OF THE PUBLIC SAFETY COMMITTEE

Notice is hereby given that a special meeting of the Public Safety Committee of the Village of Tinley Park, Cook and Will Counties, Illinois, will begin at 7:00 p.m. on Tuesday, January 9, 2018, in the Council Chambers at the Village Hall of Tinley Park, 16250 S. Oak Park Avenue, Tinley Park, Illinois.

The agenda is as follows:

1. OPEN THE MEETING.
2. CONSIDER APPROVAL OF THE MINUTES OF THE SPECIAL PUBLIC SAFETY COMMITTEE MEETING HELD ON DECEMBER 12, 2017.
3. DISCUSS KELTRON ALARM MONITORING.
4. RECEIVE COMMENTS FROM THE PUBLIC.

ADJOURNMENT

KRISTIN A. THIRION
VILLAGE CLERK

MINUTES
Special Meeting of the Public Safety Committee
December 12, 2017 - 7 p.m.
Village Hall of Tinley Park – Council Chambers
16250 S. Oak Park Avenue
Tinley Park, IL 60477

Members Present: W. Brady, Chairman
 B. Younker, Village Trustee

Members Absent: M. Glotz, Trustee

Other Board Members Present: M. Mangin, Trustee
 M. Pannitto, Trustee

Staff Present: D. Niemeyer, Village Manager
 P. Carr, Assistant Village Manager
 S. Neubauer, Police Chief
 F. Reeder, Fire Chief
 P. Wallrich, Interim Community Development Director
 P. Hoban, Economic Development Manager
 S. Malmborg, Planner I
 K. Workowski, Public Works Director
 J. Urbanski, Assistant Public Works Director
 P. Connelly, Village Attorney
 L. Valley, Executive Assistant to the Manager & Trustees
 L. Godette, Deputy Village Clerk
 L. Carollo, Commission/Committee Secretary

Item #1 - The Special Meeting of the Public Safety Committee Meeting was called to order at 7:03 p.m.

Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE SPECIAL PUBLIC SAFETY COMMITTEE MEETING HELD ON DECEMBER 5, 2017 – Motion was made by Trustee Younker, seconded by Trustee Pannitto, to approve the minutes of the Special Meeting of the Public Safety Committee Meeting held on December 5, 2017. Vote by voice call. Chairman Brady declared the motion carried.

Item #3 – DISCUSS INTERGOVERNMENTAL AGREEMENT WITH ORLAND FIRE PROTECTION DISTRICT FOR DATA SHARING - F. Reeder, Fire Chief discussed Orland Park Fire Protection District developed an Intergovernmental Agreement per the Village of Tinley Park's request for data sharing between the agencies for the purpose of sharing data related to the Geometric Information System (GIS), which can be utilized by both agencies for emergency response and planning. In addition, this agreement in place will allow faster routing and safer operations through digital access to shared data beneficial to both agencies. A copy of the proposed intergovernmental agreement was provided to the Public Safety Committee for

consideration. The agreement specifies the type of files and information to be shared to allow data platforms to be common and unified. In addition, timelines for updates are specified within the agreement and will require each agency to share data and provide updates on a quarterly basis. There will be no cost for the program if all deadlines are met for file sharing per the agreement.

Mr. Reeder recommends the Public Safety Committee review the intergovernmental agreement for further discussion and possible ordinance consideration. Trustee Brady asked if there were any similar agreements in place with other communities. Mr. Reeder stated currently this agreement would be the initial step towards data sharing with other communities.

Motion was made by Chairman Brady, seconded by Trustee Younker, to recommend the intergovernmental agreement between Orland Park Fire Protection District and the Village of Tinley Park be brought forward for future Village Board approval. Vote by voice. Chairman Brady declared the motion carried.

Item #4 – DISCUSS SALE OF ONE (1) 2001 PIERCE FIRE ENGINE TO SUMMIT FIRE DEPARTMENT - The Summit Illinois Fire Department is in need of a fire engine and is interested in acquiring Engine 46 from the Village. Summit Illinois Fire Department proposed a higher price than a wholesale apparatus broker and offered a deposit of \$5000.00 to secure the vehicle and allow both departments to determine timelines for sale and delivery. Summit Illinois Fire Department also has a more flexible timeline for transfer of the apparatus and equipment. F. Reeder, Fire Chief recommends the Public Safety Committee review the intergovernmental agreement for further discussion and Village Board approval.

Motion was made by Chairman Brady, seconded by Trustee Younker, to recommend the intergovernmental agreement between Orland Park Fire Protection District and the Village of Tinley Park be brought forward for future Village Board approval. Vote by voice. Chairman Brady declared the motion carried.

Item #5 – RECEIVE COMMENTS FROM THE PUBLIC - A concerned citizen inquired if the Request for Proposal (RFP) has begun for an ambulance service within the Village. He stated safety should be top priority as well as comparable employee wages in relation to work performed and employee qualifications. He also stated a concern regarding the lack of community training with the current ambulance service. P. Carr, Assistant Village Manager stated both ambulance services in consideration are and were actively involved in training events throughout the Village. Diane Galante referred to a paramedic training program previously in place at Victor J. Andrew High school that was canceled and would like to see it reinstated. Ms. Galante reiterated safety should be top priority when considering the RFP, as well as fair wages for the employees for better patient care.

ADJOURNMENT

Motion was made by Trustee Younker, seconded by Trustee Pannitto, to adjourn this Special Meeting of the Public Safety Committee. Vote by voice call. Chairman Brady declared the motion carried and adjourned the meeting at 7:20 p.m.

lc

DRAFT



Interoffice Memo

Memo #18-03

Date: January 3, 2018

To: Forest Reeder, Fire Chief

From: Daniel Riordan, Deputy Chief / Fire Prevention

Re: Wireless Radio Alarm Program Renewal

A handwritten signature in black ink, appearing to be "DR", located to the right of the "From:" line.

At the January 9th Public Safety Committee meeting, the subject program will be discussed. The following items are on the agenda:

1. Renew the existing maintenance agreement with the current vendor or issue an RFP for identified equipment maintenance.
2. Upgrade the existing equipment to accommodate redundant monitoring capabilities.

Attached are memos that provide greater detail on these items.

If you have any questions, I am available to discuss this at your convenience.

attach.

DPR/caf

cc: P. Carr, Asst. Village Manager
FD Memo File

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Interoffice Memo

Memo #17-165

Date: December 11, 2017

To: Pat Carr, Assistant Village Manager

From: Daniel P. Riordan, Deputy Chief/Fire Prevention

A handwritten signature in black ink, appearing to be "DR", written over the "From:" line.

Re: RENEWAL: Keltron Radio Fire Alarm Network

As you know the subject maintenance agreement with Fox Valley Fire and Safety is set to expire on June 30th, 2018. Fire Prevention has begun its due diligence to solicit a vendor to perform the necessary maintenance on the headend equipment and field transmitters.

On November 6, 2017, I received correspondence from Tom Matousek, Director of Wireless Monitoring for Fox Valley Fire and Safety. Attached is a copy of that correspondence. In summary, Fox Valley would extend the current contract with all pricing remaining the same and no cost increase to the Village. In 2008, Fox Valley had made a similar offer to extend the agreement for the current contract, but the Village administration at the time elected to re-bid the maintenance agreement.

As a result of this re-bidding process there was one vendor proposal submitted. For your convenience and review, included is FP Memo #2013-55. This document summarized the 2013 RFP response from Fox Valley. Overall, this RFP submittal categorized maintenance costs for typical services rendered and general costs for unidentified service needs. As compared to the original maintenance agreement (2008-2013), there was a monthly increase. Should an RFP be required, it can be expected that a monthly costs increase will occur similar to what was experienced with the current agreement.

The following are advantages to extending the current agreement with Fox Valley Fire and Safety:

- The Village will continue to work with a vendor that meets the scope of the existing agreement.
- The last renewal in 2013 had only one vendor bid for the maintenance contract. One of the requirements of the maintenance agreement is that the vendor must be authorized to install and service Keltron equipment. There are approximately six such vendors in the region and Fire Prevention believes that another bid process would have the same result as 2013.
- Costs for maintenance and installation would remain the same including the hourly technician rate (\$124/hour) and cost to install a new transmitter service.
- Stabilize the cost for testing, inspecting and maintenance of the Village's fire alarm equipment. The current agreement has itemized the cost to perform this required maintenance for nine Village buildings. The agreement also includes costs to provide maintenance for any Village building that has a fire sprinkler system installed. Since this is a Public Works responsibility, it allows for this portion of their budget to be more predictable.

VISION 120

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Interoffice Memo

- Stabilize fees for property owners. Fees would remain constant at \$60 per month. This was the initial fee when the program began in 2008.
- Additional funding would be available for enhanced services to ensure early warning for all property owners who are monitored by this equipment.

This monitoring program has yielded positive results since the inception. If the Village chooses to extend the current agreement, it in no way has a negative impact on the mission of the program to provide reliable and affordable service.

There are two options for consideration:

1. Develop and issue RFP requests to determine the market for services requested.
2. Extend the agreement with the current vendor (Fox Valley Fire and Safety) to provide identified services at the current contract levels.

I look forward to your thoughts.

DPR/ehk

Attachments

cc: Forest F. Reeder, Jr., Fire Chief
FD Memo File

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November 6, 2017

Tinley Park Fire Prevention Bureau
Attn: Deputy Chief Dan Riordan
17355 South 68th Court
Tinley Park, IL 60477
Phone: 708-444-5200
Via Email: driordan@tinleypark.org

Project: Keltron Radio Contract Extension

Dear Dan,

Fox Valley Fire & Safety would like to propose an extension to the existing wireless Keltron Radio contract, which is due to expire in 2018. All pricing would remain the same with no cost increase for the city. If you have any questions or I can be of further assistance to you regarding this matter please do not hesitate to contact me at 847-875-0651.

Respectfully,

A handwritten signature in black ink, appearing to read "Tom Matousek".

Tom Matousek
Director of Wireless Monitoring



Interoffice Memorandum

Fire Prevention Bureau
FP Memo #55

Date: May 23, 2013
To: Kenneth C. Dunn
From: Daniel P. Riordan, Senior Fire Inspector
Re: Radio Alarm Program RFP

A handwritten signature in black ink, appearing to be "D. Riordan", written over the "From:" line.

The following is a summary of the submitted proposals for the subject program and its equipment. As of the submission date, May 15th, 2013, one vendor (Fox Valley Fire and Safety) submitted a proposal to perform the services outlined in the RFP. Attached is a copy of the submission.

Also included with this memo is a copy of a modified Prevailing Wage Cost Proposal Worksheet detailing comparison from the previous agreement and what is being proposed.

Below is a summary of the most significant cost changes as compared to the previous five year agreement:

- A \$9.00 increase (from \$1,009 to \$1,018) for the installation or replacement of a radio transmitter.
- A \$.50 per radio increase (from \$4.75 to \$5.25) for the monthly maintenance of all radio transmitter equipment.
- A \$.25 per radio increase (from \$.75 to \$1.00) for the monthly maintenance of Head End equipment.
- A \$.25 per radio increase (from \$.75 to \$1.00) for the six seat licenses.

The new monthly fees/charges would be approximately \$3,800 (\$525 increase) and based on an inventory of 525 active radio transmitters, the total annual monthly fees/cost increase would be \$6,300.

Additionally, during the course of the five year agreement, hourly rates for radio alarm service increase from \$116 for year one to \$124 for year five.

Based on maintenance trends and expected equipment maintenance/replacement, the RFP requested cost for the following:

- Relocation of radio transmitter transformers - \$230. Six relocations occurred over the past 18 months at an average cost of \$255.
- Installation of tamper switches for, water flow relays - \$110 each. Three water flow relays installed/programmed at an average cost of \$116.
- Replacement of printers and Head End equipment batteries - \$450/\$185.
- Testing, inspection and maintenance of Village fire alarm equipment (approximately \$2,500).



- Testing, inspection and maintenance of Village Fire protection equipment (approximately \$2,000).

These quantified costs will assist in managing budgeted funds for the maintenance portion of the program and should allow for a more predictive process when determining the monthly monitoring costs for the alarm holder.

After reviewing the proposal, Fire Prevention believes all the items necessary for proper operation and maintenance have been addressed.

As you know, for 2013 the fee for monitoring was adjusted down by \$60. This was a direct result of maintenance and repair of the installed equipment being less than expected. If we choose to accept the submitted proposal, Fire Prevention will continue the process to determine if the monthly monitoring fee currently assessed can be reduced on a permanent basis.

DPR/ehk

Attachments

cc: Steve Tilton
Thomas Melody, Esq.
FP Memo File



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Fox Valley Fire & Safety Company, Inc.
(A Corporation Licensed to Practice in Illinois)

2730 Pinnacle Drive
Elgin, IL 60124

Phone: 847-695-5990
Fax: 847-695-3699

Contact:
Tom Matousek
Director, Wireless Monitoring Services
Amy Thomson
Wireless Monitoring Coordinator

Illinois License # 127-000631



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May 14, 2013

Village of Tinley Park
Attn: Steve Tilton
16250 S Oak Park Ave
Tinley Park, IL 60477

Dear Mr. Tilton,

Fox Valley Fire & Safety would like to take this opportunity to express our gratitude for the success of the Tinley Park and Fox Valley Fire & Safety partnership. The Tinley Park radio network has been a very lucrative and beneficial program for both the Village of Tinley Park and its constituents.

Fox Valley Fire & Safety believes that continuing this partnership will be the most advantageous for the Village of Tinley Park and we appreciate the opportunity to propose continuing our relationship.

As requested, Fox Valley Fire & Safety agrees to furnish the required bond upon acceptance of our proposal.

Fox Valley Fire & Safety also agrees to meet all Minimum Required Services as listed on the Proposal Overview.

Enclosed please find all required documents for the Fire Alarm Monitoring System & Maintenance Request for Proposal.

Respectfully,

Tom Matousek
Director, Wireless Monitoring



Village of Tinley Park, Illinois

REQUEST FOR PROPOSALS (RFP)

FIRE ALARM MONITORING SYSTEM & MAINTENANCE

This Request for Proposals (RFP) is for the purpose of entering into an agreement with a qualified firm to provide Fire Alarm Monitoring and Maintenance to the Village of Tinley Park.

- GENERAL REQUIREMENTS:** Proposers are to submit ten (10) RFP packets, to the address listing below.
- SUBMISSION LOCATION:** Village of Tinley Park
Attn: Steve Tilton, Assistant Village Manager
16250 South Oak Park Avenue
Tinley Park, IL 60477
- SUBMISSION DATE:** **May 15, 2013 by 10:00 AM.** Proposals received after the time specified will not be opened/accepted.
- MANDATORY PRE-PROSAL MEETING ON:** **May 8, 2013 at 1:00 PM**
- LOCATION:** **Tinley Park Fire Prevention Bureau**
17355 68th Court, 2nd Floor
Tinley Park, IL 60477
- CONTACT/QUESTIONS:** Submit questions via email to: stilton@tinleypark.org. Questions are required no less than three (3) business days prior to May 10, 2013 at 4:00pm. Absolutely no informal communication shall occur regarding this RFP, including requests for information, or communication between Offeror's or any of their individual members and any Village elected official or employee. All questions will be answered with a copy of the question and answer to each Proposer.
- DATE OF CONTRACT IMPLEMENTATION:** **July 1, 2013**
- CONTENTS:** The following sections, including this cover sheet, shall be considered integral parts of this solicitation:
*Notice of RFP (1 Page)
*General Terms and Conditions (2 Pages)
*Proposal Overview (2 Pages)
*Service Contract (10 Pages)
*Submission Requirements (2 Pages)

GENERAL TERMS AND CONDITIONS

1. **Negotiations:**
The Village of Tinley Park ("Village") reserves the right to negotiate specifications, terms and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFP.
2. **Confidentiality:**
RFP's are subject to the Illinois Freedom of Information Act.
3. **Reserved Rights:**
The Village reserves the right at any time and for any reason to cancel this RFP or any portion thereof, and to reject any or all proposals. The Village reserves the right to waive any immaterial defect in any proposal. The Village may seek clarification from a Proposer at any time, after the submission date, and failure to respond promptly is cause for rejection.
4. **Incurred Costs:**
The Village will not be liable for any costs incurred by Proposer in replying to this RFP.
5. **Award:**
Award will be based on the lowest responsive, responsible bidder, as determined by the Village.
6. **Local Vendor Purchasing Policy:**
The Village Local Vendor Purchasing Policy provides local vendors preferential treatment when competing for contracts with the Village. A local vendor is defined as a business that has an actual business location within the Village and is licensed by the Village. When considering contracts, the Village reserves the right to forego the lowest bid in favor of a local vendor when the amount of the local bidder exceeds that of the otherwise lowest bid as follows, provided both bidders are found to be responsive and responsible:

Contract Value

\$0 to \$250,000	5%
\$250,000 to \$500,000	4%
\$500,000 to \$750,000	3%
\$750,000 to \$1,000,000	2%
\$1,000,000 to \$2,000,000	1%

Maximum amount a local vendor's bid may exceed lowest responsive and responsible bid is \$25,000.

7. **Interpretations or Correction of Request for Proposals:**
Proposers shall promptly notify the Village of any ambiguity, inconsistency or error that they may discover upon examination of the RFP. Interpretation, correction and changes to the RFP, if any, will be made by written addendum. Interpretation, corrections or changes made in any other manner will not be binding.
8. **Addenda:**
Addenda are written instruments issued by the Village prior to the date of receipt of proposals, which modify or interpret the RFP by addition, deletions, clarifications, or corrections. Each Proposer shall ascertain prior to submitting a proposal packet that all addenda issued have been received, and by submission of a proposal packet, such act shall be taken to mean that such Proposer has received and understands fully the contents of addenda.
9. **Taxes:**
The Village is exempt from paying certain Illinois State Taxes.

10. **Non-Discrimination:**
Proposer shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. Furthermore, the proposal shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended, and the Illinois Drug Free Workplace Act, Title 44, Chapter 10.
11. **Change in Status:**
The Proposer shall notify the Village immediately of any change in its status resulting from any of the following: (a) vendor is acquired by another party; (b) vendor becomes insolvent; (c) vendor, voluntarily or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act; or (d) vendor ceases to conduct its operations in normal course of business. The Village shall have the option to terminate any contract with the vendor immediately on written notice based on any such change in status. In compliance with federal and state law, the Village reserves right to all funds collected on behalf of the Village, prior to the declaration of bankruptcy by the Proposer.
12. **Submittal and Evaluation Factors:**
The contract will be awarded to the lowest responsible, responsive Bidder, as determined by the Village, or any other Bidder determined by the Village to be in the best interest of the Village, who meets or exceeds the criteria, sought by the Village. The Village reserves the right to reject any or all proposals or to waive any details in the proposals received whenever such rejection or waiver is in the best interests of the Village. The Village also reserves the right to reject the proposal of a Bidder who has previously failed to satisfactorily perform, has not completed contracts on time, or whom, upon investigation, is found not to be in a position to perform the contract.
13. **Contract Term:**
The term of the agreement will be for a period of five (5) years from the date approved, however it shall continue under the same terms and conditions for additional one (1) year periods until termination by either party, by notice given in writing to the other party, at least ninety (90) days prior to the end of any one year period. The Village also reserves the right to terminate the agreement at any time, by providing thirty (30) days written notice for convenience or cause.
14. **Prevailing Wage Act:**
Not less than the prevailing rate of wages as found by the Village of Tinley Park or the Illinois Department of Labor in accordance with the Illinois Prevailing Wage Act shall be paid to all laborers, workers and mechanics performing work under this contract. The prevailing wages are revised by the Department of Labor and are available under the Department's official website. See also Village of Tinley Park Resolution 2012-0-021.
15. **Responsible Bidder:**
Responsible bidders are determined pursuant to the criteria set forth in the Village of Tinley Park's Responsible Bidder Ordinance No. 2009-O-002. Bidder qualifications and experience will also be included in the basis for determining the lowest responsible bidder. A performance bond in a sum equal to one hundred percent (100%) of the amount of the bid, with sureties to be approved by the Mayor and Board of Trustees for the faithful performance of the contract must be furnished by the successful Bidder. All bids or proposals shall contain and offer to furnish bond upon acceptance of such bid or proposal.

Please see Page 2 of Bid Packet.

PROPOSAL OVERVIEW

1. Intent:

The Village intends to consider entering into an agreement with a qualified firm to provide high quality maintenance on an existing KELTRON Fire Alarm Monitoring System and to all radio alarm subscribers at the lowest responsible cost.

2. Background:

- A. The Village is responsible for dispatching the police and fire department to the scene of emergency incidents. Since 2008, the Village has provided fire alarm monitoring via wireless radio using the **KELTRON DMP703 BASE SYSTEM and KELTRON RF7300 WIRELESS RADIOS**.
- B. Over 500 required commercial and multi-family fire alarm systems currently exist in the Village and use wireless radio technology to transmit a signal to the KELTRON head-end equipment which is located at the Police Department. All alarms are transmitted via transmission line to the Dispatch Center.
- C. All required alarms use the wireless radio technology. The use of transmitting alarm signals via dedicated telephone lines has been eliminated.
- D. The **KELTRON DMP703 BASE SYSTEM and KELTRON RF7300 WIRELESS RADIOS** are capable of sending and receiving four alarm conditions: "fire alarm", "trouble", "supervisory" and "water flow". Approximately 20% of all required alarms are programmed to transmit a separate "water flow" signal.
- E. Tamper switches have been installed in approximately 10% of required radios.
- F. Currently, there no burglar alarms connected to this system.
- G. The current monthly alarm fee for subscribers is \$60 and has remained unchanged through the current contractual agreement.
- H. Current certified population of the Village is 56,702;

3. Minimum Required Services: Please see Page 2 of Bid Packet

- A. Vendor shall be properly licensed as required by the State of Illinois Department of Professional Regulation as an alarm contractor in the Village and insured in accordance with prevailing rules, laws and regulations. **Attachment A**
- B. Vendor shall be an authorized factory representative of KELTRON Corporation and shall present a letter of such certification with their RFP. **Attachment B**
- C. Successful vendor shall provide references that will illustrate the vendor's past knowledge and experience in the development and maintenance of a wireless fire alarm network (on file). **Attachment E2**
- D. The successful vendor shall provide a tamper switch for each new radio installed under this agreement. This switch shall indicate an off-normal condition at the PSAP when the radio's door is opened. Such signal shall not be latching when the door is secured in the closed position.
- E. All Radio Alarm Transmitters shall be housed in a locking steel case measuring 13.25" H x 8.5" W x 4.3" D. Cabinet key shall be unique to Tinley Park and the Department's logo and phone number shall be prominently featured on the front of the cabinet.
- F. Successful vendor shall maintain such inventory of spare parts and spare subscriber premise equipment as to guarantee that all alarm monitoring equipment at the PSAP, and the radios installed at subscriber locations can be repaired within a reasonable period of time from the time the vendor is notified of a failure. The Vendor shall provide, at a minimum, 4-hour response to emergency outages, 2 hours if the services of a Tinley Park employee are needed, and 24 hour restore to normal operation for the entire infrastructure. The vendor shall advise the Dispatch Center of any alarm that is out of service due to the radio alarm transmitter. Vendor shall state their reasonable (in hours) response time proposals for: Monday through Friday – 8:00 a.m. to 5:00 p.m. of non-critical systems and client systems; Monday through Friday – 5:00 p.m. to 8:00 a.m. critical and or emergency outages; Weekends and Holidays, critical and emergency outages (adverse weather conditions, power outages etc.).
- G. The successful vendor shall be able to respond and install new radios within 72 hours from a documented request from the Village.
- H. The successful vendor shall perform all data entry for the Keltron 703 alarm processor(s) and LS7000 Automation system. All data entry will encompass new subscribers or the deletion of existing subscribers.
- I. The successful vendor shall maintain a log book at the head end equipment location with date, time and reason for the service to the system.
- J. The successful vendor shall, upon request, provide the Village with copies of work orders of all work performed.
- K. The successful vendor, upon notification, after adverse weather events or power outage, performs a complete system

- diagnostic evaluation and makes any repairs as necessary.
- L. The successful vendor shall at no charge to the Village provide regular training sessions with the Dispatch staff when requested.
 - M. The successful vendor shall provide a minimum of one (1) on call Keltron Corporation factory trained service technician 24/7/365.
 - N. The successful vendor shall perform weekly documented visits to the head end equipment covering the following equipment:
 - i. Check alarm, trouble and out of service rotation of all radios
 - ii. Check all printers for proper operation
 - iii. Check for fail to test radios, diagnose and rectify issues
 - iv. Check for and acknowledge radios that miss "check-in"; diagnose and rectify issues
 - O. The successful vendor shall perform and document the following at a minimum every month:
 - i. Check all antenna connections at the head end and roof
 - ii. Back up all systems history and databases and store files off-site in a secured location
 - iii. Switch the primary and secondary receivers
 - iv. Check the integrity of all system work stations
 - P. The successful vendor shall completely clean all hardware of the system at the head end and Dispatch quarterly.

Results of all inspections shall be submitted in writing in a format approved by the Village within ten (10) business days of the required inspection.

VILLAGE OF TINLEY PARK

SERVICE CONTRACT

This contract is by and between the **Village of Tinley Park**, a Illinois home-rule municipal corporation (the "Village"), and (the "Contractor/Vendor"), for the project or work described in the attached Request For Proposal ("RFP"), attached hereto and made a part hereof.

1. In consideration of the compensation stated in paragraph 2, the Contractor/Vendor shall provide all the services described in the RFP attached hereto and incorporated herein by reference. The express terms of this Contract shall take precedence and control over any term or provision of the RFP that in any way conflicts with, differs from, or attempts to alter the terms of this Contract.
2. *Except in the event of a duly authorized change order approved by the Village as provided in this Contract, and in consideration of the Contractor/Vendor's final completion of all work in conformity with this Contract, the Village shall pay the Contractor/Vendor an amount not to exceed the stated cost or fees as submitted on the PREVAILING WAGE COST PROPOSAL WORKSHEETS attached hereto as Exhibit A and incorporated herein by reference. Within **seven (7)** calendar days of completion of the work, the Contractor/Vendor shall submit his application for payment to the Village, and the Village shall pay Contractor/Vendor for the work performed no later than **thirty (30)** calendar days from the date of the Village's receipt and the Village's approval of the work and the application for payment. No payment shall be made by the Village until the Contractor/Vendor has submitted to the Village (i) a Contractor/Vendor's Affidavit listing all subcontractors and material suppliers utilized on the project and (ii) final waivers of lien from the Contractor/Vendor, all subcontractors and all material suppliers.*
3. No changes shall be made, nor will invoices for changes, alterations, modifications, deviations, or extra work or services be recognized or paid except upon the prior written order from authorized personnel of the Village. The Contractor/Vendor shall not execute change orders on behalf of the Village or otherwise alter the financial scope of the Project.
4. Written change orders may be approved by the Village Manager or his designee provided that the change order does not increase the amount set forth in paragraph 2 of this Contract to more than \$10,000.00. Changes in excess of this amount must be approved by the Village Board prior to commencement of the services or work. **Any request by the Contractor/Vendor for an increase in the Scope of Services and an increase in the amount listed in paragraph 2 of this Contract shall be made and approved by the Village prior to the Contractor/Vendor providing such services or the right to payment for such additional services shall be waived.**
5. No "Notice to Proceed" may be given nor any work commenced until this Contract is fully executed and all exhibits and other attachments are completely filled out and attached hereto.
6. It is understood and agreed by the parties that the Contractor/Vendor is an independent contractor retained for the above-mentioned purpose. The Village shall not control the manner nor the means of the Contractor/Vendor's performance, but shall be entitled to a work product as described herein. The term "subcontractor" shall mean and include only

those hired by and having a direct contract with Contractor/Vendor for performance of work on the Project. The Village shall have no responsibility to any subcontractor employed by a Contractor/Vendor for performance of work on the Project, and all subcontractors and material suppliers shall look exclusively to the Contractor/Vendor for any payments due. The Village will not be responsible for reporting or paying employment taxes or other similar levies that may be required by the United States Internal Revenue Service or other State or Federal agencies. Every subcontractor shall be bound by the terms and provisions of this Contract as far as applicable to their work. The Contractor/Vendor shall be fully responsible to the Village for the acts and omissions of its subcontractors, and shall ensure that any subcontractors perform in accordance with the requirements of this Contract. Nothing contained herein shall create any contractual or employment relations between any subcontractor and the Village. The Contractor/Vendor is solely responsible for the safety procedures, programs and methods of its employees and agents and shall hold the Village harmless for any and all damages resulting from violations thereof. The Contractor/Vendor shall comply with all applicable federal, State and local safety laws and regulations.

7. It is further agreed that the Contractor/Vendor shall indemnify, hold harmless, and defend the Village, its officers, agents, and employees from and against any and all claims, losses, damages, causes of action, suits, and liability of every kind, including all expenses of litigation, court costs, and attorneys' fees, for injury to or death of any person or for damage to any property arising out of or in connection with the work done by the Contractor/Vendor under this Contract. Such indemnity shall apply regardless of whether the claims, losses, damages, causes of action, suits, or liability arise in whole or in part from the negligence of the Village, any other party indemnified hereunder, the Contractor/Vendor, or any third party.
 - * 8. The Contractor/Vendor assumes full responsibility for the work to be performed hereunder and hereby releases, relinquishes, and discharges the Village, its officers, agents, and employees from all claims, demands, and causes of action of every kind and character, including the cost of defense thereof, for any injury to or death of any person and any loss of or damage to any property that is caused by, alleged to be caused by, arising out of, or in connection with the Contractor/Vendor's work to be performed hereunder. This release shall apply regardless of whether said claims, demands, and causes of action are covered in whole or in part by insurance and regardless of whether such injury, death, loss, or damage was caused in whole or in part by the negligence of the Village, any other party released hereunder, the Contractor/Vendor, or any third party. The Contractor/Vendor shall maintain insurance coverage in an amount and from a carrier suitable to the Village, and the Village shall be named as an additional insured where required. Certificates of Insurance are attached hereto as Exhibit B.
 9. The Village is exempt from payment of state and local sales and use of taxes on labor and materials incorporated into the project. If necessary, it is the Contractor/Vendor's responsibility to obtain a sales tax permit, resale certificate, and exemption certificate that shall enable the Contractor/Vendor to buy any materials to be incorporated into the project and then resale the aforementioned materials to the Village without paying the tax on the materials at the time of purchase. In no event will the Village be liable for or pay any sales or use taxes incurred by the Contractor/Vendor in performing the services under this contract.
 10. The Contractor/Vendor shall comply with all applicable federal, state, and local statutes, regulations, ordinances, and other laws, including but not limited to the Immigration Reform and Control Act (IRCA). The Contractor/Vendor may not knowingly obtain the
- *Clause to be revised by the Village of Tinley Park before final approval.**

labor or services of an unauthorized alien. The Contractor/Vendor, not the Village, must verify eligibility for employment as required by IRCA.

11. At any time, the Village may terminate this Contract for convenience, upon written notice to the Contractor/Vendor. The Contractor/Vendor shall cease work immediately upon receipt of such notice. The Contractor/Vendor shall be compensated for services performed and accepted by the Village up to the date of termination.
12. No waiver or deferral by either party of any term or condition of this Contract shall be deemed or construed to be a waiver or deferral of any other term or condition or subsequent waiver or deferral of the same term or condition.
13. This Contract may only be amended by written instrument approved and executed by the parties.
14. This Contract and the rights and obligations contained herein may not be assigned by the Contractor/Vendor without the prior written approval of Village.
15. The parties hereby state that they have read and understand the terms of this Contract and hereby agree to the conditions contained herein.
16. This Contract has been made under and shall be governed by the laws of the State of Illinois. The parties agree that performance and all matters related thereto shall be in Cook County, Illinois.
17. Contractor/Vendor, its employees, associates or subcontractors shall perform all the work hereunder. Contractor/Vendor agrees that all of its associates, employees, or subcontractors who work on this Project shall be fully qualified and competent to do the work described hereunder. Contractor/Vendor shall undertake the work and complete it in a timely manner.
18. If any provision of this Contract shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court of competent jurisdiction finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it may become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.
19. The Request for Proposal (including all attached forms) and this Contract represents the entire and integrated agreement between the Village and Contractor/Vendor and supersedes all prior negotiations, representations, or agreements, either written or oral.
20. This Contract will be effective when signed by the last party whose signing makes the Contract fully executed.
21. The Contractor/Vendor agrees to comply with the Illinois Prevailing Wage Act, if the work to be performed under this Contract is covered by said Act.
22. The Contractor/Vendor agrees to comply with the Illinois Substance Abuse Prevention on Public Works Projects Act.

CERTIFICATIONS BY CONTRACTOR/VENDOR

Eligibility to Contract

The undersigned hereby certifies that the Contractor/Vendor is not barred from bidding on or entering into this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

Fox Valley Fire & Safety Company
Name of Contractor/Vendor (please print)

Alan Whale
Submitted by (signature)
Digitally signed by Alan Whale
DN: cn=Alan Whale, ou=Fox Valley Fire and Safety,
ou=Contract, email=alanwhale@foxvalleyfire.com, c=US
Date: 2011.05.14 10:26:07 -0500

Treasurer
Title

Certificate of Compliance with Illinois Human Rights Act

The undersigned hereby certifies that the Contractor/Vendor is in compliance with Title 7 of the 1964 Civil Rights Act as amended and the Illinois Human Rights Act as amended.

Fox Valley Fire & Safety Company
Name of Contractor/Vendor (please print)

Alan Whale
Submitted by (signature)
Digitally signed by Alan Whale
DN: cn=Alan Whale, ou=Fox Valley Fire and Safety,
ou=Contract, email=alanwhale@foxvalleyfire.com, c=US
Date: 2011.05.14 15:04:15 -0500

Treasurer
Title

Certificate of Compliance with Illinois Drug-Free Workplace Act

The undersigned, **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 the 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.

Fox Valley Fire & Safety Company
Name of Contractor/Vendor (please print)

Alan Whale
Submitted by (signature)
Digitally signed by Alan Whale
DN: cn=Alan Whale, ou=Fox Valley Fire and Safety,
ou=Contract, email=alanwhale@foxvalleyfire.com, c=US
Date: 2011.05.14 15:07:00 -0500

Treasurer
Title

Certificate Regarding Sexual Harassment Policy

The undersigned 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) direction on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

Fox Valley Fire & Safety

Name of Contractor/Vendor (please print)

Alan Whale

Digitally signed by Alan Whale
DN: cn=Alan Whale, o=Fox Valley Fire and Safety,
ou=Treasurer, email=alwhale@foxvalleyfire.com, c=US
Date: 2013.05.14 10:28:49 -0500

Submitted by (signature)

Treasurer

Title

Certificate of Compliance with Substance Abuse Prevention on Public Works Projects Act

The undersigned hereby certifies that:

- A. There is in place a written program which meets or exceeds the program requirements of the Substance Abuse Prevention on Public Works Projects Act (P.A. 95-0635), and has provided a written copy thereof to the Village of Tinley Park.
- B. There is in place a collective bargaining agreement which deals with the subject matter of the Substance Abuse Prevention on Public Works Projects Act (P.A. 95-0635)

(Cross out either A or B depending upon which certification is correct)

Fox Valley Fire & Safety Company

Name of Contractor/Vendor (please print)

Alan Whale

Digitally signed by Alan Whale
DN: cn=Alan Whale, o=Fox Valley Fire and Safety,
ou=Treasurer, email=alwhale@foxvalleyfire.com, c=US
Date: 2013.05.14 10:28:49 -0500

Submitted by (signature)

Treasurer

Title

[NAME OF CONTRACTOR/VENDOR]

BY: Alan Whale Digitally signed by Alan Whale
DN: cn=Alan Whale, ou=The Village Fire and Safety,
ou=Canaan, postalCode=06026, email=alan@tinleypark.com, o=00
Serial 20130514 09154 4959

May 14, 2013
Date

Printed Name: Alan Whale

Title: Treasurer

VILLAGE OF TINLEY PARK

BY: _____
Edward Zabrocki, Mayor
(required if Contract is \$10,000 or more)

Date

ATTEST:

Village Clerk
(required if Contract is \$10,000 or more)

Date

VILLAGE OF TINLEY PARK

BY: _____
Village Manager

Date

Exhibit A
Alarm Monitoring and Equipment Maintenance
PREVAILING WAGE COST PROPOSAL WORKSHEET

KELTRON RF750F WIRELESS RADIO COSTS – Subscriber Installation

Equipment/Activity	Proposed Unit Cost/Fee
U.L. listed transceiver for subscriber	\$ 699.00
Antenna, 60 hour stand-by battery, transformer	\$ 109.00
Miscellaneous Equipment	\$ N/A
Labor Cost for installation at subscriber site	\$ 210.00
Other	\$ N/A
TOTAL (per subscriber site installation)	\$ 1,009.00

Installation of equipment shall follow the current code editions of NFPA 70 & NFPA 72

OPTION 1

Monthly cost for radio maintenance on installed premise – includes labor, equipment, batteries, travel, etc.	\$ <u>6.25</u> per/month per location
--	---------------------------------------

OPTION 2

Same as OPTION 1 without battery service	\$ <u>5.25</u> per/month per location
--	---------------------------------------

KELTRON RF750F WIRELESS RADIO COSTS – VoTP Facility Installations*

Equipment/Activity	Proposed Unit Cost/Fee
U.L. listed transceiver for subscriber	\$ -0-
Antenna, 60 hour stand-by battery, transformer	\$ -0-
Miscellaneous Equipment	\$ -0-
Labor Cost for installation at subscriber site	\$ -0-
Other	\$ N/A
TOTAL (per subscriber site installation)	\$ -0-

Installation of equipment shall follow the current code editions of NFPA 70 & NFPA 72

*Currently there are nine (9) buildings

OPTION 1

Monthly cost for radio maintenance on installed government facility – includes labor, equipment, batteries, travel, etc.	\$ <u>6.25</u> per/month per location
--	---------------------------------------

OPTION 2

Same as OPTION 1 without battery service	\$ <u>5.25</u> per/month per location
--	---------------------------------------

Annual maintenance and testing of fire alarms at government facilities: NOTE:		
YR(1) _____	YR(2) _____	YR(3) _____
YR(4) _____	YR(5) _____	

See attached list for locations.

Note: Please see attachment C for Pricing.

Exhibit A
Alarm Monitoring and Equipment Maintenance
PREVAILING WAGE COST PROPOSAL WORKSHEET

OTHER COSTS

Equipment/Activity	Proposed Cost/Fee
Monthly Maintenance for Keltron Equipment – DMP703, RF7300 System, computer automation and all other system components located at the dispatch center.	\$ 1.00 per/month per location
Keltron LS7000 Automation System (six seat licenses)	\$ 1.00 per/month per location
UPS Replacement	\$ N/A per unit
Printer Replacement	\$ 450.00 per unit
Battery Replacement	\$ 185.00 per unit
Other	\$

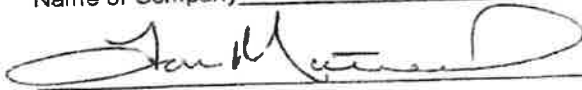
OTHER COSTS – EXISTING KELTRON RF750F WIRELESS RADIOS

Equipment/Activity	Proposed Cost/Fee
Radio transmitter tamper switch; installation/programming	\$ 110.00 per unit per location
Water flow signal; radio connection/programming	\$ 110.00 per unit per location Note 1
Relocation of radio transmitter/equipment	\$ 230.00 per unit per location
On-site radio maintenance	\$ 68.00 per unit per location
Other	\$ Note 2

Hourly Technician Rate for non-specified repairs including repairs and services as a result of acts of God, lightning strikes, vandalism and other services beyond the mentioned covered services.

Year (1) **116.00** Year (2) **118.00** Year (3) **120.00**
 Year (4) **122.00** Year (5) **124.00**

Name of Company **Fox Valley Fire & Safety Company**


 Signature

5-14-13
 Date

Note 1: If additional trips are required they will be billed accordingly.

Note 2: If the installation/programming of the tamper switch and the on-site radio maintenance are performed at the same time, it will be billed at \$150.00.

TINLEY PARK FIRE ALARMS

ADDRESS

17355 – 68TH Court
7825 W. 167th Street
9191 W. 175th Street
7801 W. 191st Street
7950 W. 183rd Street
7800 W. 183rd Street
16050 S. Oak Park Avenue
6750 South Street
18001 S. 80th Avenue

OCCUPANT

Fire Station # 1
Fire Station # 2
Fire Station # 3
Fire Station # 4
Public Works Facility
Tinley Park Police Department
Tinley Park Village Hall
METRA Train Station
METRA Train Station

Exhibit B

INSURANCE REQUIREMENTS

(See Risk Manager for Insurance Requirements)

Please see enclosed Certificate of Insurance Attachment D

SUBMISSION REQUIREMENTS Please see Attachment E

Section 1.0 – Executive Summary/Firm Information

- A. General information about the firm, including the size of the organization, location of offices, organizational chart, name of owners and principal parties, number and position titles of staff. Also include any d/b/a names agency has worked under. Disclose if any past work was done either as a sub-contractor, or required the use of, a sub-contractor; and
- B. Qualifications of staff proposed for the assignment, their position in the firm, length of service, and types and amount of equivalent fire alarm service experience. A description of how overall supervision will be provided should be included (this can be included as part of an attachment).

Section 2.0 – Policy and Process Questions

- A. The Agency should outline in the proposal the recommended maintenance program including resources and manpower required to carry out the routine and emergency services for the operation of the KELTRON radio receiving and transmitting equipment;
- B. The Agency should outline in the proposal the billing and work flow processes to be implemented for routine and non-routine work performed on any KELTRON equipment. Process should detail contact personnel, examples of billing invoices, workflow processes including work orders for emergency and non-emergency services and any other policies that detail billing and workflow processes for the type of work performed;
- C. Agency billing policies should be explained detailing billing cycle processes;
- D. The agency should provide detail and explanation of late fee policies that may be incurred for services provided to the Village;
- E. Background checks for new employees must be performed per Village specifications and submitted for review and approval;
- F. Establishment of technical and administrative personnel that will be assigned and communicate to members of the Village on various items as necessary;
- G. Agency shall meet with Village staff upon execution of contract to discuss all the goals of the relationship, the services to be provided and other topics relevant to performing radio alarm maintenance on behalf of the Village. The Agency shall assign a representative or contact person to the Village. Furthermore, Agency shall meet with Village staff on a quarterly basis (or as-needed if issues arise) to discuss all services and how the Agency and Village can work together to further improve the Village's required fire alarm program. The Village will provide overall guidance on the conduct of the Agency employee(s) as it reflects upon the Village's policies and reputation. The Agency will agree to employ courteous business procedures to the end of maintaining the Village's goodwill. The Agency shall also provide updates to the Village on changes in applicable codes and standards as it relates to fire alarm monitoring equipment and the installations of such equipment;
- H. A description of the methodology that would be followed in carrying out the Agency's responsibilities. Clearly describe all services you propose to provide to the Village. As a part of the description, identify the responsibilities of the Village and the responsibilities of the Agency. Also describe the coordination required between alarm holders, the Village, and the Agency if there is a request for work. Please provide any additional information or suggestions that will aid in the Village's selection process;
- I. Provide a description of training for all employees assigned to perform field inspection, installation and repair of fire alarm receiving and transmitting equipment. Description to include initial training program and any ongoing training/monitoring;

Section 3.0 – References

The Agency shall include the name, address and telephone number of at least three (3) clients for whom services similar to those as described in this Request for Proposal has been performed during each of the last three years. Time period for each project should be included with submission:

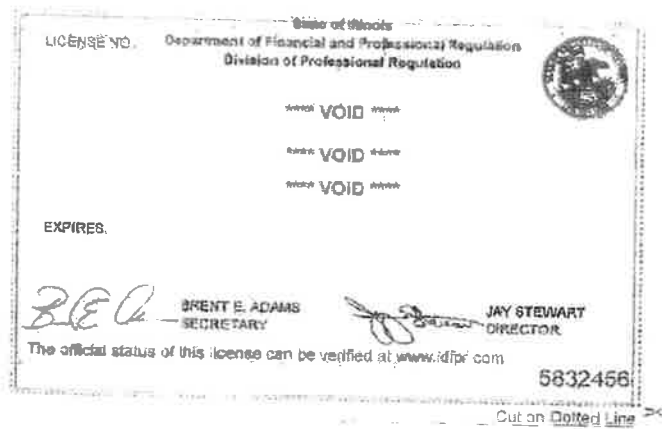
The Agency must disclose any professional or personal financial interest which could be a possible conflict of interest in representing the Village. In addition, agency must disclose any investigations by regulatory agencies or courts regarding conduct of its business practices or management/employees.

Section 4.0 – Fee

Describe any other services (including fees) that the Agency offers which have not been outlined in the Cost Proposal Worksheets. These additional proposals should be provided in table form, with prevailing and non-prevailing costs for each task, each key area of focus, and any maximum costs.



Cut on Dotted Line >



Dealers

KELTRON

**Authorized Dealers
Keltron Wireless Systems**

Knowing that the products we manufacture save lives and property, Keltron ensures that our active network radio systems are effectively installed, supported and maintained by authorized Keltron wireless dealers. All of our dealers have been trained and certified by Keltron and are experts in deploying Keltron's solutions.

Fox Valley Fire & Safety Co., Inc.

2730 Pinnacle Drive
Elgin, IL 60124
847-695-5990
Tom Matousek



To learn more about Keltron's active network radio systems call our local representative, Jeff Binninger at 773-296-4229.

Keltron develops and manufactures universally-compatible, UL listed life safety event management systems for the municipal and proprietary markets. Solutions include Ethernet signaling systems, active network radio systems, distributed multiplex systems, digital communicator/receiver systems, and direct wire systems. This document is not intended for installation or maintenance purposes. All specifications are subject to changes without notice. For more information visit www.keltroncorp.com or contact us at 781-894-8710.

© 2009 Keltron Corporation. All rights reserved.

Keltron Corporation 241 Crescent Street, Waltham, MA 02453 voice 800.966.6123 fax 781.899.9652 www.keltroncorp.com

Attachment B



Keltron Corporation
225 Crescent Street
Waltham, MA

December 8, 2009

To Whom It May Concern:

This letter is to inform you that Fox Valley Fire and Safety, Inc. (FOX) is an Authorized Keltron Wireless Dealer for Keltron Corporation's UL-listed life safety event management products and solutions.

To become and maintain Authorized Keltron Wireless Dealer status, FOX is required to employ sales, installation and service professionals who have been trained and certified to sell, install and service Keltron's life safety event management systems including all active network radio fire alarm systems.

FOX's responsibilities include marketing Keltron products and solutions in their target markets, vertical markets, and geographic areas as well as the successful execution of projects in those same markets and geographic areas.

Keltron's flagship alarm monitoring systems are feature-rich and fully UL-listed. Our solutions offer the benefits of high performance, reliability and scalability to meet your life safety and security requirements.

To learn more about Keltron's solutions, please visit our Web site at www.keltroncorp.com or call us at 800-988-9123.

Thank you for your interest in Keltron.

Very truly yours,

A handwritten signature in cursive script that reads 'David S. Wilbourn'.

David S. Wilbourn
CEO
Keltron Corporation

cc: Jeff Binninger, Keltron Representative
Tom Matousek, Fox Valley Fire and Safety, Inc.

voice 781.894.8710
fax 781.899.9652
www.keltroncorp.com



FIRE & SAFETY.
Since 1960

ONE COMPANY DOES IT ALL

Fire Alarm • 24-Hour Monitoring • Fire and Safety Products • Security • Engineered Fire Suppression • Sprinkler Service
2730 Pinnacle Drive • Elgin, IL 60124-7943 • 847-695-5990 • Fax 847-695-3699 • www.foxvalleyfire.com

Annual Maintenance and Testing of Fire Alarms at Government Facilities

Building	Address	Cost
Public Safety Bldg	17355 68th Court	\$490.00
Fire Station 2	7825 167th St	\$190.00
Fire Station 3	9191 175th St	\$195.00
Fire Station 4	7801 191st St	\$190.00
Public Works	7950 183rd St	\$250.00
Police Station	7800 183rd St	\$350.00
Village Hall	16250 Oak Park Ave	\$275.00
Metra Station	6750 South St	\$230.00
Metra Station	18001 183rd St	\$195.00

Total for all Fire Alarm Inspections	\$2,345.00
---	-------------------

Wet Sprinkler Systems	Per Riser per location	\$150.00
	Each Additional Riser	\$75.00

Dry Sprinkler Systems	Per Riser per location	\$240.00
-----------------------	------------------------	----------



Attachment ^D
OP ID: BM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/28/13

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER Beth, Rudnicki & Low Insurance Agency 814 Mill Street McHenry, IL 60050 Chad R. Beth	815-385-7630 815-385-7897	CONTACT NAME: _____ PHONE (A/C No. Ext): _____ FAX (A/C No.): _____ E-MAIL ADDRESS: _____ PRODUCER CUSTOMER #: FOXVA-1
INSURED Fox Valley Fire & Safety Co., Inc. 2730 Pinnacle Drive Elgin, IL 60124	INSURER(S) AFFORDING COVERAGE INSURER A: Secura Insurance Company INSURER B: Illinois National Insurance Co. INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 22543

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR SEVERAL AGGREGATE LIMIT APPLIES PER POLICY <input checked="" type="checkbox"/> PRO-RET LOC		CP 3194042	06/30/12	06/30/13	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 200,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADJ INJURY \$ 1,000,000 SEVERAL AGGREGATE \$ 2,000,000 PRODUCTS COMPLETION \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALLOWED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> Comp & Coll \$1,000	X	CA 3194043	06/30/12	06/30/13	COMBINED SINGLE LIMIT (EA ACCIDENT) \$ 1,000,000 BODILY INJURY (EA ACCIDENT) \$ PROPERTY DAMAGE (EA ACCIDENT) \$ \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB CLAIMS-MADE DEDUCTIBLE \$ 10,000 <input checked="" type="checkbox"/> RETENTION \$ 10,000		CU 3194044	06/30/12	06/30/13	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input checked="" type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) \$ yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input checked="" type="checkbox"/> N N/A		WC 020635518	06/30/12	06/30/13	<input checked="" type="checkbox"/> NO STA FORV LIMIT EA EACH ACCIDENT \$ 1,000,000 EA DISEASE EA EMPLOYEE \$ 1,000,000 EA DISEASE POLY LIMIT \$ 1,000,000
A	Professional Liab		CP 3194042	06/30/12	06/30/13	EA DISEASE POLY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101 Additional Remarks Schedule, if more space is required)
The Village of Tinley Park is additional insured for auto liability.

CERTIFICATE HOLDER VILLTIN VILLAGE OF TINLEY PARK 16250 OAK PARK AVENUE TINLEY PARK, IL 60477	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	--



ONE COMPANY DOES IT ALL

Fire Alarm • 24-Hour Monitoring • Fire and Safety Products • Security • Engineered Fire Suppression • Sprinkler Service
2730 Pinnacle Drive • Elgin, IL 60124-7943 • 847-695-5990 • Fax 847-695-3699 • www.foxvalleyfire.com

Submission Requirements Response

Section 1.0 – Executive Summary/Firm Information

- A. Fox Valley Fire & Safety has been in business for over 50 years. We service all of the Chicagoland area including parts of Wisconsin and Indiana. Fox Valley Fire & Safety provides all life safety services, including Fire Alarm, Sprinkler, Extinguishers, Commercial Cooking Systems, Emergency Lights & Security. We have one office located in Elgin, Illinois, but the technicians are placed all throughout the Chicagoland area, making travel times more convenient. Fox Valley Fire & Safety is an Employees Stock Ownership Plan company. Our president is Ken Volkening, Vice President Bruce Volkening, Treasurer Al Whale and Secretary Jim Moran.
- B. Fox Valley Fire & Safety will assign hand picked staff members to the Tinley Park radio network project. These staff members are familiar with radio networks and what it takes to maintain the integrity of the network. This team is also familiar in particular with the Tinley Park network and its unique design. This team consists of Tom Matousek Director of Wireless Monitoring, Amy Thomson Wireless Monitoring Coordinator, Rich Bryant Wireless Monitoring Service Supervisor, Mike Keen Wireless Radio Installer, Joe Klochan Fire Alarm Service Supervisor and Brian Kowalkowski Fire Alarm Monitoring Service Coordinator. Together this team has nearly 100 years of experience in the Fire Alarm and Fire Alarm Monitoring Industry. All members have received on going Keltron Certification Training throughout the past six years.

Section 2.0 – Policy and Process Questions

- A. Please see Attachment E1 for a list of proposed Radio Network Maintenance Tasks to be performed on a regular basis by Fox Valley Fire & Safety. The lead technician for the Tinley Park Radio Network lives less than ten miles from the dispatch center. He will be scheduled for regular visits as well as being available for any emergency situation that may arise. In the event the lead technician is not available there are a least three additional technicians trained to troubleshoot the radio network.
- B. Fox Valley Fire & Safety will receive work orders from Tinley Park requesting any service needed on the Head-End or Radios in an email. A unique service order number will be assigned to each service request. When the work is completed a copy of the service order with the technicians' description will be sent to Tinley Park for review. All service orders will be billed together on one invoice at the end of each month. All service requests will be handled in a timely manner by Keltron trained technicians.
- C. Fox Valley Fire & Safety will bill for the pre-determined fees on or near the first of every month. Any additional service will be billed together at the end of each month.
- D. Late fees will only apply if the customer being billed was sent to an outside collections agency.
- E. The technicians that are currently working and will continue to work on the Tinley Park Radio Network have completed all required background checks. Fox Valley Fire & Safety will comply with any additional required background checks.
- F. All members of the Tinley Park Radio Network team mentioned in Section 1 B, are available by phone, cell phone or email at all times to Tinley Park personnel. If any

SUBSCRIBER NESTS

- keep punch blocks maintained
 - remove jumpers on cancelled or disconnected accounts—try to complete this on the same day as phone line disconnection if possible to avoid unwanted signals going into the system.
- for tones nests, punch down any unused accounts with a clear tones signal to electrically bypass the zone and also to keep the nest scan time minimized.

DATA GATHERING PANELS

- load test battery; replace after 5yrs or as needed
- remove jumpers from unused accounts

LS7000

- account maintenance: enter new information, update any changes in contacts or phone numbers
 - new accounts should be placed into “PRE-INSTALL” locale
 - new accounts should be taken out of service until 12-12-2012.
- use of LS7000 “DBUPDATE” utility
 - backup system database
 - backup history
- plan and install any Keltron Software update CD's
- send periodic system backups to Keltron
 - database
 - ls7000.ini file from c:\windows directory
- history log
 - review for central poll loss
 - review for abnormal account activity
 - review for abnormal system events
- keep the system clock accurate
- history archive events every 4 months
- delete or backup the radio checkin archive reports c:\Program Files\LS7000\Archive folder on the server

PRINTERS

- RF7300 dot matrix log printer
 - * printer ribbon
 - * fanfold paper
- WNC dot matrix report printer
 - * printer ribbon
 - * fanfold paper
- LS7000 thermal log printer
 - * check thermal paper supply; make sure no paperjams
- DMP703 paper tape printer headend
 - * paper tape
 - * ribbon

- DMP703 paper tape printer operator station
 - * paper tape
 - * ribbon
- test any UPS power supply hooked up to printers
 - * load test batteries; replace after 5yrs or as needed

SYSTEM BATTERIES

- main head end PS740 power supplies
- altronix power supplies
- modem UPS power supply battery replacement dates
- dot matrix UPS power supply battery replacement dates
- remote equipment batteries

WIRELESS NET CONTROLLER

- backup to floppy disk
- written and dated records
 - * routing reports
 - * review of NETCON / link layer
 - * upload of programming parameters
 - review of zone programming
 - review of time-to-live parameters

PAPERWORK

- radio network wall-map kept updated with color coded antenna locations
- documentation of configuration settings
- documentation of system maintenance
- system logbook kept updated

LS7000 computer maintenance

- periodic archive of history events
- review of hard drive space used / free
- review of history for undefined event categories
- review of history for subscriber radio self-test failures
 - * central poll loss
 - * low battery
 - * missed check-in
- backup of system data
 - * history
 - * site / programming database
- review dispatcher rotation:
 - * note any abnormal subscriber radio events: missed checkin, selftest failures

HEADEND EQUIPMENT EVENT MONITORING

verify proper supervision of equipment and annunciation:

- altronix power supply failure
- transceiver tamper switch
- both antennas active
- dot matrix log printer trouble
- WNC wireless net controller trouble



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References

City of Woodstock 2009-Present

Contact Person: Assistant Chief Patrick Burke
Title: Woodstock Fire Rescue/District
Phone: 815-338-2621
Email: pburke@wfrd.org

Village of Winnetka 2010-Present

Contact Person: John P Ripka
Title: Deputy Fire Chief Winnetka Fire Department
Phone: 847-501-6029
Email: jripka@Winnetka.org

City of Des Plaines 2008-Present

Contact Person: Jeff Schuck
Title: Division Chief of Fire Prevention
Phone: 847-391-5341
Email: jschuck@desplaines.org

City of Park Ridge 2007-Present

Contact Person: Kevin Plach
Title: Fire Marshal
Phone: 847-318-5286
Email: kplach@parkridgefd.org

City of McHenry 2011-Present

Contact Person: Bill Hobson
Title: Assistant City Administrator
Phone: 815-363-2159
Email: bhobson@ci.mchenry.il.us

Village of Riverside 2010-Present

Contact Person: Frank Ringo
Title: Riverside Fire Department
Phone: 708-447-2123
Email: fringo@riverside.il.us

City of Crystal Lake 2010-Present

Contact Person: Jerry Larsen
Title: Bureau Chief of Fire Prevention
Phone: 815-459-2020 ext 4147
Email: jlarsen@crystallake.org

Exhibit A

Alarm Monitoring and Equipment Maintenance

PREVAILING WAGE COST PROPOSAL WORKSHEET

KELTRON RF750F WIRELESS RADIO COSTS – Subscriber Installation

Equipment/Activity	Proposed Unit Cost/Fee
U.L. listed transceiver for subscriber	\$699.00 (\$690.00 - +1.3%)
Antenna, 60 hour stand-by battery, transformer	\$109.00 (\$109.00 - 0%)
Miscellaneous Equipment	\$
Labor Cost for installation at subscriber site	\$210.00 (\$210.00 - 0%)
Other	\$
TOTAL (per subscriber site installation)	\$1,009 (\$1,018 - +1%)

Installation of equipment shall follow the current code editions of NFPA 70 & NFPA 72

OPTION 1

Monthly cost for radio maintenance on installed premise – includes labor, equipment, batteries, travel, etc.	\$ 6.25 (\$4.75 - +32%) per/month per location
--	--

OPTION 2

Same as OPTION 1 without battery service	\$ 5.25 (\$4.75 - +11%) per/month per location
--	--

KELTRON RF750F WIRELESS RADIO COSTS – VoTP Facility Installations*

Equipment/Activity	Proposed Unit Cost/Fee
U.L. listed transceiver for subscriber	\$0
Antenna, 60 hour stand-by battery, transformer	\$0
Miscellaneous Equipment	\$0
Labor Cost for installation at subscriber site	\$0
Other	\$0
TOTAL (per subscriber site installation)	\$0 (same as original agreement)

Installation of equipment shall follow the current code editions of NFPA 70 & NFPA 72
 *Currently there are nine (9) buildings

OPTION 1

Monthly cost for radio maintenance on installed government facility – includes labor, equipment, batteries, travel, etc.	\$ 6.25 (\$4.75 - +32%) per/month per location
--	--

OPTION 2

Same as OPTION 1 without battery service	\$ 5.25 (\$4.75 - +11%) per/month per location
--	--

Annual maintenance and testing of fire alarms at government facilities (Fire Alarm/Fire Protection):

YR(1) \$2,345/\$1,750 (+65%)	YR(2) \$2,345/\$1,750 (+65%)	YR(3) \$2,345/\$1,750 (+65%)
YR(4) \$2,345/\$1,750 (+65%)	YR(5) \$2,345/\$1,750 (+65%)	

See attached list for locations.

Exhibit A
Alarm Monitoring and Equipment Maintenance
PREVAILING WAGE COST PROPOSAL WORKSHEET

OTHER COSTS

Equipment/Activity	Proposed Cost/Fee
Monthly Maintenance for Keltron Equipment – DMP703, RF7300 System, computer automation and all other system components located at the dispatch center.	\$1.00 (\$.75 - +.33%) per/month per location
Keltron LS7000 Automation System (six seat licenses)	\$1.00 (\$.75 - +.33%) per/month per location
UPS Replacement N/A	\$ _____ per unit N/A
Printer Replacement	\$450.00 per unit
Battery Replacement	\$185.00 per unit
Other	\$

OTHER COSTS – EXISTING KELTRON RF750F WIRELESS RADIOS

Equipment/Activity	Proposed Cost/Fee
Radio transmitter tamper switch; installation/programming	\$110.00 per unit per location
Water flow signal; radio connection/programming	\$110.00 per unit per location*
Relocation of radio transmitter/equipment	\$230.00 per unit per location
On-site radio maintenance	\$68.00 per unit per location
Other	\$**

Hourly Technician Rate for non-specified repairs including repairs and services as a result of acts of God, lightning strikes, vandalism and other services beyond the mentioned covered services.

Year (1) \$116.00 (0% increase) Year (2) \$118.00 (01.7% increase) Year (3) \$120.00 (3.5% increase)

Year (4) \$122.00 (5.2% increase) Year (5) \$124.00 (6.9% increase)

Name of Company _____

Signature _____ Date _____

Interoffice Memo

Memo #17-167

Date: December 12, 2017

To: Pat Carr, Assistant Village Manager

From: Daniel P. Riordan, Deputy Chief/Fire Prevention

Re: Wireless Fire Alarm Network Improvements



As the Wireless Fire Alarm program completes its 10th year, the Fire Prevention Bureau has been evaluating the means to improve the wireless alarm monitoring program while minimizing the cost to the alarm holder. Since monitoring early warning systems is vital to the response of fire personnel, the efficiency and redundancy of this equipment is the priority. Over the past 24 months, the Fire Prevention Bureau has identified trends and efficiencies where public safety can be improved.

Identified Trends/Operational Activities

1. Alarm system activities are increasing. Dispatch personnel are responsible for monitoring all alarm signals, telephone calls from contractor's alarm signals as a result of work being conducted. Since 2016, these activities have exceeded 9,500.
2. Lack of "smarter" technology for field follow-up on impaired early warning systems or systems in the process of acceptance testing. The ability to understand status of equipment for the field inspector is limited to contacting dispatch personnel.
3. Alarm monitoring equipment should be more redundant. Although existing equipment has several redundant features to ensure acceptable alarm transmission, alarm receiving equipment is centralized at the Police Department with viewing capabilities at the 911 Dispatch Center.

The Goal

To provide cost effective fire alarm monitoring services that equal or exceeds minimum acceptable levels, reduce non-emergency communications with dispatch personnel, provide more access to data for field personnel and provide an equal redundant monitoring service in a remote location.

Actions Taken

After several conversations with Fox Valley Fire and Safety regarding the stated goal, we had two options:

1. Provide duplicate headend/receiving equipment in a location that is remote to the existing equipment.
2. Interface with an approved central station to monitor alarm signals in a remote location.

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Interoffice Memo

On November 3, 2017, Tom Matousek, Director of Wireless Monitoring, sent a letter proposing a Central Station Interface for our Tinley Park wireless fire alarm network. Attached is a copy of that correspondence. Two other jurisdictions, Des Plaines and Winnetka experienced similar trends as Tinley Park. To control these trends better, both of these jurisdictions elected to interface with *Emergency 24*, a central station. Based on our discussions with Des Plaines Fire Department personnel, they have experienced a reduction in non-emergency communications and improved field communications using "smart" phone applications supplied by the central station.

Fire Prevention and 911 Dispatch personnel visited the *Emergency 24* facility located in Des Plaines to observe operations and to better understand the Keltron interface for the jurisdictions of Des Plaines and Winnetka. The facility is highly protected from perils such as power loss, fire and water damage and in the opinion of Fire Prevention can satisfy a portion of a disaster recovery/business continuity plan for both the Village and alarm holder.

Recommendation

Based on the stated due diligence and fact finding, Fire Prevention recommends that Option 2 be implemented as part of a best practice to enhance our monitoring services and increase the efficiencies for both 911 Dispatch and Fire Prevention personnel. All non-emergent communications and alarm signals will be handled by personnel working for *Emergency 24* with emergency signals being sent directly to our 911 Dispatch Center.

Regarding the cost of the proposed enhancement: based on the stated costs, there is sufficient funding for this service and it will not impact the monthly fee assessed to the alarm holder. I have copied Eileen Scholz in Finance for review and comment.

Summary

Although this is an additional cost to the program, the benefit allows our emergency response policies to be optimized and should there be a significant event in the Village, an option would be available that monitoring can be conducted in an off-site location until the event is mitigated. Additionally, although not quantifiable, there should be efficiencies experienced by both 911 Dispatch personnel and Fire Prevention personnel regarding the prioritizing of alarm signals, less telephone interaction with alarm holders/contractors and the ability to access information to resolve fire alarm impairments.

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Interoffice Memo

This can be of great value to our emergency operations and hope that you agree. I look forward to your thoughts on this matter.

DPR/ehk

Attachment

cc: Forest F. Reeder, Jr., Fire Chief
Robert Buttala, Fire Alarm Services Officer
Steven Lorendo, Fire Inspector
Eileen Scholz, Finance
FD Memo File

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November 3, 2017

Tinley Park Fire Prevention Bureau
Attn: **Deputy Chief Dan Riordan**
17355 South 68th Court
Tinley Park, IL 60477
Phone: 708-444-5200
Via Email: driordan@tinleypark.org

Project: Central Station Interface – Wireless Network

Dear Dan,

To further our conversation, discussion, and meeting regarding the Interface to a Central Station to alleviate the work load on your dispatchers, Fox Valley Fire & Safety is pleased to provide the following proposal. New head and equipment and labor required for Interface Connection from your head end system to Emergency 24 Central Station to include all the benefits that we have discussed, would be a total cost of..... \$ 12,000.00

Monthly cost per customer to provide the monitoring, software fees, programming and maintenance by Fox Valley Fire & Safety would be a cost of **\$7.50** per month per account.

Fox Valley Fire & Safety would be open to a cost of **\$8.50** per month with no charge for installation of new equipment for the Interface to be completed. If you have any questions regarding this information please do not hesitate to contact me at 847-875-0651.

Respectfully,

Tom Matousek
Director of Wireless Monitoring

**COMMENTS FROM
THE PUBLIC**

ADJOURNMENT