

**BID SPECIFICATIONS**  
**SECURITY KEY CARD & FOB INSTALLATION**  
**FOR CITY OF ZION**

The City of Zion is requesting bids for Security Key Card & Fob Installation to be performed at:

- Zion City Hall, 2828 Sheridan Road, Zion, IL 60099
- Zion Police Administration Building, 2101 Salem Blvd., Zion, IL 60099
- Zion Fire Station #1, 1303 27<sup>th</sup> St Zion, IL 60099
- Zion Fire Station #2, 2016 Lewis Avenue Zion, IL 60099
- Zion ESDA 3222 27<sup>th</sup> Street, Zion, IL 60099
- Zion Public Works, 3220 27<sup>th</sup> Street, Zion, IL 60099

**General Bid Directions**

- List name, address and telephone number of the company submitting the bid.
- List the name, address and telephone number of each owner of the company.
- All bids shall be submitted to the Zion City Clerk, City Hall, 2828 Sheridan Road, Zion, IL 60099 by no later than **10:00 a.m. on Monday, July 26, 2021.**
- Attach to the bid a certificate of insurance showing that the company has current business, liability and workers compensation insurance.
- Attach to the bid a Bond showing that the company and employees are bonded.
- A pre-bid walk-through of the facility may be scheduled by contacting:
  - **For City Hall: Bob Surano at 847-746-4026**
  - **For Police Building: Beverly Slocum at 847-746-4102**
  - **For Zion Fire Station # 1: Justin Stried at 847-746-4042**
  - **For Zion Fire Station # 2: Justin Stried at 847-746-4042**
  - **For Public Works: Alene Backis at 847-746-4060**
  - **Zion ESDA Building: Justin Stried at 847-746-4042**
- The City reserves the right to reject any or all bids in whole or in part in its sole and absolute discretion.

**Performance Standards and Termination of Contract:**

All contracts services with the City of Zion shall be contingent upon the contractor fulfilling the following obligations:

- All personal must work in conjunction with the City of Zion IT Professionals at all times.
- The contractor shall satisfactorily perform all activities herein specified.
- The contractor shall at all times keep in force business, liability and workers compensation insurance covering all employees working on the City's premises.
- The contractor shall monitor the condition and adequacy of all related equipment owned by the City and notifies the City when such equipment is in need of repairs or replacement.
- The City may at any time terminate a contract for services by giving written notice to the contractor.

## **Services to be Provided**

Provide detail pricing for the installation of all new access card readers and key fob installation for numerous areas of location within the City of Zion. This would include all access doors and control equipment at all locations.

Services and Equipment for this project shall consist of the following:

- Outfit five (5) doors with card readers, attach to electronic strikes, add power supply and control equipment at Public works.
- Outfit two (2) doors with card readers and attached to electronic strikes, add pipe chase between buildings, add power supply and control equipment at the ESDA building.
- Replace eight (8) card readers and control equipment at Fire Station #1.
- Replace three (3) card readers and control equipment at Fire Station #2.
- Replace five (5) card readers and control equipment at City Hall.
- Run wire to the 5<sup>th</sup> door to incorporate it into the new system at City Hall.
- Replace control equipment for 14 total doors at the Police Station. Six (6) doors will be in/out on the same door. All card readers will be reused
- Include 200 Key fobs.

## **Insurance Requirements**

The contractor shall keep in full force and effect, to the satisfaction of the City, Workers' Compensation and Employer's Liability Insurance, Commercial Liability Insurance and Automobile Insurance in at least the type and amounts as follows and shall name the City as an additional insured:

1. Workers' Compensation
  - a. State: Statutory
  - b. Applicable Federal: Statutory
  - c. Employer's Liability
    - (i) \$100,000 per accident
    - (ii) \$500,000 disease, policy limit
    - (iii) \$100,000 disease, each employee
  
2. Commercial General Liability
  - a. \$1,000,000 General Aggregate
  - b. \$1,000,000 Products completed operations aggregate
  - c. \$1,000,000 Personal and Advertising Injury
  - d. \$1,000,000 Each occurrence
  - e. \$ 50,000 Fire damage (any one fire)
  - f. \$ 5,000 Medical expense (any one person)
  
3. Personal Automobile Liability (including owned, non-owned and hired vehicles).

## **Insurance & Bonding Requirements**

The contractor shall provide the City with any and all supporting documentation evidencing bonding in the amount of \$10,000.00. The contractor shall provide the City with copies of the aforementioned policies and coverage prior to the commencement of award of a contract.

**SECURITY KEY CARD & FOB INSTALLATION  
FOR CITY OF ZION**

**City Hall, Police Administration Building, Fire Station #1 & #2 Public Works and ESDA Building**

**City Hall** \$ \_\_\_\_\_

**Police Administration Building** \$ \_\_\_\_\_

**Zion Fire Station #1** \$ \_\_\_\_\_

**Zion Fire Station #2** \$ \_\_\_\_\_

**Public Works** \$ \_\_\_\_\_

**EDSA Building** \$ \_\_\_\_\_

**TOTAL Bid for All Sites** \$ \_\_\_\_\_

In submitting this bid, the vendor agrees that acceptance of any or all quotations by the CITY OF ZION within a reasonable period constitute a contract.

Company

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Printed Name of  
Representative: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_