

**REQUEST FOR PROPOSALS (RFP) FOR
SMOKE/ FIRE/ CARBON MONOXIDE DETECTORS
THE TOWN OF CICERO**



All proposals and other communications must be addressed and returned to:

Town of Cicero

Attn: Maria Moreno, Office of the Town President

4949 W. Cermak Rd.

Cicero, IL 60804

**PROPOSALS MUST BE RECEIVED NO LATER THAN 3:00 PM LOCAL TIME,
ON January 22, 2018**

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REQUEST FOR PROPOSALS (“RFP”)

FOR

THE TOWN OF CICERO

I. PURPOSE OF THE REQUEST FOR PROPOSALS

The Town of Cicero, Illinois (the “Town”) is located approximately seven (7) miles west of Chicago’s loop, and is bordered by Interstate 290 and Interstate 55. Interstate 290 intersects with Interstate 294 west of the Town, giving residents from Chicago’s southern and northern suburbs, along with visitors from Indiana and Wisconsin, easy access to the Town. The Town is also easily accessible from Chicago’s western suburbs via Interstate 88.

The Town is a home rule municipality, governed by a full-time Town President, a Town Clerk and a seven (7) member Board of Trustees. The current Town President is Larry Dominick who was reelected in 2017 to a four (4) year term ending in 2021.

The Town has been awarded a grant (the “Grant”) pursuant to the FEMA Assistance to Firefighters Grant Program- Fire Prevention and Safety Grants, the purpose of which is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards. The Town desires to utilize the Grant to purchase smoke detectors. By submitting a Response, each Respondent acknowledges that any contact award, if any, will be made pursuant to the terms of the Grant. Additional Grant information is available upon request from the Town.

The purpose of this RFP is to select one or more “Respondents” to provide the following goods to the Town.

Respondents must provide a price per unit for ten (10) year smoke/fire/carbon monoxide detection units, which does not require battery replacement during the life of the unit (the “Detectors”).

II. SCOPE OF GOODS

Respondent shall provide unit pricing information and estimated delivery dates for the Town’s purchase of ten (10) year smoke/fire/carbon monoxide detection units, which do not require battery replacement during the life of the unit.

The Town reserves the right to: (1) reject all proposals (the “Proposals”) submitted, in whole or in part and (2) in its sole and absolute discretion, to cancel or modify this RFP in whole or in part, without further notice.

III. REQUESTS FOR CLARIFICATION

Respondents should address all communications to Maria Moreno, Office of the Town President. All questions or requests for clarification must be in writing, sent by mail, email to mmoreno@thetownofcicero.com or fax to (708) 222-8223 and must be received no later than 5:00 PM on January 8th, 2018. The Town shall not be responsible for the delay in the transmission of any request for clarification or other communication.

3.1 Deadline and Procedures for Submitting Proposals

A. **Deadline**

Proposals must be received by Maria Moreno, Office of the Town President (addressed as set forth in Section 3.1(B)) no later than 3:00 PM, local time, on January 22nd, 2018. **Late Proposals will not be considered.** The Town will not be responsible for any delays in the delivery, receipt or handling of Proposals.

B. **Procedures for Submitting Proposals**

Proposals must be delivered to the following address:

Town of Cicero
Attn: Maria Moreno, Office of the Town President
4949 W. Cermak Rd.
Cicero, IL 60804

Respondent must submit six (6) sets of originals in hardcopy format. In addition, Respondent must submit six (6) copies of the Proposals on a CD-ROM or flash drive in .pdf format on a CD-ROM. The original documents must clearly be marked, and must bear the original signature of an authorized agent. Respondent must enclose all documents in a sealed container. **Proposals submitted via facsimile or electronic mail will not be accepted.**

All submissions are subject to the Illinois Freedom of Information Act (5 ILCS 140/1, *et seq.*)

3.2 Confidentiality

To the extent allowed by applicable law, the Respondent may designate as confidential those portions of the Proposals that contain trade secrets or other proprietary data that must remain confidential.

IV. SUBMISSION REQUIREMENTS

4.1 Required Content

At a minimum, the following information must be included in all Proposals:

A. Cover Letter

The Respondent must submit a cover letter committing the Respondent to provide the desired goods and services, in accordance with the terms and conditions of a contract that may be awarded subsequent to this RFP and in compliance with all applicable laws, orders, rules and regulations. The cover letter must also:

- (i) Outline the number of years the Respondent has been in business, provide an overview of the experience and background of the Respondent and the key personnel committed to this project; and
- (ii) Identify the legal name of the Respondent, the address of its headquarters, its principal place of business, its legal form (*e.g.*, corporation, joint venture, limited partnership, etc.), the names of its principal or partners and its authority to conduct business in Illinois; and
- (iii) Indicate the contact information (name and telephone number(s)) of the principal contact for oral presentation, interviews or negotiations; and
- (iv) The cover letter must be signed by an authorized representative of the Respondent.

B. Executive Summary

The Respondent must provide an executive summary that explains its understanding of the Town's intent and objectives. The summary must discuss the Respondent's plan for achieving and implementing the desired services.

C. Professional Qualifications and Specialized Experience of Respondent

(i) Company Profile Information (See Form in Exhibit 1)

The Respondent must complete the company profile information questionnaire that is attached hereto and incorporated herein as Exhibit 1.

(ii) Company References (See Form in Exhibit 2)

The Respondent should provide at least two (2) client references for services substantially similar to the desired goods and services. Client references from municipalities or large employers are preferred. All client reference information must be verified and supported. References must be aware that they are being used and agreeable to an interview by the Town. This information shall be provided by completing the form attached hereto and incorporated herein as Exhibit 2.

(iii) **Municipal Client References (See Form in Exhibit 3)**

The Respondent must provide contact information for all municipalities to which the Respondent currently provides the desired goods and services. All municipal client reference information must be verified and supported. Municipal client references must be aware that they are being used and agreeable to an interview by the Town. This information shall be provided by completing the form attached hereto and incorporated herein as Exhibit 3.

(iv) **Business License/Authority to do Business in Illinois**

The Respondent must provide evidence that it is authorized to do business in Illinois.

D. Project Management/Implementation Plan

The Respondent must provide a detailed summary of its plan for providing the desired goods and services and a timeline for delivery.

E. Compensation Proposal

The Respondent must disclose any charges or fees not included in its base price that the Town would incur. Proposals that fail to include the compensation information requested in Exhibit 4 will be deemed non-responsive and rejected as incomplete.

F. Certification

Each Respondent must certify on Exhibit 5, attached hereto and incorporated herein, that the Proposal is true and accurate, and that to the best of Respondent's knowledge, the Proposal is not misleading or fails to include relevant information.

G. Non-Collusion Affidavit

A Respondent must submit a notarized Non-Collusion Affidavit, attached hereto and incorporated herein as Exhibit 6, certifying that the Respondent has not colluded with any other entity in the submission of the Proposal.

V. EVALUATION CRITERIA

The Town reserves the right to require in-person interviews with some or all of the Respondents. In evaluating the Proposals, the Town's selection will be based upon those factors deemed necessary to promote the best interests and welfare of the Town, including, without limitation, the following:

A. Professional and Technical Competence

The Respondent's ability to provide the desired goods and services, including capacity to achieve the project goals and objectives described in this RFP.

B. Professional Qualifications and Specialized Experience of Respondent and Team

The Respondent's experience in providing goods and services similar to the desired goods and services on projects of similar scope and magnitude. The Town will consider the past and current performance of the Respondent (and team members) on other contracts in terms of quality of services and compliance with performance schedules. The Town may solicit from current and/or previous clients, including other government agencies, units of local government or any available sources, relevant information relating to the Respondent's record of performance.

C. Quality, Comprehensiveness and Adequacy

The Town will review the quality, comprehensiveness and adequacy of the proposed project management/implementation plan for providing the desired services including the staffing plan, local availability and commitment of personnel who will manage and oversee the project.

D. Compensation

The Town will consider the competitiveness and adequacy of the proposed compensation model for the desired services.

E. Competency of Respondent

No Proposal may be accepted from or contract awarded to any person, firm or corporation who is in arrears or in default to the Town upon any debt or contract. Prior failure of a respondent to perform faithfully on any previous contract or work for the Town may be grounds for rejection. The Respondent must not have been suspended or debarred from doing business with the state and/or federal government. The Respondent, if requested, shall present evidence of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of this RFP. Such evidence shall be presented within a specified time and to the satisfaction of the Town.

VI. REJECTION OF PROPOSALS

6.1 Selection does not Guarantee the Award of a Contract.

This RFP shall not create any legal obligation of the Town to evaluate any Proposal that is submitted or to enter into any contract or any other agreement with an entity who submits a response except on terms and conditions that the Town deems, in its sole and absolute discretion, to be satisfactory and desirable. All Proposals should contain an affirmative statement that there is no “conflict of interest” with the Town and the Respondent.

The Town reserves the right to reject all Proposals received and the right to waive non-material formalities and technicalities according to the best interests of the Town. Any Proposals submitted shall be binding for sixty (60) days following the Town’s opening and review of the same. The Town reserves the right to select a Respondent or multiple Respondents to perform the desired services. The Town reserves the right to terminate the desired services provided by the Respondent. Any work provided by the Respondent will be in compliance with a contract to be entered into subsequent to this RFP.

By submitting a Proposal, the Respondent acknowledges its understanding of the requirements of this submission and agrees to be bound to the same.

6.2 No Liability for Costs

The Town is not responsible for costs or damages incurred by interested parties in connection with the RFP process. This includes, but is not limited to, costs associated with preparing the Proposals and of participating in any interviews, site visits, demonstrations, oral presentations and negotiations.

VII. CONTRACT AWARD

1. The Respondent’s Proposal must be complete to be considered for the award.

2. The Town reserves the right to qualify, accept or reject any or all Respondents and accept any Proposal deemed to be in the best interest of the Town. The Town reserves the right to accept or reject any or all Proposals and waive irregularities or technicalities in any Proposal when in the best interest of the Town. The Town reserves the right to accept or reject any exception taken by the vendor to the terms and conditions of the RFP.
3. Consideration may be given to, but not limited to goods and services available, hours of services available, references and special pricing. The Town reserves the right not to accept the lowest cost Proposal.
4. Award, if made, shall be in the form of a contract.
5. All prescriptions of the RFP shall be understood as a form of a signed contract.

VIII. COMMITMENT TO DIVERSITY

As a unit of local government under the Constitution of the State of Illinois, the Town is committed to encouraging diversity in the performance of work for and by the Town. Please refer to Exhibit 7, attached hereto and incorporated herein, which provides information on Section 2-870 of The Code of Ordinances of the Town of Cicero, Illinois for more information.

**EXHIBIT 1
COMPANY PROFILE INFORMATION**

Each Respondent must complete the following information:

(1) Legal Name of Individual or Company: _____

(2) Doing Business under other Company Name?

If yes, Name of Company: _____

(3) Headquarters Address: _____

(4) City, State and Zip Code: _____

(5) Web Site Address: _____

(6) Number of Years in Business: _____

(7) Total Number of Employees: _____

(8) Total Annual Revenues Separated by Last Three (3) Full Fiscal Years: _____

(9) Major Products and/or Services Offered: _____

(10) Other Products and/or Services Offered: _____

(11) Describe the Company's Demonstrated Experience in Providing Services Responsive to the Scope of Goods and Services Requested in this RFP: _____

(12) Has the Company or any of its officers or employees ever been sued by a unit of government? _____ If yes, explain: _____

(13) Has the Company or any of its officers or employees presently disbarred, suspended, proposed for disbarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal or state department or agency, or any local governmental agency? If yes, explain: _____

(14) What is the proposed timetable for delivery of the Detectors?

**EXHIBIT 2
COMPANY REFERENCES**

Submit a completed client profile information sheet for each company reference. Provide a minimum of two (2) references.

(1) Client Name: _____

(2) Address: _____

(3) City, State, Zip Code: _____

(4) Project Manager: _____

(5) Telephone Number: _____

(6) E-mail: _____

(7) Number of Employees in Client Organization: _____

(8) Project Scope of Services/Goals: _____

(9) Contract Award Date: _____

(10) Initial Contract Amount: \$_____ Final Contract Amount: \$_____

(11) Describe the project, its similarity to the services requested herein, and how goals were met:

(12) You may attach any reports or studies completed for the project.

**EXHIBIT 3
MUNICIPAL CLIENT REFERENCES**

Submit a completed municipal client profile information sheet for each municipality or other unit of government for which the Respondent has provided fire prevention equipment and/or Detectors.

(1) Client Name: _____

(2) Address: _____

(3) City, State, Zip Code: _____

(4) Project Manager: _____

(5) Telephone Number: _____

(6) E-mail: _____

(8) Scope of Services/Goals: _____

(9) Contract Award Date: _____

**EXHIBIT 4
COMPENSATION**

METHOD AND RATE OF COMPENSATION: Identify the proposed rate or unit price for the Detectors contemplated by this RFP.

EXPENSES: Unless otherwise specified, the Town does not provide for reimbursement of any expense incurred, including, but not limited to telephone device, other communications device, postage, copying, travel, transportation, lodging, food and per diem.

EXHIBIT 5
(Certification form)

This Certification is made as of the ____ day of _____, 201_ by _____ (the "Undersigned"), being the _____ (sole owner, partner, president, secretary etc.) of _____ (the "Respondent"), in connection with its response ("Proposal") to the Town of Cicero (the "Town") pursuant to the Request for Proposals issued by the Town for the purchase of the Detectors. The Undersigned states that he or she has been authorized by the Respondent to make this Certification and that the Respondent acknowledges that the Town will rely on this Certification.

The Undersigned hereby certifies and declares as follows:

The Undersigned has carefully read and acknowledges each and every part of the Proposal. The Undersigned further certifies and declares that to the best of his or her knowledge and belief, all statements contained in the Proposal, any attachments to the Proposal and any accompanying forms are true and accurate, are not otherwise misleading and do not fail to include any information that would be relevant to a fair determination by the Town of the Respondent's potential conflicts of interest in the provision of the desired services; and that all of said forms and the Proposal have been duly signed by authorized representatives of the Respondent.

Dated: _____

By: _____

Name: _____

Subscribed and sworn before me this ____ day of _____, 201_.

(SEAL)

Notary Public

EXHIBIT 7
SECTION 2-870
OF THE CODE OF ORDINANCES OF THE TOWN OF CICERO, ILLINOIS

Please review Section 2-870 of the Code of Ordinances of The Town of Cicero, Illinois which is available online and is incorporated herein by reference.