



## HIGHLAND COMMUNITY COLLEGE

2998 W. Pearl City Road, Freeport, IL. 61032

### **REQUEST FOR PROPOSAL**

Highland Community College (HCC) is seeking proposals from qualified Providers for armed, uniformed security for the facilities located at 2998 W. Pearl City Road, Freeport, Illinois. This document is a Request for Proposal (RFP) for the services described below and does not obligate HCC to accept responses from eligible Providers. The RFP establishes minimum requirements a vendor must meet in order to be eligible for consideration as well as information to be included in the Provider's proposal response. Carefully examine the specifications, conditions and limitations.

A pre-proposal meeting will be held in the Student/Conference Center on April 21st at 11:00 a.m. in room H-210. Additional information will be presented and questions addressed. A tour of the College will occur at that time. Contact Jill Janssen at 815-599-3412 for more information.

### **CONFIDENTIALITY**

Provider's proprietary proposal information will be kept confidential by the Proposal Review Committee and any other involved Administrators or Board of Trustees members until such time as a final decision is made. All proposals and supporting documentation shall become the property of HCC and will not be returned.

### **PROPOSAL SUBMISSION AND QUESTIONS**

Providers shall submit one electronic copy of their proposal to:

[purchasing@highland.edu](mailto:purchasing@highland.edu)

Or send via US Post Office mail, FedEx delivery, or hand deliver 3 copies of their proposal to:

Business Office, Student/Conference Center Building H Room H250  
Highland Community College  
2998 West Pearl City Road  
Freeport, IL 61032  
815-599-3482

Responses to this RFP are due by 2:00 pm on April 28, 2025. Proposals that do not follow the RFP format, do not include all the minimum requirements specified, including the required documentation, are not submitted by the due date and time may not be considered. HCC retains the right to accept, reject, or negotiate proposals received as well as to vary or waive any provisions set forth in this request for proposals in the best interests of HCC.

## **REQUIRED STATEMENTS**

The attached Contractor's Certification Form and Business Enterprise Act Form must be signed, notarized and returned with your proposal. Failure to do so may result in the rejection of your proposal.

## **SIGNATURE ON PROPOSALS**

Highland Community College requires the signature on proposal documents to be that of an authorized representative of said Vendor with authority to bind the Vendor contractually with respect to this RFP. Each vendor, by making a proposal, represents that the proposal documents and instructions to vendors are part of the specifications.

## **QUESTIONS**

Any questions regarding this RFP should be submitted at the pre-proposal meeting. Additional questions arising after the pre-proposal meeting can be directed to Jill Janssen, VP/CFO Administrative Services at 815-599-3412. Providers may not contact other Administrators, Board of Trustees members, or employees of HCC without the permission of the above individual.

## **EVALUATION CRITERIA AND PROCESS**

Award criteria may include, but is not necessarily limited, to Provider's:

- Background and experience in performing requested services;
- Capability to integrate with HCC and its processes;
- Availability of resources;
- Overall value of services; and
- Competency and responsibility of Provider.

A review team will consider all the proposals and may select providers for interview. Interviews will be conducted at a scheduled time to be determined, but estimated to occur on May 6 or May 7, 2025. Vendors must appear at their scheduled appointment and will have 30 minutes to highlight strengths of their proposal and business. Fifteen (15) minutes will be allowed for questions by the review panel. All vendors are expected to bring anything needed to assist their presentation and furnish an adequate number of copies of anything handed out.

HCC may at its sole discretion decline to make an award or award all or a part of the scope of work to one or more Providers.

Proposals will be valid for 120 days from the date of the submitted proposal.

## **CONTRACT TERM**

The initial term of this proposed contract shall be for a period of 1 year. Vendors are being asked to submit a proposal for multiple years and the College may consider a multiple year agreement. By approval of both parties, a contract may be extended to a period of 3 years. Either party may terminate the contract with 90 days written notice. Services for contract are to begin on or around June 16, 2025 and run annually from July 1 to June 30.

## SCOPE OF SERVICES

This proposal shall include 40 scheduled hours of armed, uniformed security per week allocated as follows:

Monday – Friday            2:30 pm – 10:30 pm\*

\*Except for official HCC Holidays (not including Holiday shutdown)

The Provider shall provide armed, uniformed security service to cover the times as stated above. It will be the responsibility of the Provider to make sure that ALL times above are covered with no lapses in coverage due to any circumstance on the part of the Provider or its employees. Provider's Holiday schedule must align with HCC's Holiday schedule to prevent any lapses in coverage.

HCC reserves the right to limit the types of weaponry, firearms, and/or less than lethal weaponry.

HCC will also at times require the additional services of a security Provider for events such as sporting events, performances, conference center events, etc. that may take place outside of regularly scheduled days/times. Provider shall also provide per hour pricing for additional armed or unarmed, uniformed security personnel. Provider must be able to accommodate the additional security needs of HCC.

The Provider shall designate a consistent contact individual for administrative purposes and any issues arising with a contract between HCC and the Provider or its employees.

Security personnel will provide a variety of services to support HCC's security objectives according to HCC's Board and Administrative policies and procedures which may include but are not limited to the following:

- Understand and enforcing HCC policies and the Code of Conduct;
- Collaborate with appropriate HCC staff on harassment and violence issues;
- Respond according to HCC's CEOP in emergency events;
- Perform tactical operations and know and understand appropriate and lawful use of deadly force;
- Perform CPR, First Aid and/or utilizing AED's;
- Maintain entry and egress control;
- Perform roving patrols of interior and exterior building areas as well as parking lots and grounds;
- Prepare incident and monthly operating reports;
- Monitor and respond to Security calls via radio patch, emergency phones, 911 etc.;
- Respond as necessary to support other life safety duties;
- Assist with traffic incidents;
- Provide escort service from the campus facility to parked vehicles as requested; and
- Other specific tasks as required.

Provider's staff is required to possess the following:

- High School Diploma or above;
- Possess good health;
- Ability to climb stairs;
- Valid driver's license;
- Ability to recognize dangerous or potentially dangerous situations;
- Ability to comprehend written and oral instructions and produce legible and logical reports in a written format;
- Ability to understand and comply with the Family Education Right to Privacy Act (FERPA) and maintain confidentiality at all times;
- Ability to understand and comply with requirements of the Crime Awareness and Campus Security Act of 1990, (Clery Act);
- Ability to understand HCC's Campus Emergency Operation Plan (CEOP);
- Training and competency in tactical operations and in the appropriate and lawful use of deadly force;
- Training in situational/de-escalation tactics;
- Nationally recognized certification and/or training in CPR, First Aid and/or utilization of AED's;
- Nationally recognized certification and/or training in Mental health First aid training (can be obtained within 3 months of hire);
- Ability to deal effectively with all segments of the public; relate to people well and not become easily frustrated;
- Ability to work without close supervision and to make independent decisions;
- Ability to respond calmly in an emergency situation and to determine proper course of action;
- Initiative to help other people by being courteous, attentive and patient while at the same time using tact, discretion and impartiality;
- Ability to make accurate observations;
- Ability to establish and maintain effective working relationships with Sheriff's Department campus personnel, students, faculty, and staff;
- Possess a relevant employment history; and
- Must pass a rigid background investigation of at least five years (no felonies and no misdemeanors involving dishonesty or violence or which are required to be reported on a state registry). HCC reserves the right to review the history(s) of each security officer assigned to insure that the background investigation has been conducted satisfactorily.

The Provider will be responsible for the scheduling, supervision, recruitment, and training of the security supervisors and staff. The Provider is also responsible for maintaining records, site manuals, and available personnel needed to train Provider supervisors and staff in the event of absence or resignation. The Provider shall ensure hiring, training, and administration of motivated and professional employees that meet or exceed both the Provider's and HCC's standards.

Background checks of all security officers prior to posting at HCC are required by Illinois State Law and results will be submitted to HCC upon request. The Provider shall be solely responsible for instituting and invoking disciplinary action of employees not in compliance with the requirements of the contract or HCC's policies and procedures. The Provider shall agree to

remove from duty any employee considered by HCC to be unsatisfactory or undesirable to HCC, subject to applicable law.

The Provider's administrative contact individual and staff will meet with HCC security personnel on a routine basis and will participate in College training and/or meetings as requested.

Providers shall maintain three million (\$3,000,000) dollars in umbrella coverage to include general liability with a hold harmless clause, worker's compensation, and automotive if applicable. A listing of current insurance policies and limits should be included with the proposal. Proof of insurance is not required at proposal submission but is prior to contract execution. Upon contract execution, HCC shall be named as an additional insured and a hold harmless provision in favor of HCC must be held on applicable policies.

Provider shall administer all billing relative to this contract on a periodic basis.

The Provider shall be deemed to be an independent Provider and shall be responsible for negligence of its employees / agents.

The Provider agrees that the resulting contract may not be assigned, transferred, or conveyed, or the work subcontracted without prior consent of the College.

The Provider agrees that conditions stated on this proposal shall be included in any final contract for providing officer services. Also, they agree that the College may cancel immediately if services are deemed "unsatisfactory" by the Vice President/CFO, Administrative Services and the President.

The College desires to have a good working relationship with the Provider; however, the College must also maintain a first class facility to fulfill its mission. Therefore, it will be understood by the Provider that if the Vice President/CFO, Administrative Services and the President decide the services are "NOT TO THE LEVEL EXPECTED BY THE COLLEGE," written notice of a probation period of 30 calendar days will be issued. This period will commence on the day the notice is issued. If the Provider is not able to correct the deficiencies listed by the end of the 30-day period, then the Provider will be assessed a five percent penalty (of their monthly payment) on that previous 30-day period. This penalty will continue each month thereafter until the conditions are corrected or the contract is cancelled.

#### **ADDITIONAL SERVICES TO BE COVERED UNDER THE PROPOSAL**

The College will require the security Provider to participate in table top scenarios, fire and tornado drills on an annual basis, if not more frequently. Such things may occur outside of normal College working hours.

#### **UNIFORMS AND EQUIPMENT**

The Provider shall furnish all uniforms and equipment pursuant to this proposal including but not limited to:

- Full uniform with pants, shirt, and coat (for inclement weather);
- Minimum of 1 patrol vehicle in good, reliable, operating condition and reasonably marked as a security vehicle;

- StarCom radio for direct access to Stephenson County 911 dispatch with enough battery life to be useful for a full work day or multiple radios;
- Duty belt and all weaponry; and

Uniforms shall be of consistent color, style, and appearance and in good condition.

HCC will provide the Provider with the following:

- HCC radio for direct contact with HCC staff to be carried at all times while on duty;
- Shared office space complete with telephone, computer, printer, and internet/email access; and
- Keys to Campus as necessary.

### **DOCUMENTATION TO BE PROVIDED**

In addition to the information required in the “attachments” portion of the proposal, Providers should include a document that contains the following:

- Description of the firm;
- Description of firm’s ability, qualifications, and actions taken to fulfill the above mentioned scope of services;
- Listing of current insurance policies and amounts;
- Proposed supervisory program;
- Copy of internal regulations governing use of all security related equipment;
- Description of training received by employees acting as security personnel/officers;
- Copy of job application used for security employees;
- Provider provided equipment;
- Listing of all equipment that security individuals will be carrying (both deadly force and less than lethal);
- Location of the branch office, and the number of officers under that location;
- Provide a professional resume of the account manager assigned from that location;
- Provide three references of accounts of similar type and size;
- Description of any litigation as plaintiff or defendant with in the last five years;
- Provide the turnover rate of security officers employed at the branch office;
- Detailed description of the benefits provided to employees and their associated costs to the owner; and
- Visual representation of the uniform options available under the contract.

### **ATTACHMENTS**

Attached are the required proposal forms and statements to be filled out completely, signed, and notarized (statements only) and should be accompanied by any supporting material that Provider would like to have considered.

## PROPOSAL FORM

PROPOSAL SUBMITTED BY \_\_\_\_\_

DATE \_\_\_\_\_

### FIRST YEAR OF CONTRACT

Provider agrees to provide security services as described for the annual total amount of

\_\_\_\_\_ DOLLARS(\$ \_\_\_\_\_).

PER HOUR, PER PERSON COST OF ADDITIONAL ARMED OR UNARMED SECURITY PERSONNEL

\_\_\_\_\_ DOLLARS(\$ \_\_\_\_\_).

### SECOND YEAR OF CONTRACT (Alternate)

Provider agrees to provide security services as described for the annual total amount of

\_\_\_\_\_ DOLLARS(\$ \_\_\_\_\_).

PER HOUR, PER PERSON COST OF ADDITIONAL ARMED OR UNARMED SECURITY PERSONNEL

\_\_\_\_\_ DOLLARS(\$ \_\_\_\_\_).

### THIRD YEAR OF CONTRACT

Provider agrees to provide security services as described for the annual total amount of

\_\_\_\_\_ DOLLARS(\$ \_\_\_\_\_).

PER HOUR, PER PERSON COST OF ADDITIONAL ARMED OR UNARMED SECURITY PERSONNEL

\_\_\_\_\_ DOLLARS(\$ \_\_\_\_\_).

VENDOR \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

BY: \_\_\_\_\_

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

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

**Certification Form (complete and notarize)**

To: Highland Community College District 519 2998 West Pearl City Road, Freeport, IL 61032

Pertaining to the bid for: \_\_\_\_\_

I/We as the Bidder certify that I/we have not been barred from bidding on this project as a result of a conviction for either bid-rigging or bid-rotating under Article 33E of the "Criminal Code of 1961".

I/We also hereby certify that we conform to the current rules and regulations of the Illinois Fair Employment Practices Commission and comply with the employment opportunity clause as required by the Illinois Fair Employment Practices Commission.

I/We also hereby certify that we have a written sexual harassment policy in place in full compliance with Section 2-105 of the Illinois Human Rights Act and will, upon request, be able to provide such written policy to the Department of Human Rights.

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Name of Contractor/Bidder

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Title

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Date



**Business Enterprise Act Form (complete and notarize)**

To: Highland Community College District 519 2998 West Pearl City Road, Freeport, IL 61032

Bidder may qualify as a business owner as defined in the Illinois Business Enterprise for Minorities, Females, and Persons with Disabilities Act under the following criteria. Check all boxes that apply (if Bidder does not qualify, check "Not Applicable"):

- ☐ Female: shall mean a person who is a citizen or lawful permanent resident of the United States and who is of the female gender
- ☐ Person with Disability: means a person who is a citizen or lawful resident of the United States and is a person qualifying as being disabled
- ☐ Minority Person: shall mean a person who is a citizen or lawful permanent resident of the United States and who is any of the following:
  - ☐ American Indian or Alaska Native
  - ☐ Asian
  - ☐ Black or African American
  - ☐ Hispanic or Latino
  - ☐ Native Hawaiian or Other Pacific Islander
- ☐ Not Applicable

Certifying Organization (if Bidder does not qualify, check "Not Applicable")

- ☐ DCMS (Department of Central Management Services) Business Enterprise Program
- ☐ Other (Please Explain)\_\_\_\_\_
- ☐ Not Applicable

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Name of Contractor/Bidder

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Title

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Date